

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority March 23, 2018

Pursuant to notice duly given and posted, the annual meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 23, 2018 at 11:00 am in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. Patrick Mannion.

Members Present:

Mr. Patrick Mannion-Chair
Mr. Khalid Bey
Dr. Donna DeSiato
Mr. John B. Johnson Jr.
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Michael Quill
Mr. Mark Nicotra
Ms. Beth Rougeux

Members Absent:

Mr. William P. Fisher
Dr. Shiu-Kai Chin

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Mr. John Carni
Ms. Debi Marshall
Ms. Jennifer Sweetland
Mr. Brian Dorman
Ms. Linda Ryan
Mr. R. John Clark
Mr. Tom Horth
Mr. Michael LaMontagne
Ms. Jo Anne Gagliano
Mr. Morris Sorbello

Roll Call

As noted, all Board members were present, except for Mr. William P. Fisher and Dr. Shiu-Kai Chin.

Mr. Patrick Mannion, Chair

Chair Mannion started by welcoming everyone to the meeting at 11:02 a.m. Chair Mannion recognized special guest of the Chair: Jo Anne Gagliano, President of the EDR Companies of Syracuse, NY. Chair Mannion asked everyone to think about Michael Davidson, a 15 year FDNY veteran Firefighter who was on the nozzle of the fire and perished. He was a father of 4, all under the age of 7. Chair Mannion stated that there have been 14 other line of duty deaths for firefighters this year in the United States and 32 line of duty deaths for police officers to date in 2018 and asked us all to think about them and not take their service for granted.

Dr. DeSiato joined the meeting at 11:06 a.m.

Reading and Approval of the Minutes

A motion was made by Mr. Nicotra and seconded by Mr. Bey and was unanimously approved to accept the minutes from the February 2, 2018 regular meeting and the February 15, 2018 special meeting of the board.

The motion was approved: 9 ayes, 0 nays, 0 abstain

Old Business

Terminal Improvement Project Update

Mr. Horth and Mr. LaMontagne from C&S Companies gave a presentation regarding the current status of the terminal improvement project including the interior, exterior, schedule and the budget. Tom Horth is the Program Manager for the project, Mike Horth is the Project Architect. Mr. Horth gave an update on the scope of the project and revisions to the general scope to not impact the overall design or passenger experience. South 2nd fl walk addition, ceiling and flooring relocation of egress stairs from schedule prospective is helpful and the far north and south vestibule roof are staying as they exist, some of the weathered steel was tweaked to extend and cover other areas. The new tariffs on the steel do not impact the project as our procurement and fabrication will already have taken place. Phase I concourse flooring is complete as is the utility relocation work out front to make way for the canopy demo and all the foundation work as part of the main Phase III of the project. The curtain wall is in fabrication, materials are being delivered to AJ Glass, Canandaigua, NY and getting prepped for the large sections for field installation in a panelized system to expedite construction. The elevators and escalators on the North and South are in fabrication with the North elevator sooner for scheduling purposes. Tennant relocation efforts are on-going including the expansion of the Authority offices, the move of Military Courtesy room to the 2nd floor. The majority of the projects are on ahead of or on schedule with the asbestos abatement is slightly behind.

Mr. LaMontagne first week in February, we are 7 weeks into the project. The contractor is very dedicated to meeting the schedule. The work now is all prep work for the expansion project. He discussed the asbestos abatement for the center terminal flooring that is on-going.

Ms. Callahan further discussed the schedule and the difference between 300 days – contractual is November 23rd, which is beyond the substantial completion date of October 31, 2018. Some

items have been de-scoped, but not fully realized in the schedule and we are working with LeChase to bridge the gap between the contractual date and the goal dates in many small ways that will add to the time savings. We anticipate a cost difference associated with bridging that gap in the schedule.

Mr. LaMontage then discussed the renderings, prep work, the new foundation, the new curtain wall, the new elevator pit and discussed that heating blankets and other methods are being used during the cold and snowy winter weather to assist in keeping on schedule. Further discussion ensued regarding the cracked, old asbestos flooring and how much more the cost would have been to repair vs. abate. In the June-July time frame a lot of steel is anticipated to go up, curtain wall materials will come and in and the project will take shape. A solar panel farm is currently being bid that will be installed near the cell phone lot. The Regional Aviation Museum was executed with The Onondaga Historical Society who will be partnering with a fabricator in Liverpool, NY for their exhibits and procurement and smaller electrical contracts, etc. are in process. The construction work is going on 6 days per week and 3rd shifts are being utilized to limit passenger disruptions. Further discussion ensued regarding credits for changes, change orders to close the gap between the contract date vs. the goal date and how that will change the costs. A definition of “substantial completion” was discussed by October 31, 2018 with only punch-list items allowed after that date. The Executive Director is working with the state to gain an understanding of the definition of “substantial completion” as we work our way through the schedule challenges that could impact the costs. The CEO of LeChase will be invited to the SRAA board meeting in May to discuss these issues.

Ms. Callahan thanked board member Mike Lazar stated 70-80 people are working each day and the amount of effort that LeChase is making to make up small amounts of time really add up. He also shared that he was impressed that this was being done without substantial impact to passengers and the quality of the project management and knowledge of the LeChase contractors and workers.

Executive Session

Chair Mannion made a motion to go into executive session to discuss a variety of matters pertaining to: (1) proposed, pending or current litigation; (2) the financial, credit and employment history of particular persons or corporations; and (3) a proposed lease of real property by the Authority. The motion was approved by Dr. DeSiato and seconded by Ms. Rougeux. Board members went into executive session at 11:26 a.m.

The motion was approved: 9 ayes, 0 nays, 0 abstain

Executive session ended at 12:20 p.m. No action was taken.

New Business

Chair Mannion directed the board’s attention to the following resolutions:

- **Resolution accepting the salary and staffing analysis report**
After discussion, it was determined that no approval was necessary by the board, it is done by a consultant specifically for the HR Committee.

- **Resolution authorizing approval of additional new air service agreement with Allegiant Travel Company**

Ms. Callahan notified the board that this is the newest market that Allegiant will serve. Allegiant has added Sanford International Airport, near Orlando, FL and will now have direct, seasonal service from SYR and that this incentive agreement falls within the standard incentives based on the matrix previously approved by the board for eligible airlines.

There was no further discussion regarding the resolution.

A motion was made by Ms. Rougeux and seconded by Mr. Nicotra to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

- **Resolution authorizing settlement of dispute with ground transportation provider**

Mr. R. John Clark gave a summary of the background and his recommendation of a proposed settlement with the previous ground service provider, Syracuse Regional Airport Taxi (SRAT), (parent company, Suburban Transportation) vs. further litigating this issue. Chair Mannion wished to go on the record to state that their behavior throughout was less than appropriate and less than productive.

There was no further discussion regarding the resolution. A motion was made by Mr. Lazar and seconded by Mr. Johnson to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

Management Report

Ms. Callahan brought the board through her management report presentation and updates on the terminal improvement projects and our new customer service program. Some of the highlights of the improved overall look are the high top table areas and the new seating with charger plugs in every other seat. The Executive Director spoke to current and future activities for projects; Operations; Security; ARFF; Finance; Contracting; IT; HR; Marketing-PR Events; Air Service Development. In addition, an update was provided on winter season projects and challenges including the de-icing lagoon issues, a project is underway to replace that system. The Executive Director provided updates on training and security including that the uniformed security has moved to the Emergency Operations Center during the construction project. A Stop the Bleed campaign has been put into place with airport employee training and kits in key locations throughout the airport. We are also working with TSA on corrective action regarding an audit of the SIDA area, updating the SIDA application, badges, continued training.

A discussion ensued regarding the purpose and requirements of the Real ID Act, which was passed by Congress in 2005, and was enacted to implement the 9/11 commission's recommendation that the federal government establish "minimum security standards for the state-issued driver's licenses and identification cards from states that do not meet these standards". The REAL ID Act will be fully implemented October 1, 2010.

On the financial side, current total passenger traffic has increased 3.0%, aircraft operations has increased 6.5%, concession sales have increased 0.8%, parking revenue has increased 0.9%, car rental revenue increased by 1.7%,

Committee Reports

Chair's Report on Board Survey was provided by Chair Mannion.

Adjournment

A motion was made by Mr. Johnson and seconded by Mr. Bey to adjourn the meeting.

The motion was approved: 9 ayes, 0 nays, 0 abstain

The meeting was adjourned at 1:04 p.m.

DRAFT