

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority March 8, 2013

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 8, 2013 @ 12:03 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
Ms. Irene Scruton
Ms. Beth Rougeux
Dr. Donna DeSiato
Ms. Judy Flanagan (via telephone)
Mr. Khalid Bey
Me. Donald Thompson
Mr. John B. Johnson
Ms. Eleanor Ware

Members Absent:

Patrick Mannion
Dr. Robert DiFlorio

Also Present:

Ms. Christina Callahan
Ms. Jennifer McIntyre
Ms. Cheryl Herzog
Mr. Tim Frateschi
Mr. Christopher Randall
Hon. Morris Sorbello
Mr. John McCann
Mr. Steven Baldwin

1. Roll Call

As noted above, all Members were present, except for Dr. DiFlorio, Mr. Mannion and Ms. Flanagan.

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

A motion was made by Mr. Johnson and seconded by Ms. Ware to accept the minutes as amended from the February 8, 2013 regular meeting.

The motion was approved 7 ayes, 0 nays.

3. Report of Officers

The Chairman's Report was read by Chair Fisher.

On Feb 11, I attended a meeting with Bill Ryan, Christina Callahan, City Budget Director Mary Vossler, Maureen Fogarty, Ro Bartolo to discuss the 2013/14 Aviation Enterprise Fund budget, including the potential issuance of bond anticipation notes in June 2013. I have asked the City to consider retiring the outstanding notes (\$3.38M in remaining principal) by issuing a serial bond that would also provide \$2.5 million in financing for Phase 1 of needed repairs to the airport garage.

On February 20, I met with our outside counsel, John McCann to review a revised draft Airport Lease and Services Agreement. On February 26, Mr. McCann provided a working draft of this agreement to Corporation Counsel's office for review. This draft was subsequently reviewed and discussed by Mr. Ryan and Joe Barry of the City Law department.

On March 1, attorney Tim Frateschi (of Harris Beach, which is providing legal services to the Department of Aviation) provided John McCann with a draft Concession Agreement. On March 6, Mr. McCann and I reviewed the draft, which he subsequently modified and sent to Mr. Frateschi in draft form on March 7.

The City has asked C+S Companies to engage Steve Baldwin and Associates as a subcontractor to provide consulting services to the City and SRAA in order to effect an orderly transition of the airport operating certificate (Part 129) from the City Department of Aviation to the SRAA. Mr. Baldwin's plan, as discussed in our February meeting, estimated an 8-month timetable for this transition.

On Thu 3/7, Commissioner Callahan, Chief of Staff Bill Ryan, Steve Baldwin, his associate Nick, and I traveled to FAA headquarters in Washington D.C. to meet with the team that will act upon the City's request to transfer the Part 139 Airport Operating Certificate from the City to the SRAA. We met with Randall S. Fiertz, to whom Kevin Willis reports. (Kevin took a spill this morning and was unable to attend.) Among those attending from the FAA were Beth Newman (an attorney from the FAA Office of the Chief Counsel) and Kay Ryder (FAA Airport Improvement Program Team Lead). We had a very productive discussion that lasted slightly more than one hour. The FAA provided a checklist that I will share with the other SRAA members at our March 8 meeting.

Irene Scruton joined the meeting at 12:35 p.m.

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 February 8, 2013 through March 8, 2013.

- Updated SRAA information on www.syrairport.org as needed.

- Coordinated, prepared for and participated in the Human Resource Committee meeting.
- Reviewed and processed 4 invoices from G4S totaling \$190,094.51
- Reviewed and processed one (1) invoice from Hancock & Estabrook in the amount of \$7,470.00
- RFP for Professional Auditing Services
 - RFP issued February 15
 - Notices were published in SRAA's designated newspapers
 - 25 firms were contact via mail
 - Received correspondence from Dannible & McKee dated February 27 stating the firm is not in a position to submit a proposal at this time.
 - Pre-proposal conference held February 28.
 - Three firms attended
 - Dermody, Burke & Brown
 - D'Arcangelo & Co, LLP
 - Fust Charles Chambers, LLP
 - Two Addenda issued:
 - Addendum #1 revised the minimum qualifications;
 - Addendum #2 responded to all questions and requests for information/clarification received at the pre-proposal meeting and subsequent to the pre-proposal meeting
 - Proposals due March 15, 2013
 - A copy of the RFP and addenda are available on the website for review.

4. Department of Aviation

The Commissioner's Monthly Report was given by Ms. Callahan. The report outlines the key components on what the Commissioner has been working on since the last meeting of February 8, 2013 through March 8, 2013.

- Ms. Callahan reported on sequestration. There was an article that Syracuse is one of 4 Upstate New York Airports that that might lose their midnight shift. Ms. Callahan stated that she is in constant communication with Steve Hall, the Manager for the local Air Traffic Control Tower. He has received no information at this time. The loss of a midnight shift could have an impact on our Airport. Ms. Callahan reviewed the other areas it could affect which were indicated in the report.
- Ms. Callahan informed the members that the Department of Aviation attended the Network 2013 conference in San Antonio. Commissioner Callahan stated that she will have a report for distribution at the next meeting.
- Ms. Callahan informed the members on March 13 a meeting will be held with the Common Council's Airport Committee to discuss the proposed lease agreement

with the Syracuse Jet Association for their 50,000 sq. ft. hangar and their attached office building. This will be brand new development on the airport. It will be a \$6 million project that will offer hangar, meeting space and fueling facility for their members. This will not replace our current FBO (fixed base operator) Landmark Aviation. The Common Council is scheduled to vote on this agreement at their March 18th meeting.

- Ms. Callahan discussed that on Monday, March 4th the Common Council approved the Right of Entry Agreement with Hancock Field Development Corporation. This will give them access to the former Hancock Housing Area that will utilize remaining DASNY Funds demolishing the structures that are on the property. Work is expected to start in the spring. Chair Fisher stated that we need to start thinking about how the management team will address the management of this property.
- On the March 18th Common Council Meeting agenda they will consider a bond authorization request and project approval to begin phase 1 of the \$2.5 million parking garage improvements project. A description of the work to be done is detailed in the report. Ms. Callahan explained that there will be a loss of parking spaces so the work will be scheduled around peak travel periods. The overflow lot may have to be utilized during this time to accommodate the parking.
- Ms. Callahan stated that on March 18th the Common Council will consider a parking rate increase to off-set the costs of the Parking Garage Improvements. Our Airport is still cheaper than our neighboring airports. We will be proposing \$1.00 increase on the daily rate on both the open lot and the parking garage. This will generate an additional \$900,000. The last rate increase was in July of 2010 at prior to that was 1999. Ms. Callahan mentioned that the industry experts state that rates should be looked at least every other year.
- Ms. Callahan updated members that on March 4th the Common Council approved an agreement with Maximus Consulting Services to begin the Cost Allocation Study for the fiscal year ending June 30, 2012. The last Allocation Study done for fiscal year ending June 30, 2011, the City's general fund was reimbursed \$1.6 million. This is for the work that the City provides on behalf of the Airport. The figure includes costs associated with retirements and benefits, in addition to services provided by Engineering, Law, Purchasing, Budget Department, and other City Departments.
- Ms. Callahan stated that on March 4th the Common Council approved the Agreement to allow the Authority to issue an RFP and to provide food and beverage and retail concessions in the new section of the terminal building. Ms. Callahan has a draft RFP. At the last meeting an AD HOC Committee was formed and members were named to that Committee. Chair Fisher and Ms. Callahan are reviewing the draft and will have a final draft sometime next week.

- Ms. Callahan updated the members that on February 27th the Board of Directors unanimously approved Syracuse to host the 2014 NYAMA fall conference. This conference brings all the members, representatives from the industry, vendors and consultants. Ms. Callahan stated that a Committee will be formed within the Department to start work on this.

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 February 8, 2013 through March 8, 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
- 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 23 total alarms
- Two station 4 fire fighters are attending the NYS Hazardous Materials Technician Training Class

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Maintained/Ordered stock as needed
- Performed building walk throughs
- Assignment reviews
- Met with vendors
- Preventative maintenance completed on baggage belts and the JetBridges week of 2/23

Finance/Accounting:

Ms. Ro Bartolo (Supervisor Airport Accounting Division)

- Invoicing of tenants
- Requisitioning/Purchasing
- Paying Vendors
- Auditing tenants
- Completed 2013-2014 Budget

G4S:

Michael Calkins (Site Supervisor)

- Challenges - 4671
- Arrests - 1
- Property Checks - 3059
- Pistol Verifications - 2
- Parking Tickets - 248
- Uniform Traffic Tickets (UTT) - 2
- Incidents - 230
- DR Reports - 19

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 Tricheator 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
- Assisted OCWA with a water main break on the East side of Runway 15-33
- Escorted the surveyor for the new RON Apron
- Tree removal
- Monitored air pressure of the plugs in diversion structures

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
- OSHA Reporting completed

PR/Media/Communications:

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

- Ms. Callahan and Ms. McIntyre met with Tracey Kegebein from the Syracuse Convention and Visitors Bureau to coordinate a plan for Syracuse to host the 2014 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show
- Ms. Callahan and Ms. McIntyre met with members from the Public Art Commission and Kate Auwaerter, Public Art Coordinator for the City of Syracuse 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
- 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
 - Airport 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 37 individuals
- 45 threat assessments submitted to the Department of Homeland Security
- 37 sets of fingerprints submitted to the FBI
- Renewed 58 badges

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
- Arranged quarterly project status meetings with consultants
- Arranged various travel requests
- 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

5. Committee Reports

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

6. New Business

Resolution #4-Authorizing an Agreement Authorizing Food, Beverage and Retail Concessionaire Services at Syracuse Hancock International Airport between the Syracuse Regional Airport Authority and the City of Syracuse was moved by Mr. Thompson and seconded by Ms. Scruton.

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

The resolution was adopted: 7 ayes, 0 nays.

Mr. Bey left the meeting at 1:12 p.m.

Chair Fisher spoke of the May 10th meeting of the Syracuse Regional Airport Authority location. It was agreed upon at an earlier meeting that this will be held in Oswego County. Mr. Sorbello discussed a few locations with the members. Ms. Scruton spoke of a Professor with SUNY Oswego who wrote many articles on Airport Branding and will invite him to the meeting. The Members agreed on traveling to Oswego and further information will be provided at a later date.

A motion was made by Chair Fisher and seconded by Ms. Scruton to go into executive session to discuss matters leading to the appointment of employees as well as matters pertaining to the Civil Service Law Article 14.

The Authority Members, Ms. Callahan and Mr. McCann went into executive session at 1:34 p.m.

Executive session ended at 2:54 p.m.

7. Adjournment

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

The motion was approved: 7 ayes, 0 nays

The meeting was adjourned at 2:54 p.m.