

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

May 9, 2014

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 9, 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:

Hon. Khalid Bey
Dr. Donna DeSiato
Mr. Patrick Mannion
Hon. Mark Nicotra
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Don Thompson
Ms. Eleanor Ware

Members Absent:

Mr. William Fisher-Chair
Ms. Judy Flanagan
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
Mr. Andrew Serota
Mr. R. John Clark

Roll Call

As noted, all Board Members were present, except for Mr. William P. Fisher, Ms. Judy Flanagan and Mr. John B. Johnson Jr.

Reading and Approval of the Minutes of the Previous Month

A motion was made by Mr. Mark Nicotra and seconded by Ms. Irene Scruton and was unanimously approved to accept the minutes as amended from the April 11, 2014 regular meeting.

The motion was approved 8 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.

Ms. Callahan informed the Board that this was the last meeting for Ms. Flanagan and unfortunately she was not able to attend. The Board wished Ms. Flanagan well and stated she will be missed. The Board welcomed back Ms. McIntyre. Ms. Callahan announced that Ms. Flanagan's replacement Dr. Shiu-Kai Chin was sworn in on Thursday, May 8th, he was not able to attend today's meeting. Ms. Callahan will reach out to Dr. Chin next week. Ms. Callahan informed the Board that Ms. Ware has volunteered to join the Finance Committee. Ms. Callahan reminded the Board that the June 13th SRAA Board meeting will be held at the Antique Boat Museum in Clayton, NY. Ms. Callhan stated that Mr. Johnson will make arrangements for anyone interested to go out on a boat after the meeting, weather permitting.

Concession Buildout

Work continues on the new restaurant and retail locations. Market Express South (pre-security Terminal A) opened April 29. Jamba Juice and Market Express North (pre-security Terminal B) are scheduled to open June 1.

Final design has been completed for the installation of a grease trap for Johnny Rockets; we are still under the \$100k authorized by the Board for the installation of utilities in connection with the Concession Build-out.

Ms. Scruton asked about the revenue with the new concession. Ms. Callahan stated they have not received a revenue report as of today's date but Creative Foods has indicated sales are higher than they had expected. Ms. Callahan stated the first revenue report should be out later this month. Mr. Nicotra asked if the reports are monthly, Ms. Callahan indicated they are, and are received by the 20th of the following month.

Hancock Housing Demolition

Work has begun on the demolition of the former Air Base/Hancock Housing. Demolition and clean-up is expected to take six months.

Remain Over Night (RON) Apron

Construction of the RON Apron and extension of Taxiway A will begin on May 12. The RON Apron will be used as remote parking for diverted aircraft.

Gate Relocation

Several meetings were held with JetBlue with regard to their relocation from Gate 15 to the south Concourse. It was agreed that the airline will relocate to Gate 3, utilizing Gate 1 as a secondary gate. The relocation is expected to occur over the next 60 days, with Gate 3 operations scheduled to begin July 1.

With the acquisition of USAirways by American Airlines, American is going to vacate Gate 12 and move operations to gate 5, which is currently vacant. This will free-up Gate 12 for use as per-turn gate.

Ms. Rougeux asked why gates are moved, and if there is a lot of work involved. Ms. Callahan explained it is a lot of work but this relocation was for our own reasons so that passengers are located near the concessions, retail and restrooms. Ms. Callahan indicated originally when JetBlue was located at gate 15 there were no other gates available, and sometimes gate relocations are the result of an airline merger or if they go out of business.

City of Syracuse Budget Hearing

On April 21, 2014 the Syracuse Common Council held a budget hearing for the Department of Aviation 2014/15 Budget. The Deputy Commissioner and I explained the change of the City budget post-transfer, discussed how the budget ties in with the Lease Agreement, and answered questions from the Council members.

Requests for Proposals

We are currently drafting the following RFPs:

Parking Facilities Lighting Upgrades
Management of Parking Facilities
Advertising Concession

Ms. Rougeux asked Ms. Callahan who will review the RFP's. Ms. Callahan explained that the RFP's will be reviewed by management which will include, Mr. Amond, Mr. Carni and herself. Other members of the staff or Board may be asked to sit on an RFP Committee if they have

additional knowledge in the area of the RFP. The proposals will be reviewed and then presented to the Board for a recommendation.

Air Service Development

On April 14, 2014 CenterState CEO held its annual meeting, which featured Ben Baldanza, President and CEO of Spirit Airlines, as the keynote speaker. Prior to the annual meeting, CenterState hosted a meeting with Mr. Baldanza, Board members, and CenterState's Air Service Committee, where Mr. Baldanza provided an overview of Spirit's philosophy, business plan, and possible service at SYR. A very positive discussion was held, during which Mr. Baldanza expressed the airline's interest in serving SYR, and with the acquisition of aircraft over the next several years, the likelihood of new service. Potential markets that were discussed include service to Florida, BWI, DFW, Atlantic City, and Chicago – a mix of business and leisure markets. We will be meeting again with Spirit at the Jumpstart Conference this June, where we hope to share the results of a joint Airport/CEO travel survey, and continue the conversation regarding service at SYR.

Hancock Military Affairs Community Council

On May 6 the members of the Hancock Military Affairs Community Council met to discuss the role of the Committee, status of the 174th's application to the FAA for a Certificate of Authorization, and the priorities for the Committee moving forward. Several areas were identified, which the Committee will focus on in its efforts to educate the community on the value of the 174th. Among the areas discussed were the role of the community in support of the 174th through community engagement, education, and public relations; the 174th as a resource for assistance, a pending Economic Impact Study, and how the Committee would react to a possible Base Realignment and Closure list. The overall goal of the Committee is to help build strength in the community.

Convention and Visitors Bureau

A meeting was held with the CVB to discuss their Destination Branding initiative, and how to best incorporate the airport. We discussed installing welcome signage at the exit portals, in baggage claim, column wraps, and the information booth. The CVB also offered to manage the information booth, including maintaining inventory, and developing a plan of operation. We discussed installation of the tourist assistance portals, travel/shopping packages, use of social media to promote destination branding. The CVB will make a presentation to the Board at the September meeting.

FAA Inspections

The FAA has given notice to the Authority that it will be conducting two inspections in June for activity for the period 2008 through 2013. The FAA Policy and Procedures Concerning the Use of Airport Revenue inspection will focus on a review of financial statements, transactions between the City and the airport, services provided to the airport by other City departments, the PILOT agreements, noise land properties, LEO, utility and PILOT payments. The second inspection, which is also scheduled for early June, will look at the Airport's land use compliance. This inspection services as part of the FAA's compliance oversight airports in order to assess if airport land-uses comply with Federal requirements. Both inspections were triggered as a result of the transfer; FAA inspectors will be onsite for approximately one week in June.

Ms. Callahan also indicated that an unannounced Pt. 139 inspector showed up on Tuesday May 6th for an airfield inspection. The inspector was here for 3 days. Ms. Scruton asked when the Airport had their last FAA audit and Ms. Callahan indicated 2000. Ms. Rougeux asked if the FAA will give a final report of their findings and Ms. Callahan stated they will. Ms. Callahan and Mr. Carni met with the inspector; he reviewed the field inspection report and there were some findings but nothing out of the ordinary given the time of year (post-winter season). Ms. Scruton asked about how long it would be for an official report of the June inspection. Ms. Callahan stated they are looking at a number of items during that inspection so it will be a few weeks or longer before a report is received.

Mr. Mannion briefed the Board on the tragic loss of former retired 174th Commander Major General Robert Knauff who was involved in a glider accident in Arizona this past weekend. Condolences go out to his family for their loss, he will be greatly missed.

CFO's Report

Mr. Amond continues the conversation with Key Bank discussing the structure of our accounts and the way they charge for services. This continues to be an ongoing discussion.

Mr. Amond indicated he has been working with Ms. Callahan and Ms. Fogarty on the second draft of the budget which is included under New Business of today's agenda. The Budget and Financial Plan report has been prepared and submitted to the Authority Budget Office (ABO) and is now available on our website.

Mr. Amond stated he has been working on procurement issues which include many forms, one of which is the new draft of the procurement contracting agreement which will be reviewed in today's meeting. Mr. Amond and Ms. Fogarty had a meeting with the Onondaga County Purchasing Department and discussed how we may utilize their services. We have initiated the

purchase of the Purchasing Module to go along with our Accounting Software Package so we will have the ability to generate our own purchase orders in-house for expenditures where we do not need to go through the County Purchasing Department. Mr. Amond indicated he met with Testone, Marshall and Discenza and plans to engage them for a consulting project to review the accounts payable procedures that we have drafted to make sure they will satisfy an independent auditor when they come in to look at our practices and procedures.

Mr. Amond indicated he has been working with our own personnel administrator Ms. Sabel and completed a report for health care options for retirees that will be presented to the HR Committee at the May 15th meeting.

Mr. Amond stated he continues to work with Mr. Serota on the HR Handbook which they will present to the HR Committee later this summer.

Ms. Rougeux asked if we worked it out with the County to be able to make purchases through them. Mr. Amond stated nothing is finalized but we have a good framework of a practical method of which we will use to be able to access their services. Mr. Amond stated we are also making progress on the legal basis for utilizing various state contracts or county contracts, it looks like everything is coming together.

Committee Reports

(Copy of each Committee Report attached)

- Mr. Patrick Mannion gave the Finance Committee Report

There was no further discussion among the Board.

Mr. Mannion also discussed that there was a Strategic Planning Committee Meeting held with Mr. Steve Baldwin and one of his associates and we discussed what we would like to have in our plan. Ms. Callahan indicated she spoke with Mr. Amond and they came up with some ideas of where we are going with the plan.

Department of Aviation Report

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Key Staff Meeting
- Samco Meeting
- Work Violence in the Workplace Meeting
- Labor Management Meeting

- Interview for M1 opening (Sean Chapman-DPW)
- Completed shift change mid-way through the month allowing us to make use of limited breaks in weather with the increase in daytime staffing.
- Completed cleanup of closed runway 6/24
- Cleaned RW 28 edges using sweeper w/magnetic pick up
- Summer mowing equipment prepped for upcoming season
- Winter equipment prepped for mechanics to perform post season inspections/maintenance
- Began very detailed “spring cleaning” All 3 shifts participate in thorough litter removal including all AOA surfaces and public side
- Responded to various work orders

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

Captain Terry Krom

- Responded to 16 alarms including fire alarm activations, medical emergencies, smoke/odor reports and aircraft emergencies

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

C & S Tech services began repairs to South Garage stairwell that had water damage from burst sprinkler pipe. Work being done under the insurance claim that was filed by HF & C.

J&B Installations finished up roof replacements on the South gate stairwells – this completes the South Concourse Roof Replacement job that had started last fall. Still have final roof inspection to be completed before job closes out.

GP Land has started replacement of carpeting on the North and South Gate entries, plus carpeting behind the car rental offices.

- 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:

4/1/14 – ARFF – Terry Krom

4/3/14 – SAMCO

4/11/14 – Violence Prevention
4/11/14 – Terrazzo Floor Installer
4/14/14 – Garage repairs pre-bid
4/25/14 – E.O.C. Floor Grouting

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

- 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 June.
- Working on facilitating Car Rental Relocation for 6 months during the Parking Garage Structural Repairs. Attempting to ensure that their business is minimally disrupted to ensure our revenue flow is not jeopardized.
- Working on Jetbridge Gate Electrification Project and coordinating work with airlines to ensure their schedule is minimally interrupted and our revenue flow is not jeopardized.

G4S:

Michael Calkins (Site Supervisor)

- Challenges – 2867
- Arrests - 1
- Property Checks - 3473
- Pistol Verifications - 1
- Parking Tickets - 267
- Uniform Traffic Tickets (UTT) - 1
- Incidents – 187
- DR Reports - 11

Operations:

Mr. Antimo Pascarella (Airport Operations Officer)

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

Personnel:

Ms. Laurie Sabel (Personnel Administrator)

- Worked with County Personnel to finalize new PIO title
- Created Personnel forms needed for staffing changes
- Finalized Transfer of Function for Personnel Administrator
- Processed incident reports involving employee injuries
- Processed personnel requisition forms
- Processed documents for verification of employment
- Processed appointing documents for new positions
- Participated in Wellness Committee meeting
- Gathered necessary documentation and prospective Retirement data for use in Healthcare coverage analysis
- 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
- Working with C&S Que Centre and Construction project contractors to populate the Preventative Maintenance System Work order system
- RON Ramp and Taxiway – Construction Started
- SRE Building Upgrade – Under Review in Engineering
- Sand Building Upgrade – Under Review in Engineering
- Maintenance Area Repaving – Pre-Bid Meeting Complete
- Concourse Electrical & Pre-Conditioned Air Upgrades – Construction Restarted
- Parking Garage & Uncovered Parking Lots Lighting Upgrade – Test Lights Installed
- Routinely made updates to the website
- Successfully addressed over 40 Help-Desk cases
- Technical and Management oversight of the following projects:
 - Parking Garage Structural Repair-Bids are in
 - Entrance Road Signage Improvement- Minor items open
 - Emergency Operations Center – Construction Started

- Concourse Electrical & Pre-Conditioned Air Upgrades- Construction Restarted
- RON Ramp and Taxiway – Construction Started
- SRE Building Upgrade – Under review in Engineering
- Sand Building Upgrade – Under review in Engineering
- Maintenance Area Repaving – Pre-Bid Meeting Complete
- Parking Garage & Uncovered Parking Lots Lighting Upgrade – Test Lights Installed
- 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
- Data Centre Air Conditioning System - Installed

Security:

Beth Cooper (Security Coordinator)

- 38 sets of fingerprints submitted to the FBI
- Trained and badged 41 individual
- 38 threat assessments submitted to the Department of Homeland Security

Travel/Miscellaneous:

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
- Working with Jeff/Ray on getting Contract Drawings transferred to electronic files
- Working with Tony Geruso on transferring all vehicle registrations/titles to SRAA – All registrations in – Titles are coming in now.

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

Old Business

Mr. Thompson reminded the Board Members to mail in their Financial Disclosures Forms they were due on May 1st.

New Business

20114/15 Consolidated SRAA Budget (Draft)

Mr. Amond indicated that this draft has gone to the Finance Committee twice and is now being presented to the Board for the first time. The Board is not requested to act on this today, and stated it will be going back to the Finance Committee in June, and then will be presented to the Board for approval.

Mr. Amond reviewed the budget with the Board. There was no further discussion.

Resolution #15-Resolution Approving An Amended Procurement Policy for the Syracuse Regional Airport Authority was moved by Ms. Ware and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Mr. Mannion.

Mr. Amond reviewed the policy with the Board. Mr. Amond stated that this document was developed in the context of reviewing our enabling legislation, many of the statutes that govern both local and state purchasing, and has been reviewed by Mr. R. John Clark as our legal counsel.

Dr. DeSiato stated she had some concern with the construction component going to \$100,000 before having to come to the Board. Ms. Scruton asked if there could be Board notification for large amounts, Mr. Amond responded that could be done. Ms. Callahan indicated this will allow us to start our purchasing on July 1st. The Board asked for the next meeting to see a history of the construction contracts and dollar amounts.

Mr. Mannion made a motion to re-evaluate the resolution once there is more information for the Board to look at. He suggested putting the Resolution to a vote and if there is an issue in the future the Resolution could be amended. The motion was moved by Ms. Ware and seconded by Ms. Scruton.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Mr. Thompson wanted to know if directions will be mailed for the next meeting in Clayton, NY, at the Antique Boat Museum. Ms. Callahan stated we will be sending directions and also informed the Board that Mr. Johnson will be inviting guests to the meeting.

Ms. Callahan will look into rescheduling the Finance Committee Meeting since the Regular SRAA meeting is longer because of travel and guest speakers.

Adjournment

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

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 1:09 p.m.

DRAFT