

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

November 14, 2014

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, November 14, 2014 @ 12:07 pmin the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. William Fisher.

Members Present:

Mr. William Fisher-Chair
Dr. Donna DeSiato (arrived at 12:13)
Mr. John B. Johnson Jr.
Mr. Patrick Mannion (left at 1:35)
Hon. Mark Nicotra
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Don Thompson
Ms. Eleanor Ware

Members Absent:

Hon. Khalid Bey
Dr. Shiu-Kai Chin

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Heather Malinowski
Ms. Jennifer McIntyre
Andrew Serota
R. John Clark

Roll Call

As noted, all Board Members were present, except for Hon. Khalid Bey, Dr. Shiu-Kai Chin and Dr. Donna DeSiato.

Chair Fisher started the meeting with the introduction of Damian Ulatowski, Supervisor with the Town of Clay who is the new appointee for the Town of Clay replacing Mr. Nicotra starting January 1, 2015. Chair Fisher announced that Mr. Nicotra will be ending his term on December 31, 2014 and was thanked by the Board for his term of service.

Reading and Approval of the Minutes

A motion was made by Ms. Scruton and seconded by Ms. Ware and was unanimously approved to accept the minutes from the October 10, 2014.

The motion was approved 8 ayes, 0 nays.

Executive Director's Report

This report provides an update on the status of several initiatives, projects, and priorities as they relate to the City of Syracuse Department of Aviation and the Syracuse Regional Airport Authority.

Ms. Callahan provided a PowerPoint presentation for the Board as she reviewed her report.

1. Projects

Terminal Concessions

Middle Ages opened October 19th

Ms. Callahan announced that there will be a grand opening event today, November 14th at 2:00 if any Board member would like to attend we will provide an escort.

Say Si Bon (Under construction, temporary kiosks in place)

Ms. Callahan indicated she was just notified today that this location will be open by Christmas.

Brioche Doree (Last location in concession program)

Construction on this location will begin once Say Si Bon is completed.

Ms. Callahan stated we continue to receive reporting for concession sales. September sales were down due to a lower number of passenger traffic as reported in our Aircraft Activity Report. Even with the decrease sales were up 20% over last year at this time.

Ms. Callahan indicated that TSA unveiled their Advanced Imaging Technology (AIT) machine at the checkpoint. Ms. Callahan stated that the AIT is not currently in full use, TSA is training and they intend to fully implement the AIT around Thanksgiving. Ms. Callahan stated that TSA will manage the flow of the AIT. Ms. Callahan mentioned that we have the room to install another AIT if TSA should receive funding for it.

2. Airport Operations

- Part 139 Annual Inspection Scheduled

This is where the FAA comes in and does a physical inspection of the airport operation. They look at all the training records make sure everyone has received their annual training. Antimo Pascarella, Airport Operations Officer takes the lead on the inspection and works with the division heads to prepare and gather the information that the FAA needs.

- **Amended ASP Submitted to TSA for review and approval**
There were some changes that we made that had to be submitted. We changed clearing houses for security screening of employees that had to be reflected in the ASP. It has been submitted and we are waiting on approval.
- **Annual Wildlife Management Training**
Airport Operation's staff received their wildlife management training. This is required under our wildlife hazard plan.
- **Meeting with Syracuse Regional Airport Taxi held**
This was a check-in meeting to see how things are going. The taxi service is going very well.
- **Winter Operations Follow-Up Meeting**
Meeting was held to discuss when it's snowing and we have diversions how to best utilize the new aircraft parking apron. Representatives from the Airlines, TSA, ARFF, Customs and Border Protection attended.
- **Ebola Preparedness Meeting**
We would work with the County Health Department if this should occur at the Airport.
- **Hancock Military Affairs Community Council/Update on 174th Activities**
The 174th Attack Wing is focused on completing an environmental assessment. This is the last piece that the 174th Attack Wing will need to complete in order to get their certificate of authorization to begin MQ9 operations out of Hancock.

3. Airlines/Air Service

Met with the new United Airlines Regional Manager, Kevin Keado discuss the customer service expectations, operational issues and to let us know that he is available to address any issues or concerns we may have.

- **Jetblue relocation finalized – will be operating out of Gate 3 effective November 18th.**

4. SRAA

- Chair Fisher has been reappointed by the County Executive
Mayor Stephanie Miner has reappointed Mr. Fisher as the Chair and also reappointed Mr. Bey and Mr. Mannion for another four year term.

Chair Fisher discussed with the Board that he would like to see prior to his term ending a Chair designee so that individual could move into the Chair role and become familiar with the operation of the Board.

- Damien Ulatowski Appointed to Board by Town of Clay
- Common Council to appointment to Regional Advisory Board
- Onondaga County Legislature appointment to Regional Advisory Board
- Committee Assignments Effective 2015
Ms. Callahan explained the new assignments of the staff for Board and Committee meetings.

5. Public Relations/Media/Community Involvement

- Accessibility Committee meeting
Meeting was held and another one is schedule for February. The February meeting will have a walk through the airport to address needs for individuals with disabilities.
- Wall/Relocation of Mock Two
Mock Two will moved to the 2nd floor near the checkpoint. Wall on 2nd Floor will display our Social Media sites for passengers to look at while they are waiting.
- This Month in Social Media
We are actively involved with Twitter, Pinterest, Instagram and Facebook.
- What's New on Our WebSite
A page was added that directs passengers to the various travel websites. An FAQ page was added to answer questions regarding the Advanced Imaging Technology (AIT) machine. The destination map has been updated to include Ft. Lauderdale.
- Holiday Travel Promotion
The time period between Thanksgiving and the end of December we will be offering two days of free parking with the purchase of three days. This promotion is being marketed in areas that passengers may use other Airports to fly out of. Two billboards were purchased to advertise the promotion, one located on 81 near the Watertown exit and 81-south by Tully Lake. Online advertising was purchased with the Utica Observer Dispatch and the Ithaca Journal.

- #ASKSYR with the Executive Director
On November 25th, there will be a live twitter chat to ask questions with the Executive Director.
- Air Travel Focus Group
We are in the process of recruiting members that will be valuable to provide us with travel habits, travel needs as we start focusing on Air Service Development.

6. Upcoming Items/Projects

- Installation of Advanced Imaging Technology (AIT) Machine at Checkpoint (TSA) on or about the 2nd week of November
- Advertising RFP (2nd draft under review/identify areas suitable for advertising)

Looking Forward in 2015

- Board Education
- Air Service Development
- Customer Service Initiatives
- Employee Relations
- Strategic Planning
- Branding & Marketing
- New mission, vision and goals for the Airport....

CFO's Report

1. Gate/Ramp Survey Project

This project was approved at the September Board meeting with the goal of documenting our existing gate/ramp layout to look at how to make the best use of existing space. AERO systems conducted the mapping of the existing space and drawings were reviewed. The next step is to ask AERO Systems to analyze some of the existing gate clusters with the objective of making the most efficient use of space eliminating "phantom" gates.

2. Cell Phone Parking Lot

Construction started on Wednesday, November 5th. The paving/stripping were completed by Wednesday, November 12th. Signs are ordered and will be installed when they arrive.

3. Parking Garage Renovations

On Monday, November 17th the first floor will be opened to the car rental companies. Rental car returns will be shifted back to the garage overnight on Monday, November 24th.

4. IT RFP

Three submittals were received and distributed to the Review Committee. Meeting will be scheduled within the next few weeks.

5. Health Insurance Renewals for 2015 – 4%

Health Insurance went up 4% which represents about a \$650 annual increase for family coverage, half of which will hit our 2014/15 budget.

6. Directors and Officers Insurance

The rate went up from approximately \$2,600.00 last year to approximately \$18,000.00 this year due to the dramatic increase in our revenue number. The future plan is to put out an RFP next year for insurance brokerage services and will include D&O as one of the types of insurance we want covered by the RFP.

7. Vehicle Liability Insurance

Liability insurance was added for the six take home vehicles at a cost of about \$1,575.00 per vehicle. Currently we are determining which other vehicles need to be insured for off-premises operation and will be adding insurance on those. There is estimated to be an additional 12 to 14 vehicles.

Chair Fisher made a motion to go into executive session to discuss five different subjects in three areas, employment history of the Executive Director, collective negotiations regarding discussion with the Building Trades Council and collective negotiations pending with SEIU and a firm hired to manage our parking garage. The motion was approved by Chair Fisher and seconded by Mr. Mannion. Board members, Ms. Callahan, Mr. Amond, Mr. R. John Clark, went into executive session at 12:47 p.m.

Mr. Mannion left the meeting at 1:35 p.m.

Executive session ended at 1:46 p.m. No action was taken.

Chair Fisher asked the Board members to review the Committee Reports and if they have any questions to contact the Chair.

Committee Reports

(Copy of each Committee Report attached

- Mr. Patrick Mannion, Chair for Finance Committee
- Mr. Don Thompson, Chair for Human Resource Committee
- Ms. Irene Scruton, Chair for Governance Committee

There was no further discussion among the Board.

Department of Aviation Report

(Copy of Report attached)

Report was reviewed by the Board: there was no further discussion.

Old Business

There was no Old Business to discuss.

New Business

- **Resolution #33 - Resolution Adopting 2015 Regular Meeting Schedule of the Board of the Syracuse Regional Airport Authority** was moved by Ms. Scruton and seconded by Ms. Ware and was unanimously approved

The resolution was presented by Mr. Fisher
Mr. Callahan reviewed the meeting schedule with the Board members.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #34 – Resolution Authorizing the Executive Director to Promulgate an Employee Handbook** was moved by Dr. DeSiato and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #35- Resolution Authorizing Final One Year Renewal of General Airport Consulting Agreement with C&S Engineers, Inc. for Grant Eligible Projects and Issuance of Work Orders** was moved by Mr. Nicotra and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #36 -Resolution Authorizing Final One Year Renewal of General Airport Consulting Agreement with C&S Engineers, Inc. for Grant Ineligible Projects and Issuance of Work Orders** was moved by Mr. Nicotra seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #37 – Resolution Authorizing Final One Year Renewal of General Airport Consulting Agreement with ARCADIS of New York for Grant Eligible Projects and Issuance of Work Orders** was moved by Mr. Nicotra and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #38 – Resolution Authorizing Final One Year Renewal of General Airport Consulting Agreement with ARCADIS of New York for Grant Ineligible Projects and Issuance of Work Orders** was moved by Mr. Nicotra and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #39 – Resolution Authorizing Final One Year Renewal of General Airport Consulting Agreement with Clough Harbor and Associates, LLP for Grant Eligible Projects and Issuance of Work Orders** was moved by Mr. Nicotra and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #40 – Resolution Authorizing Final One Year Renewal of General Airport Consulting Agreement with Clough Harbor and Associates, LLP for Grant Ineligible Projects and Issuance of Work Orders** was moved by Mr. Nicotra and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #41 – Resolution Authorizing Final One Year Renewal of General Airport Consulting Agreement with William Taylor Architect, PLLC, d/b/a William Taylor Architects for Grant Eligible Projects and Issuance of Work Orders** was moved by Mr. Nicotra and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #42 – Resolution Authorizing Final One Year Renewal of General Airport Consulting Agreement with William Taylor Architect, PLLC, d/b/a William Taylor Architects for Grant Ineligible Projects and Issuance of Work Orders** was moved by Mr. Nicotra and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #43 – Resolution Authorizing Final One Year Renewal of Independent Fee Estimator Agreement with CDI Engineering (NY) LLC, d/b/a L.R. Kimball for Grant Eligible Projects and Issuance of Work Orders** was moved by Dr. DeSiato and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #44 – Resolution Authorizing Final One Year Renewal of Independent Fee Estimator Agreement with Prudent Engineering, LLP for Grant Eligible Projects and Issuance of Work Orders** was moved by Dr. DeSiato and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #45 – Resolution Authorizing Final One Year of Independent Fee Estimator Agreement with Faithful & Gould for Grant Eligible Projects and Issuance of Work Orders** was moved by Dr. DeSiato and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #46 – Resolution Authorizing Amendment No. 4 with the General Services Administration for Space Used by the Transportation Security Administration** was moved by Mr. Nicotra and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #47 – Resolution Approving Incentive Agreement with Allegiant Travel Company for new service to Ft. Lauderdale International Airport** was moved by Mr. Nicotra and seconded by Dr. DeSiato and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #48 – Resolution Authorizing the Creation of the Airport Project Officer (SRAA) Title** was moved by Mr. Johnson and seconded by Dr. DeSiato and was unanimously approved.

The resolution was presented by Chair Fisher and Ms. Callahan.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

Adjournment

A motion was made by Mr. Nicotra and seconded by Ms. Scruton to adjourn the meeting.

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 2: 04 p.m.