

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

March 14, 2014

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 14, 2014 @ 12:11 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. Donna DeSiato
Ms. Judy Flanagan (via phone)
Mr. John B. Johnson, Jr.
Hon. Mark Nicotra
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Don Thompson
Ms. Eleanor Ware (via phone)

Members Absent:

Mr. Patrick Mannion (arrived @ 12:15)

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Heather Malinowski
Mr. Andrew Serota
Mr. R. John Clark
Hon. Morris Sorbello (RAB)
Mr. Christopher Randall (RAB)

Bill Fisher announced we have the Operating Certificate for the Syracuse Regional Airport Authority. Bill welcomed the Regional Advisory Members, Hon. Morris Sorbello and Mr. Christopher Randall. Bill also welcomed a meeting guest, John Messenger who works for World Fuel Services.

Roll Call

As noted above, all Board Members were present, except for Patrick Mannion.

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Reading and Approval of the Minutes of the Previous Month

A motion was made by Mr. John Johnson and seconded by Ms. Eleanor Ware and was unanimously approved to accept the minutes as amended from the February 14, 2014 regular meeting.

The motion was approved 8 ayes, 0 nays.

Patrick Mannion arrived at the meeting at 12:15.

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.

Part 139 Operating Certificate

On March 1, 2014 the Federal Aviation Administration approved and issued the Part 139 Operating Certificate to the Syracuse Regional Airport Authority. On Monday, March 3, 2014 Mr. Frank LoPrano personally delivered and presented the new certificate, which was then officially handed over by the Mayor to the Chair. Along with the certificate, the FAA returned the Authority's approved Airport Certification Manual.

- *Mr. Fisher spoke briefly about the March 3rd issuance of the Pt. 139 Operating Certificate to the Syracuse Regional Airport Authority ceremony. Mr. Fisher indicated that Mayor Stephanie Miner was in attendance and spoke at the ceremony. Mr. Fisher thanked Mr. Bey and all the other Councilors that supported the Authority through the process.*
- *Ms. Callahan thanked the Board for all of the support and work in obtaining the Pt. 139 Operating Certificate and the continued support that they provided to the management staff.*

Concession Development Project (Buildout)

At the last meeting, the Board was advised that two significant outstanding issues remain regarding the Concession Agreement. CFG/SYR has requested indemnification by the Authority regarding potential environmental liability it may encounter while renovating concession space within the Terminal. In addition CFG/SYR has also requested that the Authority, at its expense, run necessary utilities to each concession space. CFG/SYR would be responsible for routing and maintaining utilities within each space. The Board authorized a commitment by the Authority up to the maximum sum of \$50,000.00 to provide utilities as requested and also authorized the engagement of a contractor to try and determine the extent of any potential liability the Authority may incur regarding environmental indemnification. The Authority then requested estimates for utility supply and engaged a contractor to for an environmental survey. The estimate for utilities and the environmental survey remain outstanding as discussed below.

Due to the need to begin construction for an April 1, 2014 new concession start date, on March 6, 2014 the Master Concession Agreement was executed on an interim basis by both parties subject to resolution of two main issues described above. We continue to work on the utilities, and are awaiting the results of an environmental study, which is due on March 20th.

Construction has started on Dunkin Donuts and the Market Express South, both scheduled to open on April 1st. Since the last meeting, we priced out required utilities to the Dunkin Donuts locations, which include electric, water, sewer and data, all tied into to utilities the currently exist at Café Kubal (future Jamba Juice) at a total cost of \$25,000. The County has informed us of the need to provide a separate grease trap for Johnny Rockets; in discussing preliminary design with C&S, we think this may use or exceed the remaining \$25,000 authorized by the Board. As a result, we would like to ask the Board to authorize an additional \$50,000 to cover costs associated with updating utilities to the remaining locations. As mentioned previously, the airport dedicated \$500,000 for ineligible terminal/concession build-out that the FAA considered ineligible and therefore would not be covered under the PFC project. Of that \$500,000, \$177,930 remains.

- *Mr. Fisher asked the Board Members and it was approved unanimously for the request for additional funds of \$50,000 to cover the costs associated with updating utilities to the remaining locations.*
- *Mr. Thompson asked if there was a way to recycle the grease. Ms. Callahan stated that is something that could be looked into.*
- *Mr. Nicotra asked if any other areas will need to have utilities as we go through this process. Ms. Callahan clarified that Dunkin Donuts, Jamba Juice and Johnny Rockets*

are new areas, and the rest all have utilities in place, they may just need some upgrading. Ms. Callahan stated that the agreement calls for an expansion of the concession program if the enplanements increase by 20%. The concessionaire will then increase concessions by 20%.

- *Mr. John Clark spoke of a couple of additional items. One being the employee discount, which there was a meeting for this morning and this should be resolved soon. The other item is the Liquor License for Creative Food and it is hopeful they will have the licensing in time.*

Air Service Development

On March 5th Allegiant Travel Company announced they would begin direct service from SYR to Myrtle Beach (MYR). This new service comes on the heels of service to Clearwater, which started on November 7, 2013. As a new destination, MYR is eligible for an incentive, and will receive \$100,000 from the Small Community Air Service Development Grant. Service will be seasonal, will begin on May 12, will run through the end of August, and begin again the following May.

This year's keynote speaker at the April 14 annual meeting of CenterCEO is Ben Baldanza, President and CEO of Spirit Airlines. Mr. Baldanza is a central New York native.

Regional Advisory Board

The Hon. Michael Chapman, Chairman of the Cayuga County Legislature, has been appointed to the Regional Advisory Board. A meeting of the Regional Advisory Board has been scheduled for April 3rd.

- *It was discussed among the Board that there is still representation missing from Cortland, Oneida and Jefferson Counties.*

Congressman Maffei's Roundtable on Transportation and Infrastructure

On February 18th I attended a meeting hosted by the Congressman Maffei on infrastructure and transportation needs in the region. While the focus was on the aging water infrastructure, it was noted that the Airport is not only a major transportation hub, but also a driver of economic activity.

Additional Comments to Executive Director Report

Ms. Callahan also indicated that Trent Amond and Maureen Fogarty are going to meet with the City's Finance Commissioner and the City's Budget Director next week to talk about the post

transition of the City's Aviation Fund to the Authority's Fund and the transition of certain functions that the City currently provides. Ms. Callahan will report at the next meeting. Ms. Callahan indicated she has a meeting with OCIDA (Onondaga County Industrial Development Agency) regarding a possible tenant for one of the parcels that we own on Taft Rd., there is some interest from an Airpark tenant.

Ms. Callahan added that her testimony to the PERB Administrative Law Judge was postponed until March 25th. On March 26th Ms. Callahan will be the guest speaker at the Century Club.

CFO's Report

Mr. Amond reported on what he has been doing for the past few weeks since he came on board. Mr. Amond reported he had a general orientation to the Airport he had the opportunity to go around to all the various departments and meet with the supervisors to learn about their department functions. Mr. Amond stated he went to the FAA Control Tower yesterday and will also be meeting with TSA next week. Mr. Amond reported he is working with Maureen Fogarty to learn the finance area.

Mr. Amond stated he has been working with Ms. Callahan to clarify some procedures for the Authority's operation. Mr. Amond indicated he has been working on revisions to the By-Laws and the Procurement Policy.

Mr. Amond worked on preparing a report for the Finance Committee which the Board will see next month. Mr. Amond indicated a report will be given to the Board regarding new and expired agreements.

Mr. Amond stated he is also working with Andrew Serota on an Employee Handbook.

Committee Reports

Copy of each Committee Report attached)

- Ms. Judy Flanagan, Chair of the Finance Committee, gave the Finance Committee Report
- Mr. Don Thompson, Chair of the Human Resources Committee, gave the Human Resources Committee Report
- Ms. Irene Scruton, Chair of the Governance Committee, gave the Governance Committee Report

There was no further discussion among the Board.

Mr. Fisher asked the Regional Advisory Board Members if they would like to contribute anything. Mr. Sorbello indicated the RAB members are anxious to get to work. Mr. Randall requested that they would like to be informed on where the RAB members can help. Mr. Fisher indicated that it is important to inform the legislative bodies on what we are doing, and for the RAB to let us know what they would like to see more or less of. Mr. Fisher indicated that when it comes to contracts and employment opportunities that we draw from a broader region and not just in the city. Ms. Callahan stated the plan as we meet with the RAB would be to develop a Mission Statement and identify areas where they can help us as a conduit to their communities and regions on a number of different projects.

Department of Aviation Report

(Copy of Department of Aviation Report attached)

Mr. Mannion asked how long the garage work is going to take. Ms. Callahan indicated she is hoping it will be completed by Thanksgiving.

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

New Business

Resolution #2-Resolution Approving and Amended Procurement Policy for the SRAA was moved by Ms. Scruton and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Mr. Fisher. Ms. Callahan and Mr. John Clark read and clarified the changes that were provided to the board.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Resolution #3-Resolution Approving Utilization of Records Retention and Disposition Schedule MI-1 by the SRAA was moved by Mr. Thompson and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Mr. Fisher. Mr. John Clark indicated this is not a policy it is just the frame work and some guidelines for the Authority to follow in the development of its Records Retention Policy.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Resolution #4-Resolution Approving Changes to the Open Lot and Parking Garage Rate Structure for Parking at the Syracuse Hancock International Airport was moved by Mr. Johnson and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Mr. Fisher. Ms. Callahan indicated that parking rates should be evaluated at least every other year. Parking rates previously were changed in 2010 and prior to that 2000. Mr. Thompson asked when the rate will take place. Ms. Callahan indicated it should be May 1st.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Introduce Amendments to By-Laws

A motion was made by Mr. Fisher and seconded by Don Thompson to introduce Amendments to By-Laws. Mr. Fisher informed the Board they can take the document home to read, and at April's Authority meeting it will be discussed and voted on.

Mr. Bey, Mr. Mannion and Mr. Thompson left the meeting at 1:24.

Program/Presentation

A presentation was given by Heather Malinowski, Secretary to the SRAA Board to transition meeting materials to paperless.

Ms. Malinowski presented to the Board the idea to purchase 15 iPADS for the Board to utilize for meetings starting in August. Each Board Member will be assigned an iPad and will have capability to access their email and calendar. An SRAA email will be issued to each Board member and members will have access to all meeting material via a shared drive when in the airport. Hard copies of meeting packets will be available on request only.

The Board agreed and supports the purchase of the iPADS.

Adjournment

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

The motion was approved: 6 ayes, 0 nays

The meeting was adjourned at 1:50 p.m.