

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority March 13, 2015

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 13, 2015 @ 11:07 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. William Fisher.

Chair Fisher welcomed Hon. Morris Sorbello from the Regional Advisory Board. Chair Fisher also introduced the newest Regional Advisory Board Member, Russell Stark, who has been appointed by Oneida County.

Members Present:

Mr. William Fisher-Chair
Dr. Shiu-Kai Chin
Mr. John B. Johnson Jr.
Mr. Patrick Mannion
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Don Thompson

Members Absent:

Hon. Khalid Bey
Dr. Donna DeSiato
Hon. Damian Ulatowski
Ms. Eleanor Ware

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Heather Malinowski
Ms. Jennifer McIntyre
Mr. R. John Clark
Hon. Morris Sorbello (RAB)
Chris Randall (RAB)

Roll Call

As noted, all Board members were present, except for Hon. Khalid Bey, Dr. Donna DeSiato, Hon. Damian Ulatowski and Ms. Eleanor Ware.

Reading and Approval of the Minutes

A motion was made by Ms. Scruton and seconded by Ms. Rougeux and was unanimously approved to accept the minutes from the January 9, 2015 meeting.

The motion was approved 7 ayes, 0 nays.

Presentation by Syracuse Jet Association

A presentation was given to the Board by Andy Brewer, Mike Wetzler, Scott Freeman and Carl Ernst.

Chair Fisher welcomed Regional Advisory Members Gary Robb and Chris Randall.

Executive Director's Report

Ms. Callahan reviewed a new agenda item; Standing Committee Reports/Supporting Materials/Correspondence that has been added; this item will include materials for the Board to review on their time. By providing these documents separately, the Board will be able to focus on the important items that need to be addressed.

Ms. Callahan continued with her report which provides an update on the status of several initiatives, projects, and priorities as they relate to the Syracuse Regional Airport Authority. Ms. Callahan reported on the following:

1. Projects

Terminal Concessions

Open to date:

- Market Express North and South
- Say Si Bon
- New York Times Books and News
- ESavvy
- Middle Ages
- Dunkin Donuts
- Jamba Juice

Under construction

- Johnny Rockets (Late March opening)
- Brioche Doree (Construction will begin after JR opens)

Ms. Callahan reviewed the concession sales which are strong, on the average the sales are 25% above the end of the last contract.

2. Legislative Affairs

- Briefings in Washington D.C.
Supporting materials were distributed in the meeting packet

Ms. Callahan reported that she traveled with Mr. Amond for legislative briefings with our Federal Delegation. Meetings were with Senator Charles Schumer, Representative John Katko and a staffer from Senator Kirsten Gillibrand's Office.

Ms. Callahan reported the purpose of the meeting was to reintroduce ourselves and to discuss the changes at the airport and our mission. Also discussed were some key issues like TSA Homeland Security, Air Service Development and FAA reauthorization. Another item of discussion was to bring a pre-check enrollment TSA center to our airport. Ms. Callahan reported that prior to this meeting she received an email indicating we are number one on the list for the next pre-check TSA enrollment center. Briefings of items discussed were included in the meeting packet

- NYAMA Advocacy Day, Albany
Supporting materials were distributed in the meeting packet

Ms. Callahan went to Albany on behalf of NYAMA for their annual Advocacy Day. Ms. Callahan met with State Senators and Assembly Members who were interested to know about how things were going with the change over to the Authority, many of them were part of the enabling legislation. There was also discussion about a couple of budget items and one piece of legislation that NYAMA is progressing with the State.

3. SRAA

Brian Dorman – Aviation Project Officer

Ms. Callahan introduced Mr. Dorman to the Board. Ms. Callahan explained that his primary role will be to oversee all Airport projects from the initial stages until completion. Mr. Dorman informed the Board about his work background and indicated he previously worked on some Airport projects.

New Board Member Training (Damian Ulatowski)

Ms. Callahan indicated that Mr. Ulatowski came out to the Airport, but was not able to go out on the field because of weather. Mr. Ulatowski did complete the ABO required training and received the Airport 101. He will reschedule another time to come out for the field tour.

4. Public Relations/Media/Community Involvement/Industry Organizations

Ft. Lauderdale Launch and Ticket Giveaway

Ms. Callahan stated on February 13th we launched our new service to Ft. Lauderdale on Allegiant. We held an event in the main terminal to welcome passengers. Allegiant provided us with 4 tickets to give away. A contest was held with a video submission and was voted on by the public via our website. The Board previewed the winning video.

Meeting with Eric Vinal from Film Commission – site visit

Ms. Callahan indicated Eric Vinal and couple of scouts from Hollywood came to look at our airport for an upcoming movie. They were interested in Syracuse, they went around and took pictures, but Ms. Callahan has not heard back from

them. Ms. Callahan stated that besides running the airport we are trying to be a part of other things.

STEM Symposium

Ms. Callahan stated C&S hosted this event for Science, Technology, Engineering and Math. Ms. Patty Jeschke, Secretary to the Deputy Commissioner has taken over space event coordination and is out there actively selling this space.

Junior Achievement

Junior Achievement came here and spent the day with Delta Airlines. These students were from Liverpool High School and were exposed to the opportunities that exist in the aviation field.

L'Arche Airport Tour

Ms. McIntyre gave a tour for individuals from L'Arche.

State of the City

Ms. Callahan and Chair Fisher attended

CNYRPDB Solar Initiative

Ms. Callahan and Mr. Amond met with the Central New York Regional Planning and Development Board on a solar initiative project that they are embarking on, which includes looking at the Airport as a possible location for solar panels. They will be coming back to us once they put a package together.

Legislative Roundtable Breakfast – Launch of Syracuse Do Your Thing

Ms. Callahan and Mr. Amond attended the Launch of Syracuse Do Your Thing. The airport works closely with David Holder and individuals at the Convention & Visitors Bureau. The Convention & Visitors Bureau currently partner with us on a number of initiatives. The Convention & Visitors Bureau is actively branding this region and we are the main gateway.

SU Business Class Capstone Project

Ms. Callahan met with a group of students from SU who asked us to participate in their Capstone Project. They are looking at building an app to help individuals get from point A to point B at an airport.

Dewitt Rotary Club Presentation

Ms. Callahan presented at the Rotary Club. Members were interested in Air Service Development, the new terminal, and concessions.

FAA Airports Conference (BIM Presentation)

Several staff attended the FAA Airports conference. The point of the conference is for the FAA to provide information on what to expect in terms of airport improvement funding, any changes they may have in their regulatory guidance regarding grants management and other programs that the FAA oversees, and speak about the Part 139 inspection process. There were a number of exhibitors

with products & services for the airports. Ms. Callahan participated in a presentation with C&S on their building information management system, which they used to design the terminal.

Meeting with the MOST

A meeting was held with the MOST to talk with them about incorporating the MOST into our public art program.

Leadership Greater Syracuse

Hosted an event at the airport

Balchen Post Award – 2015 Application

The airport submitted an application for the 2014-2015 Balchen Post Award. The award is given to an airport for outstanding snow removal.

In the News

The airport is actively providing information to the public with press releases.

Social Media

The airport is very active with social media; we currently have 122 followers on Twitter.

Airport Concessions Display Case

Ms. Malinowski and Ms. Herzog worked with Paradies to create a display window which shows products and concessions that are available in the airport.

Meeting with Centro to discuss restoring bus service to Airport

Ms. Callahan stated that, as a follow up from the Accessibility Committee, we met with Centro to discuss restoring service to the Airport. They recognized there is a need and Centro is willing to look into what they are able to provide to us.

Ms. Rougeux stated that the NCAA tournament is coming to Syracuse and the Airport has been actively involved with the planning committee. Ms. Rougeux stated that many new people will be coming through the airport and it is great that these renovations have been done, so we are able to show off our new facilities. Ms. Callahan indicated that there are 200 GA aircraft coming in over the Sweet 16 time period and we also have been receiving notices of charters.

CFO's Report

1. Upcoming Budget Cycle

The Operating Budget first draft will go to the Finance Committee next month. The second draft will go to the Finance Committee in May and the same version will be presented to the Board at the May Board meeting. In June the budget will be brought to the Board for final approval. Capital budget cycle is a little different. Ms. Callahan already presented to the Board the tentative AIP projects at the last meeting. The first draft will go to the Finance Committee in May and in June the proposed budget will be presented to the Board for final approval.

2. IT Managed Services

On February 1st our contract began with M.A. Polce Consulting, Inc. for managing our IT services. Mr. Amond gave a special thanks to Mr. R. John Clark for all the work he did on the contract as the agreements were finalized. M.A. Polce has implemented remote monitoring of our systems so issues can be resolved prior to impacting our operation. We have established a work order system which is being managed by Ms. Herzog. Within a week we should receive an initial assessment of our IT infrastructure and operating system. We will then meet with M.A. Polce to go over their recommendations and what we need to plan for in the future.

3. EOC (Emergency Operations Center) Progress

Mr. Amond thanked Ms. McIntyre for coordinating the selection and ordering of the EOC furniture. We are in the process of finalizing the audio visual, phones and computer workstations. We will be scheduling training for airport staff later this month and with the airlines in the month of April. In May there will be a tabletop exercise that ARFF is coordinating and portions of the drill will be held in the EOC. The goal is to have the EOC fully functional by August of this year when we hold our tri-annual live disaster drill.

4. Meeting with NY State Police

We had a meeting with the New York State Police which resulted from the FAA's compliance review report. The FAA has a requirement that Airports receive fair market value for any non aeronautical use of their land or facilities. The agreement that was structured for the NY State Police building stated we would accept services in-kind from the NYS Police for payment of rent for the land that the facility sits on. The meeting was to discuss some of the services that the NY State Police could provide to the airport. The NY State Police have a list of what was discussed and will come back with a schedule and approximate value for services. Mr. Amond and Ms. Callahan will be meeting with Chief Fowler to inform him of this meeting.

5. Legislative Affairs briefings with Ms. Callahan

6. Miscellaneous

- a. Attended FAA Conference in Hershey
- b. Served on Parking RFP Evaluation Committee
- c. Served on Trades negotiations team

7. Kickoff meeting with Scott Lewis on Airline Use and Lease Agreement

Mr. Amond, Ms. Callahan and Ms. Fogarty had met with Attorney Scott Lewis in February for the Airline Use and Lease Agreement. Mr. Lewis specializes in the aviation field. Mr. Lewis's firm is reviewing some general information we have provided.

Mr. Amond presented to the Board Education Program covering the Airline Use & Lease Agreements. The PowerPoint presentation was distributed to the Board in their packet.

Old Business

No Old Business for discussion

New Business

Chair Fisher invited a motion to go into executive session to discuss matters pertaining to the lease of real property; collective negotiations pursuant to Article 14 of the civil service law; information relating to a current or future investigation of a criminal offense; proposed or pending litigation; and matters leading to the appointment and/or employment of a particular person or corporation. The motion was made by Mr. Mannion and seconded by Ms. Rougeux. Board members, Ms. Callahan, Mr. Amond, Mr. R. John Clark, went into executive session at 12:55 p.m.

Executive session ended at 2:00 p.m. No action was taken.

Standing Committee Reports/Supporting Materials/Correspondence

Chair Fisher asked the Board if anyone had any discussion regarding this agenda item. No one had anything to discuss.

New Business – Continued

- **Resolution #1 – Resolution Authorizing the Creation of the Position of Aviation Contracting Officer for the Syracuse Regional Airport** was moved by Mr. Johnson and seconded by Ms. Rougeux and was unanimously approved

The resolution was presented by Chair Fisher
There was no further discussion regarding the resolution.
The resolution was adopted: 7 ayes, 0 nays

Adjournment

A motion was made by Ms. Rougeux and seconded by Mr. Thompson to adjourn the meeting.

The motion was approved: 7 ayes, 0 nays

The meeting was adjourned at 2:05 p.m.