

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority May 10, 2013

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 10, 2013 @ 12:24 PM at the Quality Inn and Suites Riverfront in Oswego by Chair Mr. William Fisher.

Members Present:

Mr. William Fisher-Chair
Dr. Donna DeSiato
Dr. Robert DiFlorio
Ms. Judy Flanagan
Mr. Patrick Mannion
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Donald Thompson
Ms. Eleanor Ware

Members Absent:

Mr. Khalid Bey
Mr. John Johnson, Jr.

Also Present:

Ms. Christina Callahan
Ms. Jennifer McIntyre
Ms. Cheryl Herzog
Mr. John McCann
Hon. Morris Sorbello
Mr. Richard Gifford

1. Roll Call

As noted above, all Members were present, except for Mr. Khalid Bey and Mr. John Johnson, Jr.

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 as amended from the April 12, 2013 regular meeting.

The motion was approved 9 ayes, 0 nays.

3. Report of Officers

The Chairman's Report was read by Chair Fisher

As described at our April 12 meeting, I received a draft Airport Services Agreement from John McCann on Thu 4/11. Subsequently, Mr. McCann provided the draft to attorney Joe Barry, representing the City of Syracuse. The attorneys have been addressing and resolving a set of issues raised by the City of Syracuse. My understanding is that the attorneys are close to agreement on a final draft of the Airport Services Agreement.

On the afternoon of Fri 4/12, I received a draft MOU from Mr. Steve Baldwin outlining an arrangement whereby Aviation Department employees, including the Commissioner, would be assigned to the SRAA in order to carry out certain responsibilities. In subsequent discussions with Commissioner Callahan and Mr. McCann, it was decided to restructure this MOU so that Ms. Callahan and other personnel would be hired by the SRAA, with the MOU spelling out the terms under which SRAA employees would provide services back to the City. On Thu 5/9, Mr. McCann sent me a draft MOU that reflects this plan.

On Tue 4/30, I received a draft Lease Agreement in which Mr. McCann had identified several issues to be resolved. After resolving these issues and producing a revised draft, Mr. McCann sent a draft Lease Agreement to Joe Barry on Tues 5/7.

On Tue 4/16, I attended the Common Council's Airport committee review of the proposed 2013/14 Dept of Aviation budget. After Commissioner Callahan answered questions about the budget, I was asked to join her in answering questions about the status of the planned transfer of the Operating Certificate from the City to the SRAA.

On Thu 4/18, I attended the HR Committee meeting, Mr. Thompson will describe this meeting in his report. On Tue 4/30, I attended the Finance Committee meeting which Ms. Flanagan will describe in her report.

The issuance of the RFP for Food + Beverage Concessions has been delayed by my review. I have had several discussions with Commissioner Callahan about several items within the RFP. My goal is to finish my proposed revisions over the weekend so that the RFP can be issued on Mon 5/13.

Since our April meeting, I have had several conversations with David Moynihan (Testone, Marshall and Discenza, CPAs) about his firm's analysis of the budgeting and financial systems that the SRAA will need in order to operate the airport. I believe we are making steady progress toward a plan to put in place the required systems, although this is certain to be a highly resource-intensive project.

The City of Syracuse has agreed to our request to issue a Serial Bond instead of the Bond Anticipation Note that was included in the Mayor's 2013/14 budget as originally proposed to the Common Council. My understanding is that the maturity of this bond will be 10 years. Once the bond is issued, we will receive a debt service schedule showing the principal and interest payments that the City will make, with the SRAA providing full reimbursement to the City under the terms of our Lease Agreement.

On Thu 5/9, I met with Bill Ryan to review progress on the Airport Services Agreement, Lease Agreement, and other work items required by the Part 139 application to be finalized.

A meeting to review the status of all work items required for the Part 139 application to be submitted to the FAA has been scheduled for Monday 5/20. Expected attendees include Bill Ryan, Joe Barry Christina Callahan, Bill Fisher, and Steve Baldwin.

The Secretary's Report was given by Ms. Callahan

This report outlines the activities of the Syracuse Regional Airport Authority (SRAA) from the last meeting on April 12, 2013 through May 9, 2013.

- Updated SRAA information on www.syraairport.org as needed.
- Prepared for and participated in the Finance Committee and Human Resources Committee meetings.
- Reviewed and processed four (4) invoices from G4S totaling \$142,641.96.
- Prepared a summary of payments made to date to G4S for Security Personnel Services (enclosed)
- Reconciled bank statement against SRAA monthly statement (enclosed)
- RFP for Professional Auditing Services
 - Finalized Agreement and Letter of Engagement with D'Arcangelo & Co., LLP for the FYE2012 and FYE 2013 Audits of the Syracuse Regional Airport Authority.
 - Coordinated execution of both documents with the Chair.
 - Audit is scheduled to begin May 23, 2013

4. Committee Reports

- The Human Resources Committee Report was given by Committee Chair Mr. Don Thompson.
- The Finance Committee Report was given by Committee Chair Ms. Judy Flanagan.

5. Commissioner's Report

This report outlines the activities of the office of the Commissioner of Aviation for the period beginning on April 15, 2013 through May 9, 2013.

Common Council

May 8, 2013 Study Session (for approval on May 13, 2013)

Grant Agreement with the Federal Aviation Administration and New York State Department of Transportation, in an amount not-to-exceed \$800,000, for the acquisition of a new snow removal truck, which will replace the current 1979 unit.

Grant Agreement with the Federal Aviation Administration and New York State Department of Transportation, in an amount not-to-exceed \$750,000, for the design, construction, and installation of uniform airline ticket counters in Terminals A and B.

Grant Agreement with the Federal Aviation Administration and New York State Department of Transportation, in an amount not-to-exceed \$500,000, for the acquisition of 6973 Kinne Street in the Town of Dewitt.

Grant Agreement with the Federal Aviation Administration and New York State Department of Transportation, in an amount not-to-exceed \$4,200,000, for the rehabilitation of approximately 180,000 sq. ft. of abandoned Runway 6-24 and the construction of an access taxiway approximately 1,200 ft. long for the Remain Over Night (RON) apron which will be used to park diverted aircraft.

2013/2014 Aviation Budget

On Tuesday, April 16th the Department of Aviation presented its 2013/14 Budget to the Airport Committee of the Syracuse Common Council, chaired by Councilor Pat Hogan. Councilors Lance Denno, Jean Kessner, Jake Barrett, and Nader Maroun were in attendance, as was Chair of the Syracuse Regional Airport Authority, Bill Fisher. There were few questions regarding the budget itself; the conversation centered more on the status of the transfer of the airport from the City to the Authority, marketing efforts, and the viability of outsourcing aircraft rescue and fire fighting services. There were no amendments made by the Council to the aviation budget.

Enclosed with this report is an itemized report of the funds allocated to the Authority for the upcoming Fiscal Year.

Opening of New Security Checkpoint

The central checkpoint will go live at 4:00 a.m. on Wednesday, May 15th. Work continues in preparation for the opening, including the finishing of floors, installation of furniture, IT work for the Flight Information Display System (FIDS), signage, and the Café Kubal kiosk. At approximately 9:00 p.m. on Tuesday, March 14th, the last outbound passengers will be screened using the existing checkpoints. Following the arrival of the last flight, at approximately 12:00 a.m., TSA will begin "breaking down" the existing checkpoints and moving those pieces of equipment which will be used at the new checkpoint. They are limited to screening tables and bag rollers. The rest of the equipment will be decommissioned by TSA and removed from the airport.

Aircraft Activity Reports Ending 1st Quarter 2013

The aircraft activity reports for the first quarter show a promising trend of growth. In January 2013 traffic increased an average of 7.3% over January 2012, February remained flat, and in March 2013 traffic increased an average of 5.1% over March 2012. The increases can be attributed to two major factors; a recovering economy, and increased capacity. Both USAirways and Delta have added additional aircraft and larger aircraft, increasing the number of available seats. Load factors remain on average in the high 80's/low 90's percentile.

Public Art Project

Ms. Callahan reported on a meeting that was held with Kate Auwaerter from the Public Art Commission. Ms Callahan stated that areas were identified in the Airport for art pieces to be displayed. The Public Art Commission will contact local artists for some art pieces. Ms. Callahan informed the Members that funds were budgeted to support this art program.

Department of Aviation

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 April 15, 2013 through May 9, 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

- Snow Fence removed in the public and Air Operations Area (AOA)
- Completed rut repairs in the safety areas on the taxiways and also public roads where needed
- Cleaned Runway 6-24 of winter debris
- Cleaned Runways 10-28 and 15-33, removed sand and broom bristles
- Prepared all summer equipment for operation

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

Captain Terry Krom

- Responded to 15 alarms including fire alarm activations, medical emergencies, smoke/odor reports.
- Captain Krom attended an ARFF Training Peer Review at Greater Rochester International Airport

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
- Met with Otis Elevator to discuss pricing and specifications to upgrade the center garage elevator, north concourse and south concourse elevators. The upgrades will include mechanical and electrical needs as well as cosmetic.

Finance/Accounting:

Maureen Fogarty (Airport Accounting Division)

- Invoicing of tenants
- Requisitioning/Purchasing
- Paying Vendors
- Auditing tenants
- Worked with outside counsel to negotiate and finalize updated Rental Car Agreement
- Prepared and presented 2013/2014 Operating Budget to City Council
- Worked with purchasing to prepare a variety of requests for proposals (garage lighting, trash/recyclable removal, maintenance equipment)

G4S:

Michael Calkins (Site Supervisor)

- Challenges - 4840

- Arrests - 0
- Property Checks - 3305
- Pistol Verifications - 1
- Parking Tickets - 233
- Uniform Traffic Tickets (UTT) - 6
- Incidents - 261
- DR Reports - 15

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 on airfield as well as roadside lighting inspections
- Switched de-icing pads from collection to storm water for summer season
- Annual County Inspection for glycol collection system
- Held meeting regarding arresting cable system removal for the project scheduled to Begin May 6, 2013
- De-icing pad construction rehab project re-started
- Performed annual ramp driver training for contractors/subs
- Performed TSA ramp and service road basic driver training test

Personnel:

Ms. Laurie Sabel (Personnel Administrator)

- Maintained the following records:
 - Leave approvals
 - Time sheets
 - Mileage logs
 - Leave calendar
- Schedule interview of new employees
- Scheduled necessary physical exams and drug testing for new hires and required personnel
- Scheduled employees for appointments with City of Syracuse benefits coordinator

- Responded to grievances and maintained communication between the Department of Aviation and the union representatives
- Posted vacant positions
- Interviewed and filled vacant positions (Custodial and Maintenance Divisions)
- Processed FMLA requests
- Facilitate training and implementation of workplace policy programs
- Reported injuries and incidents to Worker's Compensation carrier

PR/Media/Communications:

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

- Presentation and airport tour given to Professor Tony Lupino and seven of his students from Morrisville College on 4/23/13.
- Meeting held with Commissioner Callahan and Ms. Christy Bravos, CVB regarding recruitment for the Syracuse Airport Ambassador Program.
- Preparing for the May 15, 2013 Grand Opening of the new Center Checkpoint

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

- o Emergency Operations Center Design

Security:

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

- Trained and badged 51 individuals
- 61 threat assessments submitted to the Department of Homeland Security
- 32 sets of fingerprints submitted to the FBI
- Renewed 67 expired badges

Travel:

Ms. Cheryl Herzog (Administrative Aide)

- 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 calls for the Commissioner
- Processed all mail
- Filled out parking requests
- Maintained files

6. New Business

Resolution #6-Amending the Authority's Organizational By-Laws to Create the Position of Executive Director was moved as amended by Ms. Rougeux and seconded by Ms. Scruton.

The resolution was presented by Chair Fisher. Chair Fisher read section 4.7 Executive Director portion of the By-Laws. The members had some changes in the wording. Ms. Callahan stated she would have the necessary changes made.

The resolution was adopted: 9 ayes, 0 nays.

7. Presentation

- Ms. Janet Clerkin, Tourism & Public Information Coordinator, Oswego County Department of Community Development, Tourism and Planning

8. Adjournment

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

The motion was approved: 9 ayes, 0 nays

The meeting was adjourned at 2:32 p.m.

DRAFT