

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
1000 COL. EILEEN COLLINS BLVD.
SYRACUSE, NEW YORK 13212
P: 315.454.3263
F: 315.454.8757

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority June 14, 2013

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, June 14, 2013 @ 12:04 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
Mr. Khalid Bey
Dr. Robert DiFlorio
Ms. Judy Flanagan
Mr. John B. Johnson, Jr.
Mr. Patrick Mannion
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Donald Thompson
Ms. Eleanor Ware

Members Absent:

Dr. Donna DeSiato

Also Present:

Ms. Christina Callahan
Ms. Jennifer McIntyre
Ms. Cheryl Herzog
Mr. John McCann
Mr. Christopher Randall
Ms. Maureen Fogarty
Mr. Tim Frateschi

1. Roll Call

As noted above, all Members were present, except for Dr. Donna DeSiato.

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

A motion was made by Dr. DiFlorio and seconded by Ms. Scruton and was unanimously approved to accept the minutes from the May 10, 2013 regular meeting.

The motion was approved 10 ayes, 0 nays.

3. Report of Officers

The Chairman's Report was given by Chair Fisher

This report outlines activities for the Chair of the SRAA for the period beginning on May 10, 2013 through June 13, 2013.

On Tue 5/28, Commissioner Callahan and I attended a meeting with Barney Parrella of InterVISTAS Consulting on the subject of the Food & Beverage concession RFP. As a result of this meeting and Dept of Aviation analysis before and since the meeting, the plan for the F&B concession space has changed significantly.

Following this meeting, I had an extended meeting with Maureen Fogarty, The Aviation department's Fiscal Officer, who walked me through the Accounting department's use of Microsoft Dynamics SL (the accounting software used for GL/AR/AP at the airport) and explained the relationship between the accounts used in the City Dept of Aviation budget and the chart of accounts used by the Accounting department on a day-to-day basis to record the financial transactions of the Aviation Enterprise Fund.

The SRAA's outside attorneys from Hancock Estabrook - John McCann and Steve Shaw – worked with Joe Barry (Corp Counsel's office) during the past four weeks to finalize the Lease Agreement, Assignment and Assumption Agreement, and the Services Agreement. Input on various aspects of these agreements was provided to the attorneys by me, Commissioner Callahan, Steve Baldwin, and Ted Trespasz (bond counsel to the City).

Also on Thu June 13, the Common Council's Airport committee held a meeting to consider two legislative items that were originally on the Council's June 10 agenda. Along with Commissioner Callahan, I gave a presentation on the Interim Management Agreement and answered questions from the Councilors for approximately 75 minutes.

After the committee meeting adjourned, John McCann and I discussed the remaining contractual issues with Joe Barry. Later in the day, Joe Barry sent final draft documents from FAA review to Steve Baldwin, asking Steve to transmit to FAA in advance of June 17 conference call, between the attorneys and FAA representatives.

On 6/13, I received a debt service schedule for the serial bond issued last week by the City (\$5,040,000) on behalf of the airport. This serial bond replaced the financing provided by the June 2012 Bond Anticipation Note (BAN) and also provides \$2.5 million for a capital project at the Airport garage.

On Tue 6/11, I attended the annual "Airline Budget Meeting", chaired by Commissioner Callahan and attended by 4 of the 5 signatory airlines that do business in our airport.

On 6/13, I spoke with Rich Wheeler of Revered Business Solutions, Inc. (RBS), the Albany firm that provides IT support and services to the Albany airport for Microsoft Dynamics GP and ReQlogic. He has offered to visit our airport to demonstrate how SYR might use these systems as a complete solution for core accounting (GL/AP/AR) as well as for new requirements such as support of the "procure-to-pay" business process.

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 May 10, 2013 through June 13, 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 \$141,463.53.
- Updated summary of payments made to date to G4S for Security Personnel Services (enclosed)
- Reconciled bank statement ending May 31, 2013 against SRAA monthly statement (enclosed)
- Solicited proposals for health benefits, workers compensation, and short-term disability insurance for SRAA employees. Provided summaries to HR Committee on same.
- Initiated application process with the NYS Retirement System.
- Prepared and submitted New Position Duties Statements to Onondaga County Personnel.
- Prepared application for New York State Employer Registration for Unemployment Insurance, Withholding, and Wage Reporting for Governmental Entities.
- RFP for Professional Auditing Services

D'Arcangelo & Co, LLP began the FYE 2012 Audit of the Syracuse Regional Airport Authority on May 23, 2012. Copies of all deposits, payments, bank statements and contracts for transactions that occurred during the 2011/12 Fiscal Year were provided, along with a copy of the SRAA Accounting Policies and Procedures document.

D'Acrangelo has requested that the Chair approve a request to Key Bank to release the Authority's bank statement for the month ending June 30, 2012.

4. Committee Reports

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

Mr. Bey left the meeting at 1:00 p.m.

5. Commissioner's Report

This report outlines the activities of the office of the Commissioner of Aviation for the period beginning on May 10, 2013 through June 13, 2013.

The annual Airline Budget Meeting was held on June 11th. The meeting agenda included an update on the status of the authority transfer, the checkpoint project, and other capital improvement projects. Ms. Callahan queried the Airlines regarding the availability of free standing check-in kiosks for a location that has been identified 2nd floor, pre-security. Most of the airlines showed interest, follow-up is required by the Department. The 2013/2014 rates and charges were reviewed, and the airlines were very appreciative of the Department's sharing of discretionary funds back in the landing fee.

Ms. Callahan reported on the opening of the new Security Checkpoint on May 15, 2013. Chair Fisher and Mr. Mannion were present. Ms. Callahan explained to the Members that there were a few problems that morning but TSA has worked out the problems and things seem to be running smooth. Every morning 650 to 880 passengers flow through the checkpoint during the peak period of 4:30 – 6:00 a.m.

Ms. Callahan updated the Members on the status of the Terminal Concessions Request for Proposals (RFP). Chair Fisher and Ms. Callahan have been working with C&S Engineers and Mr. Barney Parrella from InterVISTAS on the RFP document and the areas to be made available for development. Since the new checkpoint has been opened it has been identified that Café Kubal area is a prime location. More information will be available to the Members soon.

Ms. Callahan informed the Members that Ms. McIntyre attended the Jumpstart conference in Atlanta the week of June 3, 2013. This conference provides an opportunity to meet with a variety of airlines. Ms. McIntyre met with several airlines and received updates from Allegiant and JetBlue Airlines. Ms. Callahan will provide a summary with the next written report.

Department of Aviation

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Responded to various work orders
- Main apron cleaned with fire hoses and mobile sweepers for sand removal
- Painting completed in front of the main terminal, runway 10-28 center lines and lead lines
- Mowing and weed eating the airfield including the safety areas and public side

- Clean up and mulching was completed in front of the terminal, flag monument
- Removed old concrete planters
- Litter clean up done along the entire airfield including all fence lines
- Fleet maintenance is working on the maintenance of spring/summer equipment
- Preventative maintenance routine has been done to the winter fleet

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

Captain Terry Krom

- Responded to 32 alarms including fire alarm activations, medical emergencies, smoke/odor reports and aircraft emergencies
- Annual Airport Emergency Plan review and table top exercise was held on 5/16/13
- Two Fire Lieutenants attended and aircraft and air-cargo training day at the Albany 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
- Interviews held for temporary employee positions
- Completed floor finish for the new terrazzo flooring

Finance/Accounting:

Maureen Fogarty (Airport Accounting Division)

- Invoicing of tenants
- Requisitioning/Purchasing
- Paying Vendors
- Auditing tenants
- Drafted 2013/14 Airline Budget Rates and Charges
- Use and Lease Agreement, Amendment #2, amended and distributed for July 2013-June 2014
- Drafted and submitted City's Budget Allotment for 2013/2014

G4S:

Michael Calkins (Site Supervisor)

- Challenges - 4187
- Arrests - 0
- Property Checks - 3153

- Pistol Verifications - 0
- Parking Tickets - 303
- Uniform Traffic Tickets (UTT) - 0
- Incidents - 335
- DR Reports - 16

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
- Performed daily lagoon release, monitoring and testing
- Vehicle escorts for the Terminal Project
- Conducted field inspections on airfield as well as roadside lighting inspections
- Conducted surface inspections and wildlife harassment
- Performed driver training for ARFF staff
- Working with ongoing deicing pad construction
- Completed runway 10-28 arresting cable system removal

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)

- Hosted a Ribbon Cutting Ceremony for the opening of the New Central Security Checkpoint on May 15, 2013
- Ms. McIntyre attended the Jumpstart 2013 conference hosted by the Airports Council International (ACI) in Atlanta, Georgia on June 4, 2013.
- Ms. Callahan provided various media interviews regarding the new checkpoint opening.

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
 - Runway Obstruction Removal
 - Airport Taxiway & Ramp Pavement
 - Parking Garage Structural Repair
 - Entrance Road Signage Improvement
 - 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 58 individuals
- 98 threat assessments submitted to the Department of Homeland Security
- 68 sets of fingerprints submitted to the FBI
- Renewed 86 expired badges

Travel:

Ms. Cheryl Herzog (Secretary)

- 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
- Filled out parking requests
- Maintained files

6. New Business

Resolution #7-Adopting the 2013-14 Syracuse Regional Airport Authority Operating Budget was moved as amended by Mr. Johnson and seconded by Ms. Scruton and was unanimously approved.

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

The resolution was adopted: 9 ayes, 0 nays.

Resolution #8-Authorizing an Agreement for Payroll and Human Resource Services Between the Syracuse Regional Airport Authority and HR One Inc. was moved as amended by Mr. Mannion and seconded by Dr. DiFlorio and was unanimously approved.

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

The resolution was adopted: 9 ayes, 0 nays.

Resolution #9-Authorizing an Agreement for a Health Insurance Benefits Plan Between the Syracuse Regional Airport Authority and the Onondaga County Employee Health Benefit Agreement was moved as amended by Dr. DiFlorio and seconded by Ms. Ware and was unanimously approved.

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

The resolution was adopted: 9 ayes, 0 nays.

Resolution #10-Authorizing a Year-End Transfer for Legal and Office Supply Expenses was moved by Mr. Mannion and seconded by Ms. Scruton and was unanimously approved.

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

The resolution was adopted: 9 ayes, 0 nays.

Resolution #11-Authorizing the Syracuse Regional Airport Authority to Register with the New York State Department of Labor for Unemployment Insurance and to Enroll in the Benefit Reimbursement Method was moved by Ms. Flanagan and seconded by Ms. Scruton and was unanimously approved.

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

The resolution was adopted: 9 ayes, 0 nays.

7. Adjournment

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

The motion was approved: 9 ayes, 0 nays

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