

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

October 10, 2014

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, October 10, 2014 @ 12:09 pm in 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
Hon. Khalid Bey
Dr. Shiu-Kai Chin (arrived at 12:11)
Dr. Donna DeSiato (arrived at 12:28)
Mr. Patrick Mannion (left at 1:31)
Hon. Mark Nicotra
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Don Thompson
Ms. Eleanor Ware

Members Absent:

Mr. John B. Johnson Jr.

Also Present:

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

Roll Call

As noted, all Board Members were present, except for Dr. Shiu-Kai Chin and Dr. Donna DeSiato and Mr. John B. Johnson Jr.

Reading and Approval of the Minutes of the Previous Month. Annual and Special Meetings

A motion was made by Mr. Mannion and seconded by Ms. Scruton and was unanimously approved to accept the minutes from the September 12, 2014 regular meeting, September 12, 2014 annual meeting and August 21, 2014 special meeting.

The motion was approved 8 ayes, 0 nays.

Dr. Chin arrived at the meeting at 12:11 p.m.

Chair Fisher requested to take agenda out of order for guest speaker. Ms. Callahan introduced guest speaker Brian Johansson.

Guest

- Brian Johansson, Federal Security Director, TSA

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

New/Ongoing Projects

- Cell Phone Parking Lot (accelerated schedule)
Ms. Callahan had been working with the engineer consultant and there was a timeline put together that would allow the Cell Phone Parking lot to be built this year before the holiday travel. A resolution will be presented to the Board later in the meeting to approve construction on the Cell Phone Parking lot. The project was advertised and bids are to be received on October 17th. Ms. Callahan stated the construction will add another 20 parking spots to the observation area for a total of 40.
- Proposed Gate/Ramp Survey and Reconfiguration (Pre-con held 10/9/14)
Ms. Callahan stated that AERO Systems was retained for this project. A kickoff meeting was held yesterday, October 9th AERO Systems will be sending two surveyors out next week to begin surveying the total ramp area. The goal is to see if we are utilizing our space in the most effective way.
- Parking Management RFP (Pre-proposal meeting held 10/7/14)
Ms. Callahan stated a pre-proposal meeting was held and was well attended by a number of local and national firms that manage parking facilities at airports, stadiums and other similar locations. Proposals are due November 7th. Proposals will be reviewed and a recommendation will be made to the Board.

- Installation of airline check-in kiosks pre-security
Ms. Callahan reported that Delta has signed the airline kiosk agreement and Delta will have a kiosk in the checkpoint area in two weeks. They are the first airline to sign the agreement and we hope the other airlines will follow.

Terminal Concessions

- CNBC Retail opened Friday, October 3, 2014
- Middle Ages under construction – Tentative Opening 10/9 (Airport to replace windows and bring additional power)
- Johnny Rockets and E-Savvy under construction (awaiting approval from City Fire/Codes)
- Say Si Bon (Under construction, temporary kiosks in place)

August Sales	\$602,454
July sales	\$551,752.19
June sales	\$532,630.08
May sales	\$470,917.42

Ms. Rougeux commented on the sales and how every month it increases and stated this is very impressive. Ms. Callahan indicated that every time a new location opens up the sales increase as well. Ms. Callahan mentioned the New York Times Bookstore opened in August.

Mr. Fisher asked about the Cell Phone lot and if there were any revenue opportunities. Mr. Fisher asked if we could sell food in this area. Ms. Callahan stated this is in discussion and indicated it would be harder in the winter months but will speak with food trucks operators to see if there is any interest in the warmer weather.

Mr. Fisher asked who owned the automated equipment for the parking management facility. Ms. Callahan indicated the current equipment was installed by the current operator they will leave it here when their contract is up. Ms. Callahan stated they are encouraging the new proposers to install new equipment that they will own and maintain.

Airfield Projects

- Construct Sand Dome (Contract Approved)
- Construct Snow Removal Equipment Building (Contract Approved)
- Rehabilitate Access Road and Parking Apron (pending contract approval by City)
- National Grid Easement for additional utilities needed for 3 airfield projects (Approved by Common Council on 9/15)

Parking Garage Rehabilitation Phase I

- Construction ongoing, still scheduled for pre-Thanksgiving completion (11/14)

2. Contracts/Agreements

- Syracuse Jet Lease Agreement (Hangar Facility)

Dr. DeSiato arrived at 12:28 p.m.

- MOU with Exelon Generation Company (use of overflow lot as staging area for equipment and resources)

3. Airport Operations

- Emergency Plan Exercise

Ms. Callahan introduced Mr. John Walsh to the Board.

Guest

John Walsh, Manager, USAirways/American Airlines

- Winter Operations Meeting

4. Airlines/Air Service

- JetBlue relocation finalized – will be operating out of Gate 3 effective November 3rd.
- Relocation of Customs and Border Protection/International Diversions
- RMS Survey results received and being reviewed.
- Air Service Planning meeting with InterVistas

5. SRAA

- General Counsel ad closed September 30, 2014
- Proposed 2015 Board and Committee meeting schedules
Mr. Fisher asked the Committee Chairs how they felt about the new meeting schedule.
Mr. Thompson stated that the new schedule is fine knowing that if something comes up a special meeting could be scheduled. Ms. Scruton agreed also, but stated as long as the meetings are scheduled so that materials can be presented to the board on a timely basis.

Mr. Amond stated the meeting scheduled is included in the packet and shows the meetings by months, dates have not been assigned yet. Ms. Callahan stated that if the consensus was that this schedule will work we will assign dates and a Resolution will be voted on at the November Board meeting.

- ABO reports filed September 29, 2014

- Notice of expiration of Board members' terms

Ms. Callahan stated there are four Board members and one Regional Advisory Board member whose term has expired. Mr. Fisher spoke regarding his term and if he is reassigned for another three year term he would like to transition a chair in the next few years. The Chair position for the Board is assigned by the Mayor of the City of Syracuse.

Ms. Scruton asked who would be next after the Town of Salina for Board appointment. Ms. Callahan stated it will be assigned by the Town of Clay. Ms. Callahan explained this appointment is a one year appointment that rotates to the Town of Salina, Clay, Cicero and North Syracuse. Ms. Callahan stated the Regional Advisory Board members term starts the day they are appointed. Ms. Callahan hopes new appointments will be assigned prior to the November Board meeting.

6. Regional Advisory Board

- Notice of Parking Management and IT RFPs

7. Public Relations/Media/Community Involvement

- NYAMA Conference (9/17-9/19)
- Accessibility Committee
- Honor Flight Mission 4
- Syracuse Camera Club
- SYR Crunch Sponsorship

8. Upcoming Items/Projects

- Replace carpeting and seating in both concourses.
- Lighting RFP (Defer to after completion of Phase I of garage improvements)
- Advertising RFP

CFO's Report

Mr. Amond presented the Board with the CFO Report.

- *Mr. Amond thanked Ms. Fogarty and her staff for their assistance with the ABO reports. This was a group effort to get all the information for these to be filed on time.*
- *Mr. Amond thanked Mr. Serota for his work on the two RFP's and a Construction Bid that were issued within a week, which was quite an accomplishment. Mr. Amond thanked Mr. R. John Clark for expediting the Construction Bid.*
- *Mr. Amond indicated for the IT Management RFP we are looking for a company to come in and manage the entire Information Technology system. They would be responsible for keeping the hardware running, software changes and the internet. We decided to look for a company that would be able to meet all our IT needs and that can look at our needs and plan where need to be in the next several years. We have a pre-proposal meeting for the IT RFP next week. There were several firms that downloaded the RFP from our website, there were several firms that were local and also firms that were not local.*
 - *Ms. Scruton asked how this position was currently handled. Mr. Amond stated that our IT systems have been overseen by the Facilities Engineer, Mr. Ray Borg, who will be retiring, which gave us the opportunity to evaluate this position and how it would work best for us in the future.*
 - *Ms. Scruton agreed that this is a specialized area that changes all the time. There is no way to maintain the high level of expertise if you hired within. She supports this new process.*
 - *Ms. Rougeux asked if they would be consulted by the hour. Mr. Amond stated it would be a combination, there would be a flat fee and also hourly for different aspects.*
 - *Mr. Fisher said there are other companies and organizations that have strong IT structure in their facilities and we might want to reach out and ask what they are currently doing.*

Committee Reports

(Copy of each Committee Report attached)

- Mr. Don Thompson, Chair gave the Human Resource Committee Report
- Chair Fisher gave the Governance Committee Report since Ms. Scruton, Chair was unable to attend the Governance Meeting.

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

- **Review of 2014 Board Member Evaluations**
Mr. Fisher reviewed the Board Evaluations with the Board members. There was not further discussion.
- **Proposed 2015 Meeting Schedule (Review Only)**
There was no further discussion regarding the meeting schedule.
- **Resolution #30- Resolution Authorizing Approval of Additional New Air Service Agreement with Allegiant Travel Company** was moved by Mr. Thompson and seconded by Ms. Scruton and was unanimously approved.

Dr. Chin asked how well the new service to Myrtle Beach did. Ms. Callahan explained it did very well that Allegiant is planning on bringing the service back next year.

There was no further discussion regarding the resolution.

The resolution was adopted: 10 ayes, 0 nays

- **Resolution #31-Resolution Authorizing Construction of Cell Phone Parking Lot** was moved by Ms. Scruton seconded by Ms. Rougeux and was unanimously approved.

The resolution was presented by Ms. Callahan.

There was no further discussion regarding the resolution.

The resolution was adopted: 10 ayes, 0 nays

- **Resolution #32-Resolution Adopting a Vehicle Use Policy for the Syracuse Regional Airport Authority** was moved by Ms. Scruton and seconded by Dr. DeSiato and was unanimously approved.

Mr. Mannion left the meeting at 1:31 p.m.

The resolution was presented by Ms. Callahan.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

Adjournment

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

The motion was approved: 9 ayes, 0 nays

The meeting was adjourned at 1:33 p.m.