

## Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

April 11, 2014

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, April 11, 2014 @ 12:06 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  
Ms. Judy Flanagan (via phone)  
Mr. Patrick Mannion  
Hon. Mark Nicotra  
Ms. Beth Rougeux  
Ms. Irene Scruton  
Mr. Don Thompson  
Dr. Donna DeSiato (joined via phone at 12:30 & arrived at 1:04)

### Members Absent:

Mr. John B. Johnson, Jr.  
Ms. Eleanor Ware

### Also Present:

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

### Roll Call

As noted above, all Board Members were present, except for Dr. Donna DeSiato, Mr. John B. Johnson Jr., Ms. Eleanor Ware

Mr. Fisher welcomed the Regional Advisory Board Members, Morris Sorbello and Christopher Randall.

## **Reading and Approval of the Minutes of the Previous Month**

A motion was made by Mr. Don Thompson and seconded by Mr. Mark Nicotra and was unanimously approved to accept the minutes as amended from the March 14, 2014 regular meeting.

The motion was approved 7 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.

### **Concession Update**

The transition to Creative Food, Local Food Concepts and Paradies was successfully completed on March 31<sup>st</sup>. Dunkin Donuts, one of the new locations at the checkpoint, opened a day early. The two main restaurants in the concourses have been temporarily re-branded; construction on Middle Ages (south) has begun, while the remaining locations will be phased in over the next 6 months.

- *Ms. Callahan indicated that it has been reported to her that sales are higher than expected during this transition.*

### **Hancock Housing Demolition**

On March 19<sup>th</sup> HFDC received seven bids in response to the Hancock Housing Demolition project. The project was bid as follows: Base bid (removal of all structures), Alternate #1 (clearance of all vegetation), Alternate #2 (removal of all roads and storm sewers with the exception of Hancock Road which will allow access to the site from Taft Road and the airpark).

Of the seven bids received, three included all three components. HFDC has sufficient funds left in the DASNY grant to complete all three components of the bid. HFDC's engineer has reviewed the bid submission and is recommending that HFDC proceed with ACC Contracting out of Rochester, NY.

The HFDC Board (on which I sit) concurred with the recommendation to award the bid to ACC Contracting in the amount of \$2,440,372. This is a six month project, with demolition scheduled to begin on April 28th.

### Employee Transfer

On March 21, 2014 a request was made to Mayor Miner to transfer the Personnel Administrator position from the City to the Authority. That request was approved, and the transfer will be made on April 23<sup>rd</sup>. The Personnel Administration will report to the CFO.

### Regional Advisory Board Meeting

The first meeting of the Regional Advisory Board was held on April 3<sup>rd</sup>. Representatives from the Common Council, Onondaga, Jefferson, and Cayuga Counties attended. The meeting focused on establishing short terms priorities, and broader goals/objectives. Meetings will be held every other month with the next meeting scheduled on June 5<sup>th</sup>.

- *Ms. Callahan stated that all counties are now represented except for Cortland County.*

### Air Service Development

Myrtle Beach service begins May 29.

Delta is adding 200 seats to the market starting on June 1<sup>st</sup>. Additional capacity to JFK, MSP and ATL.

I will be attending the Jumpstart Conference in Edmonton, AB, at the end of June. Meetings have been requested with Southwest, Spirit, Frontier, and our current carriers.

### Honor Flight Syracuse – Mission Three

Sixty-five veterans traveled to Washington, D.C. on April 5<sup>th</sup> to visit the WWII, Korean and Vietnam War memorials. USAirways again chartered the flight, which returned to a welcome home ceremony attended by more than 300 people. Vice Admiral Robert Murrett, USN (Ret) was one of several distinguished guests who spoke at the welcome home ceremony. The next flight has been tentatively scheduled for October 4<sup>th</sup>.

### Sorenson Videophone Installation

The two videophones donated by Sorenson were installed on March 28<sup>th</sup>. One is located pre-security, the second is post-security.

## Art Program

The Syracuse Camera Club and Onondaga Historical Association will be featured exhibits in Phase II (Fall 2014) of the airport's public art program.

### Additional Items Added:

- *Ms. Callahan indicated she received a request from Airport Revenue News and they would like to do a story on the Transition from the City to an Authority.*
- *The June SRAA meeting has been finalized. The meeting will be held at the Antique Boat Museum in Clayton, NY. Mr. Johnson helped secure the location for this meeting.*
- *Mr. Fisher inquired about the transition from Delaware North to Creative Food Group and how that was going. Ms. Callahan indicated there are now three (3) employers onsite; Local Food Concepts, Paradis and Creative. Ms. Callahan stated the work force has doubled and many of the Delaware North employees who interviewed were offered positions. Ms. Callahan indicated that the employees are pleased with the new job opportunities they currently have.*
- *Mr. Fisher asked about the marketing efforts in place to advertise the new locations. Ms. Callahan stated we are using social media, we've sent out a press release, there is signage as passengers come through the checkpoint directing the passengers to the locations and it also indicates the areas that will be coming soon.*

## CFO's Report

Mr. Amond updated the board that he went to the Onondaga County Resource Recovery Agency to visit another Authority, and see how they operate their financial systems. Mr. Amond also went to Key Bank and met with our account representative to learn more about our account structure and to talk about the future going forward. Mr. Amond stated he has been working with Ms. Callahan and Ms. Fogarty on the first draft of budget for next fiscal year, which went to the Finance Committee on Tuesday, April 8<sup>th</sup>, and the second version will be presented to the Board at the May 9<sup>th</sup> meeting for a first look, and final approval at the June 13<sup>th</sup> meeting. Mr. Amond has also been working on a variety of policies and procedures many of which are related to our separation from the City of Syracuse. Mr. Amond indicated a cash management policy will be presented to the Board at the meeting today. Mr. Amond stated he continues to work on the Employee Handbook. Mr. Amond reviewed with the Board the SRAA Agreement document included in the meeting packet.

## **Committee Reports**

*Copy of each Committee Report attached)*

- Ms. Judy Flanagan, Chair of the Finance Committee, gave the Finance Committee Report
  - *Mr. Fisher updated the Board that Ms. Flanagan will be resigning her position from the Board. Ms. Flanagan hopes to be at the next meeting, Mr. Fisher and Board members thanked Ms. Flanagan for her service and wished her well. Mr. Fisher indicated the Mayor Miner has been notified of Judy's resignation. Mayor Miner has notified us and plans to appoint Mr. Shiu-Kai Chin from Syracuse University, Department of Electrical Engineering and Computer Science. Mr. Fisher spoke of the membership for the Finance Committee and indicated Mr. Mannion will become Chair of Finance and welcomes any other Board Members to join. Mr. Fisher also spoke of the most recent Finance Committee meeting and indicated that the Management is working on materials and putting it in a format for Finance Committee to understand. Mr. Fisher explained that at the June 13<sup>th</sup> meeting the Board will be asked to adopt the budget so the Authority Budget Office (ABO) requirements are met and management has a budget for July 1<sup>st</sup>. Ms. Callahan added that the Department of Aviation submitted their budget to the City which will go to the Common Council on April 21<sup>st</sup>, where Ms. Callahan will attend on behalf of the Authority and Mr. Carni as Deputy Commissioner of Aviation.*

Dr. DeSiato joined the meeting by phone at 12:32.

- 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.

Dr. DeSiato joined the meeting at 1:04

## **Regional Advisory Board Report**

Mr. Chris Randall gave the report for the Regional Advisory Meeting held on April 3<sup>rd</sup>. Mr. Randall stated the Committee discussed short and long term goals. Mr. Randall informed the

Board that the RAB (Regional Advisory Board) members will write a letter of introduction to the appointing entities, giving a brief history of the airport, authority, the purpose of the RAB and the goals and objectives. Mr. Randall also spoke of a media piece to put in the Airport that will highlight the region served by the airport. The Committee also discussed that Ms. Callahan along with the RAB member plan to meet with the appointing entity. Mr. Randall stated that they also discussed business opportunities at the airport for businesses within the region it serves. The Committee also discussed the need for travel and tourism and promoting the regions served by the RAB members. Mr. Sorbello stated that there are many resources in the counties that can be advertised at our information booth in the airport. Four members attended the first meeting. A meeting schedule was set and the RAB members will meet bi-month the next meeting to be held on Thursday, June 5<sup>th</sup>. The only vacant position for the Regional Advisory Board is Cortland County.

## **Department of Aviation Report**

### **Airfield Maintenance:**

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Key Staff Meeting
- Meeting with CFO – Trent Amond
- Samco Meeting
- Kickoff/Coordination Meeting for Maint. Facility Projects
- Work Order System Improvement Meeting
- During March we continued effective and safe snow removal operations. As season winded down, we immediately switched to our spring planning/preparation phase which included checking all airport grounds with extra attention to public side roads and movement area
- Started first phase of sand removal from all aprons(approx. 95% removed) and all snow fence and service road delineators
- Responded to various work orders
- Post winter equipment inspections/preparations have begun as well as pre-season checks on all Spring/Summer equipment.
- Work on keeping all service, perimeter and access roads accessible.

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

Captain Terry Krom

- Responded to 19 alarms including fire alarm activations, medical emergencies, smoke/odor reports and aircraft emergencies
- Conducted first quarter aircraft fuel truck and fuel farm inspections

### **Building Maintenance:**

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Maintained/Ordered stock as needed, including additional stock for new restroom facilities
- Performed building walk throughs
- Assignment reviews
- Met with vendors
- Addressed personnel issues
- Handled scheduling

Meetings:

3/6/14 – SAMCO

3/6/14 – Trent Amond (CFO) walk through

3/13/14 – Parking Garage Construction

3/17/14 – Honor Flight

3/19/14- Claims Adjuster

3/25/14 – Work Order System

**Finance/Accounting:**

Maureen Fogarty (Airport Accounting Division)

- Invoices mailed
- Revenues recorded
- Requisitions for commodities and services submitted
- Audits of tenants
- Submittal of invoices to City Finance for subsequent payment and reimbursement
- Time keeping and payroll for hourly and bi-weekly

Projects

- Continuing to progress selection of ESCO (Energy Services Co) for the Garage Lighting Upgrade Project. City’s RFP Committee selected 3 of 6 proposals for further investigation and requested that airport staff facilitate an installation of samples of lighting as recommended from each. Received 3 of 3 firms sample lighting and hope to install, complete review and recommendation to committee anticipated end of April 2014.
- Working on review of drawings and measurements of “Terminal Measurement Project” (full scale re-measurement of entire airport terminal including additional passenger and baggage screening areas, new concession allocation and confirmation of space currently leased by tenants). Internal review completion anticipated end of April.

**G4S:**

Michael Calkins (Site Supervisor)

- Challenges – 2803

- Arrests - 0
- Property Checks - 3721
- Pistol Verifications - 3
- Parking Tickets - 157
- Uniform Traffic Tickets (UTT) - 4
- Incidents – 239
- DR Reports – 13
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**Operations:**

Mr. Antimo Pascarella (Airport Operations Officer)

- Sent Purvis notifications regarding any/all airport related issues
- Oversaw and maintained Field Condition Reports
- Annual DEC inspection
- Day to day field inspection, wildlife, and escorts
- Working with OCWA to replace broken fire hydrants
- Non-movement area drivers training with new arrivals & construction people

**Personnel:**

Ms. Laurie Sabel (Personnel Administrator) Cheryl Herzog (Executive Assistant)

- Maintained the following records:
  - Leave approvals
  - Time sheets
- Posted bids Airport Mtc. Worker & Airport Custodial Worker
- Reviewed and corrected County Personnel Roster information
- Creating additional title for SRAA roster – Public Information Officer
- Posted Transfer of Function for Personnel Administrator
- Processed incident reports involving employee injuries
- Processed personnel requisition forms
- Processed documents for verification of employment
- Participated in Wellness Committee meeting
- Review and revision of retirement qualifications
- Posting required employee information

**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:
  - Parking Garage Structural Repair
  - Entrance Road Signage Improvement
  - Emergency Operations Center's Design
  - LPR System Installation 80% complete, waiting long lead electrical panel.
  - Concourse Electrical & Pre-Conditioned Air Upgrades
  - Runway 15/33 Obstruction Removal
  - Network Hardware Replacement – Remove and replace switches, routers and/or firewalls that have either reached the end of their service life or have become non-supportable by the manufacturer
  - Server Room Rebuild – Monitor the design and construction of a Data Centre air conditioning system
  - Accounting Room Build-out – Complete

**Security:**

Beth Cooper (Security Coordinator)

- 37 sets of fingerprints submitted to the FBI
- Trained and badged 71 individuals
- 85 threat assessments submitted to the Department of Homeland Security
- Renewed 11 expired badges

**Travel/Misc:**

Ms. Cheryl Herzog/Patty Jeschke

- Scheduled various meetings for the Commissioner of Aviation
- Arranged for accommodations of food service and meeting areas
- Prepared packets for meetings
- Prepared minutes for Committee and Authority meetings.
- Arranged various travel requests
- Completed all invoice forms received
- Prepared all necessary paperwork for the Executive Director's signature from consultants
- Maintained files
- Maintained calendar with staff time off requests
- Maintained mileage logs
- Worked with Jeff Hopson on labeling all doors for lock changes

- Working with Jeff/Ray on getting Contract Drawings transferred to electronic files
- Working with Tony Geruso on transferring all vehicle registrations/titles to SRAA

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

### **Old Business**

- **Procurement Policy**
  - Mr. John Clark reviewed with the Board the clarification of the Procurement Policy changes that was discussed at last month's meeting. A copy was attached with the minutes.

### **New Business**

**Resolution #5-Resolution Adopting a Cash Management Policy for the Syracuse Regional Airport Authority** was moved by Mr. Thompson and seconded by Mr. Mannion and was unanimously approved.

The resolution was presented by Mr. Fisher. Mr. Amond reviewed the policy with the Board.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**Resolution #6-Resolution Authorizing the Executive Director to Accept Grant Offers and Enter into Grant Agreements with the Federal Aviation Administration and New York State Department of Transportation for Projects Related to the Improvement of the Syracuse Hancock International Airport** was moved by Mr. Thompson and seconded by Mr. Mannion and was unanimously approved.

The resolution was presented by Mr. Fisher. Ms. Callahan explained to the Board the Grants process and the Capital Improvement Projects and costs to the Board.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**Resolution #7-Resolution Authorizing Execution by the Executive Director of the Syracuse Regional Airport Authority of a Contract Permitting Federal Express Corporation to Store and use Deicing Fluid at the Syracuse Hancock International Airport** was moved by Ms. Rougeux and seconded by Mr. Bey and was unanimously approved.

The resolution was presented by Mr. Fisher.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**Resolution #8-Resolution Authorizing the Executive Director of the Syracuse Regional Airport Authority to Enter into a Contract with Trego/Dugan Aviation, Inc. for Ground Handling Services at Syracuse Hancock International Airport** was moved by Ms. Rougeux and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Mr. Fisher.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**Resolution #9-Resolution Authorizing Execution by the Executive Director of the Syracuse Regional Airport Authority Allotting One Parking Space at Syracuse Hancock International Airport for Synapse Sustainability Trust, Inc. D/B/A CuseCar of Syracuse** was moved by Mr. Thompson and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Mr. Fisher.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

\*Mr. Fisher suggested to move Resolution #10 since it may need further discussion.

**Resolution #11-Resolution Authorizing the Creation of the Position of Personnel Administrator of the Syracuse Regional Airport Authority** was moved by Ms. Scruton and seconded by Mr. Nicotra and was unanimously approved.

The resolution was presented by Mr. Fisher.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**Resolution #12-Resolution Authorizing the Creation of the Position of Public Information Officer of the Syracuse Regional Airport Authority** was moved by Mr. Nicotra and seconded by Ms. Rougeux and was unanimously approved.

The resolution was presented by Mr. Fisher.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**Resolution #13-Resolution Adopting a Facility use Policy for the Syracuse Hancock International Airport** was moved by Dr. DeSiato and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Mr. Fisher.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**Resolution #14-Resolution Authorizing Further Amendments to the By-Laws of the Syracuse Regional Airport Authority** was moved by Ms. Scruton and seconded by Dr. DeSiato and was unanimously approved.

The resolution was presented by Mr. Fisher.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**\*Resolution #10-Resolution Approving a Letter of Intent with Syracuse Jet Real Estate Management Regarding Development of a Specialized Aircraft Service Operations Facility at Syracuse Hancock International Airport** was moved by Mr. Mannion and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Mr. Fisher. Mr. Clark explained that this started with the City of Syracuse but now that the Authority is taking it over and it was agreed to do a letter of intent to indicate the status of the project. Mr. Clark indicated the letter of intent is a non-binding letter. Ms. Callahan indicated this type of facility is new to us and has been successful in other airports. Ms. Callahan stated this modern looking building will enhance the looks of the airport. Mr. Clark reviewed the letter of intent with the Board.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

### **Adjournment**

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

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 1:36 p.m.