

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority January 11, 2013

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, January 11, 2013 @ 12:02 PM in the Walnut Room located in the Best Western Hotel at Syracuse Hancock International Airport by Chair Mr. William Fisher.

Members Present:

Mr. William Fisher-Chair
Mr. Patrick Mannion
Ms. Irene Scruton
Ms. Beth Rougeux
Dr. Donna DeSiato
Dr. Robert DiFlorio
Ms. Judy Flanagan (via telephone)
Mr. Khalid Bey
Me. Donald Thompson
Mr. John B. Johnson

Members Absent:

Ms. Eleanor Ware

Also Present:

Ms. Christina Callahan
Mr. Joseph Bergh
Ms. Jennifer McIntyre
Ms. Cheryl Herzog
Ms. Maureen Fogarty
Mr. Christopher Randall
Mr. Barney Parrella

1. Roll Call

As noted above, all Members were present, except for Ms. Ware.

2. Reading and Approval of the Minutes of the Previous Month

A motion was made by Mr. Mannion and seconded by Ms. Scruton to accept the minutes from the December 14, 2012 regular meeting.

The motion was approved 9 ayes, 0 nays.

3. Report of Officers

The Chairman's Report was read by Chair Fisher.

Chair Fisher stated that, for the last month, he has been working on a number of items towards the transition of airport operations from the City of Syracuse to the Authority. Chair Fisher stated he continues to work diligently with Mr. John McCann and Mr. Steve Shaw on the Airport Operations Services Agreement and the Lease Agreement. The latest (4th) draft of the Lease Agreement was delivered to Mr. William Ryan, Chief of Staff, on January 10, 2013.

Chair Fisher stated that under New Business there will be a more detailed discussion of the agreement. Chair Fisher stated that he intend to make a motion to go into Executive Session to discuss the agreement in more detail.

Chair Fisher reported that the Human Resource Committee met on January 3, 2013 and discussed issues and various matters relating to the Airport Operations Service Agreement and transition of employees.

Mr. Fisher informed the committee that earlier in the week he spoke with Ms. Mary Vossler, Director of the City's Budget Department. Mr. Fisher had requested a copy of the budget instructions which the Department of Aviation received in order to understand how the budget process works and how things will work following the transition. Ms. Vossler suggested that after the Department of Aviation submits their budget, a meeting should be scheduled with Mr. Fisher, Ms. Callahan, Mr. Ryan and herself to discuss various matters relating to the transition of the budget from the City of Syracuse to the Authority.

Mr. Fisher stated that he also met with David Moynihan of Testone, Marshall & Discenza and learned that not only do they perform the audit, but they also provide additional services to the City of Syracuse. Mr. Fisher stated that it has become clear that the Authority is going to need some professional advice on how it is going to operate the fiscal and accounting affairs of the airport. Chair Fisher stated that the Authority is going to need to set up some internal controls that don't currently exist and will need to contract for some external expertise from accounting firms and Certified Public Accountants that have worked at airports and established policies and procedures for handling various types of financial situations.

The Secretary's Report was given by Ms. Callahan. The report outlines the activities of the Syracuse Regional Airport Authority (SRAA) from the last meeting of December 14, 2012 through January 11, 2013.

- Updated SRAA information on www.syraairport.org as needed.
- Coordinated, prepared for and participated in the Governance, Human Resource and Finance Committee meetings.
- Reviewed and processed 4 invoices from G4S totaling \$188,096.66
- Submitted Warranty and Representation Letter to National Union Fire Insurance Company of Pittsburgh PA.

4. Department of Aviation Report

The Department of Aviation Monthly Progress Report was given by Ms. Callahan. The report outlines the key accomplishments that took place from the last meeting of December 14, 2012 through January 11, 2013 at the Department of Aviation.

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Daily cleaning of all sidewalks and roads located in front of the Terminal Building
- Responded to various work orders
- Preventative maintenance performed on all winter snow removal equipment
- Snow removal operations of all runways/taxiways/airport roads and sidewalks

Aircraft Rescue and Fire Fighting (ARFF)-Station 4:

Captain Terry Krom

- Responded to 15 total alarms
- ARFF conducted a CPR/Defibrillation class for American Airlines

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Maintained/Ordered stock as needed
- Performed building walk throughs
- Assignment reviews
- Modifications completed on JetBridge 23
- Oxford ATS completed the scheduled preventative maintenance and repairs to the City owned jetbridges and baggage belts.

Compliance/Regulatory:

Ms. Christina Callahan (Commissioner of Aviation), Mr. John Carni (Deputy Commissioner of Aviation), Mr. Joseph Bergh (Aviation Attorney)

- Corresponded with insurance broker for Baseline King Corp. for Removal of ANG Aircraft Arresting System Project. Reviewed miscellaneous insurance certificate and endorsements for contractors, airport tenants, airlines and concessionaires and, where appropriate, corresponded with insurance brokers.
- Reviewed insurance for subcontractor in Entrance Road Signage Improvement Project and approved insurance.
- Communicated with Air Force regarding removal of ANG aircraft arresting system.

Finance/Accounting:

Ms. Ro Bartolo (Supervisor Airport Accounting Division)

- Invoicing of tenants
- Requisitioning/Purchasing
- Paying Vendors
- Auditing tenants
- Received 2013/2014 budget package from the City due January 18, 2013.
- Completed LEO agreement application and submitted to DHS for consideration.

G4S:

Michael Calkins (Site Supervisor)

- Challenges - 6592
- Arrests - 0
- Property Checks - 3221
- Pistol Verifications - 11
- Parking Tickets - 50
- Uniform Traffic Tickets (UTT) - 0
- Incidents - 264
- DR Reports - 33

Legal/Agreements:

Mr. Joseph Bergh (Aviation Attorney), Ms. Christina Callahan (Commissioner of Aviation), Ms. Ms. Jennifer McIntyre (Marketing Coordinator)

- Reviewed docket for AMR Corporation bankruptcy.
- Had amended exhibits to United Air Lines, Inc.'s Airport Use and Lease Agreement with Delta Air Lines, Inc. executed by Commissioner of Aviation.
- Returned fully executed amended exhibits to United Air Lines, Inc.'s Airport Use and Lease Agreement to United Air Lines, Inc.
- Reviewed and returned First Amendment to Airport Use and Lease Agreement with United Air Lines, Inc., to United Air Lines, Inc. with request that airline affix corporate seal and execute another original.
- Drafted letter to C&S Engineers, Inc.'s General Counsel regarding method of compensation for one of its work orders.
- Finalized draft rental car concession agreement.
- Attended meeting and reviewed documents concerning proposed ground lease on the Airport's north west area of the airfield.
- Reviewed and revised draft ground lease prepared by outside counsel for proposed ground lease on the Airport's north west area of the airfield.
- Reviewed correspondence from outside counsel regarding avigation easements.
- Drafted work order for C & S Engineers, Inc. under its General Airport Consulting Agreements for professional services relating to design and bid phases for Construction of Remain-Over-Night Apron and Access Taxiway Project.

- Had Commissioner of Aviation issue work order for C & S Engineers, Inc. under its General Airport Consulting Agreements for professional services relating to Emergency Operations Center.
- Drafted work order for Prudent Engineering, LLP under its Agreement for Independent Fee Estimator Services for independent fee estimate for design and bid phases for Construction of Remain Over Night Apron and Access Taxiway Project.
- Had Commissioner of Aviation issue work order for Prudent Engineering, LLP under its Agreement for Independent Fee Estimator Services for independent fee estimate for design and bid phases for Construction of Remain Over Night Apron and Access Taxiway Project.
- Had purchase agreement with 6973 Kinne Street, LLC for purchase of 6973 Kinne Street executed by Commissioner of Public Works and attested by City Clerk.
- Corresponded by email with outside counsel on 6973 Kinne Street purchase.
- Drafted First Amendment to Facility Use and Lease Agreement with DAL Global Services, LLC.
- Had First Amendment to Facility Use and Lease Agreement sent to DAL Global Services, LLC executed by Mayor and attested by City Clerk.
- Reviewed NYSERDA FlexTech Program.
- Reviewed IMA between the City and County regarding purchasing and its applicability to the Authority and spoke with Deputy County Attorney concerning the same.
- Advised Commissioner of Aviation and senior management of the Department of Aviation on personnel matters and other legal matters.
- Researched standards for free speech activities in Airport terminal, drafted findings and legal opinion to the Corporation Counsel and shared findings and legal opinion with Commissioner of Aviation.
- Reviewed exhibits for various proposed agreements and advised of changes where required.
- Reviewed proposed amendment to Central Parking System of New York Inc. agreement for management of parking facilities.
- Responded to requests from the Office of the Corporation Counsel regarding FOIL requests the City has received.
- Telephone conference with outside counsel regarding PBA PERB improper practice charge.
- Performed legal work assigned by the Corporation Counsel and/or requested by the Mayor.
- Performed legal work for the Syracuse Regional Airport Authority.

Legislation:

Ms. Christina Callahan (Commissioner of Aviation), Mr. Joseph Bergh (Aviation Attorney)

- Drafted legislation request letters and legislation as follows:
- Appropriation of \$5,000 for 2013 New York Aviation Management Association Membership Dues for the Airport.

- Apply for, accept a grant offer from and enter into a grant agreement with the New York State Energy Research and Development Authority (“NYSERDA”) for funding from the NYSERDA FlexTech Program for professional services by C&S Engineers, Inc. to evaluate the condition of existing glazing and lighting systems in the Terminal at Syracuse Hancock International Airport, recommend improvements and estimate the cost and payback of the recommendations
- Acquire and purchase avigation easements for Syracuse Hancock International Airport on certain properties.

Operations:

Mr. Antimo Pascarella (Airport Operations Officer)

- Sent Purvis notifications regarding any/all airport related issues
- Oversaw and maintained Field Condition Reports
- Reviewed and maintained nightly airfield light checks to ensure that mandatory lights and signs are operating in compliance with the FAA regulations
- Maintained and serviced four lagoons (location of collected fugitive glycol that is used to deice aircraft in cold temperatures)
- Vehicle escorts for the Terminal Project
- Coordinated with Onondaga County Department of Water Environment Protection regarding the monthly release from the Airport Tricherator System.
- Conducted field inspections and airfield as well as roadside lighting inspections
- Collating de-icing fluid in (lagoon one) from all de-icing pads
- Plowed all emergency gates, fire roads and lagoons

Personnel:

Ms. Laurie Sabel (Personnel Administrator)

- Maintained the following records:
 - Leave approvals
 - Time sheets
 - Mileage logs
 - Leave calendar
- Scheduled necessary physical exams and drug testing for new hires and required personnel
- Scheduled employees for appointments with benefits coordinator
- Responded to grievances and maintained communication between the Department of Aviation and the union representatives
- Posted any vacant positions
- Interviewed and filled vacant positions
- Attended monthly meetings of Accident Review Committee
- “Violence in the Workplace” survey conducted for future program in February

PR/Media/Communications:

Ms. Christina Callahan (Commissioner of Aviation), Ms. Jennifer McIntyre (Marketing Coordinator)

- Performed several interviews regarding the winter storm
- Ms. Callahan and Ms. McIntyre met with members from the Public Art Commission regarding implementing an art program at the Airport

Projects:

Mr. Ray Borg (Facilities Engineer), Mr. Jeff Hopson (GIS Specialist)

- Maintained the Flight Information Display System (FIDS) to ensure the most accurate flight information is being displayed throughout the Terminal building
- Issued the Monthly Flight Guide
- Facilitated baggage belt system training for airlines and TSA staff
- Reviewed and issued permits to Airport tenants
- Routinely made updates to the website
- Successfully addressed Help-Desk cases
- Technical and Management oversight of the following projects:
 - North Concourse Bathroom Upgrade
 - Terminal Security Upgrade
 - SRE Building Upgrade
 - Sand Building Upgrade
 - Maintenance Area Repaving
 - South Concourse Roof Replacement
 - Air National Guard Barrier Removal
 - Runway Obstruction Removal
 - Airway Taxiway & Ramp Pavement
 - Parking Garage Structural Repair
 - Entrance Road Signage Improvement
 - Airport Welcome Center
 - Airport Emergency Operations Center
 - South Concourse Doors & Frames Replacement
 - Emergency Operations Center Design

Security:

Mr. John Carni (Deputy Commissioner of Aviation), Mr. Dan Ryan (Assistant Security Coordinator)

- Trained and badged 25 individuals
- 23 threat assessments submitted to the Department of Homeland Security
- 20 sets of fingerprints submitted to the FBI

Travel:

Ms. Joanne Kitts (Secretary to the Commissioner of Aviation)

- Scheduled various meetings for the Commissioner of Aviation
- Arranged for accommodations of food service and meeting areas
- Completed all invoice forms received
- Prepared all necessary paperwork for the Commissioner's signature from consultants
- Answer phone call for the Commissioner
- Processed all mail
- Filled out parking requests

Ms. Callahan informed the Members that Councilor Hogan hosted and Airport Committee meeting on January 7, 2013 that she attended along with Mr. Fisher, Ms. Rougeux and Mr. Bergh to discuss an item that the Department of Aviation has on the council agenda that is a local law that would give authorization to certain Department of Aviation employees along with employees of G4S to issue parking tickets at the airport. Ms. Callahan stated that most of Councilor Hogan's questions surrounded the legality of the local law and the precedent it would be setting by giving a non-law enforcement agency the authority to issue parking tickets. Ms. Callahan stated that Mr. Bergh informed Councilor Hogan that the Council passed an ordinance in 2003 giving the Syracuse Fire Department the same authority. Ms. Callahan stated that the purpose of the local law is not intended to undermine law enforcement, but to give G4S the tools that they need to fulfill the requirements of their contract.

Ms. Callahan also informed the Members that she had a meeting with Scott Reich, the station manager at Air Wisconsin, as a result of complaints she received from Authority Members and the Common Councilor. The complaints stemmed from delays deplaning passengers encountered on United Airline flights. Ms. Callahan explained to the Members that United Airlines is the airline that operates at the airport and they are the airline that the airport has a Use and Lease Agreement with but, like many airlines, they subcontract a lot of the work including ground handling and even who actually flies the service. Ms. Callahan stated that Mr. Reich informed Ms. Callahan that the staff at the airport is scheduled based upon the number of scheduled flights, and if there are unscheduled delays or diversions they do not have sufficient staff on the ground to support these additional flights. Ms. Callahan informed the Members that Mr. Reich acknowledged that he is aware of the issue and that he is working with management at Air Wisconsin and with Commutair, to resolve this problem. Ms. Callahan informed the Members that she offered Mr. Reich the service of the Department of Aviation Operations Division to assist in any way possible until this issue has been resolved.

5. Committee Reports

The Human Resource Committee Report was given by Committee Chair Mr. Donald Thompson.

The Governance Committee Report was given by Committee Chair Ms. Irene Scruton.

Ms. Scruton informed the Members that included in their packet there was a resolution to adopt the Corporate Governance Principles for the Syracuse Regional Airport Authority.

Resolution #1-Resolution Adopting Corporate Governance Principles for the Syracuse Regional Airport Authority was moved by Mr. Mannion and seconded by Dr. DiFlorio.

The resolution was presented by Chair Fisher. There was no discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays.

6. New Business

- Presentation: Terminal Concession Plan Phase I
Barney Parrella, InterVistas

7. Adjournment

A motion was made by Dr. DeSiato and seconded by Ms. Scruton to adjourn the meeting.

The motion was approved: 9 ayes, 0 nays

The meeting was adjourned at 2:14 p.m.