

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority August 9, 2013

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, August 9, 2013 @ 12:10 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
Mr. Khalid Bey (via phone)
Dr. Donna DeSiato
Dr. Robert DiFlorio
Ms. Judy Flanagan
Mr. John B. Johnson, Jr.
Mr. Patrick Mannion
Ms. Beth Rougeux
Mr. Donald Thompson
Ms. Eleanor Ware

Members Absent:

Ms. Irene Scruton (arrived at 12:24)

Also Present:

Ms. Christina Callahan
Ms. Jennifer McIntyre
Ms. Cheryl Herzog
Mr. John Clark
Mr. Richard Gifford
Mr. Chris Randall

1. Roll Call

As noted above, all Members were present, except for Ms. Irene Scruton.

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

Ms. Callahan discussed the format of the minutes. The Board agreed that the minutes should summarize any discussion pertaining to the reports and indicate any action taken. The reports will be attached to the minutes as reference. Ms. Ware also suggested that resolutions adopted by the Board at each meeting be attached to the minutes from that meeting.

A motion was made by Mr. Thompson and seconded by Ms. Ware and was unanimously approved to accept the minutes, as amended, from the July 12, 2013 regular meeting.

The motion was approved 9 ayes, 0 nays.

3. Report of Officers

The Chairman's Report was given by Chair Fisher

(Copy of the Chairman's Report attached)

Mr. Fisher reviewed the Chairman's Report. Mr. Fisher updated the Board on the distribution of the Lease, Airport Services and Grant Assumption and Assignment Agreements. Mr. Fisher informed the Board that the Agreements have been given to Common Council, FAA, and the five Unions representing most of the Department of Aviation employees. Mr. Fisher also stated that the Board Members had not received a copy of the Agreements. Mr. Fisher asked Ms. Callahan to forward the Agreements to the Board Members. Ms. Callahan reported that Ms. Michelle Breidenbach from the *The Post Standard* requested a copy of the agreements from the City Clerk, which the Clerk provided to Ms. Breidenbach.

The Board inquired as to why the Common Council is not ready to vote on the Agreements. Mr. Fisher explained that the Council stated that the Agreements are complicated, and they require sufficient time to review them. Ms. Rougeux stated that the Council did commit to putting their questions in writing, and there should be follow-up with the Council regarding their commitment to do so. Ms. Callahan also stated that at Monday's study session she was informed by Councilor Hogan that the items would not be put forth for a vote until the Unions had time to review the Agreements. Ms. Callahan was informed that the Union leadership would meet sometime next week to review the documents. Ms. Callahan spoke with Mr. Frank Antonucci, Labor Relations Specialist for CSEA, regarding questions he had pertaining to the Agreements and enabling legislation.

Mr. Fisher provided an update on the status of the employee transfer and stated there are still a few items that need to be finalized prior to the employee transfer and that a tentative transfer date of September 11, 2013 has been selected. Mr. Andrew Serota has been hired by Steven Baldwin Associates and assigned to the Airport and to assist with that process.

The Secretary's Report was given by Ms. Callahan

Ms. Callahan informed the Board that the new website is almost ready to go live. The website address will change from www.syairport.org to www.flysyracuse.com. Ms. Rougeux asked if the new website will have a link that will connect the old address to the new address. Ms. Callahan stated that there is a redirect in place. Ms. Rougeux also asked why the website address is changing. Ms. Callahan stated this website address was previously used by CenterState CEO,

which they decided to eliminate due to cost of hosting the website. CenterState offered the website address name to the Airport which, the Airport agreed to use, as it is an easier address to remember.

- Updated SRAA information on www.syairport.org as needed.
- Prepared for and participated in the Finance, Human Resources and Governance Committee meetings.
- Reviewed and processed four (4) invoices from G4S totaling \$188,061.97.
- Reviewed and processed invoice from Arch Insurance for Short Term Disability Insurance in the amount of \$217.40.
- Reviewed and processed invoice from Hancock Estabrook for legal services in the amount of \$6,700.00.

4. Committee Reports

(Copy of each Committee Report attached)

- Mr. Don Thompson, Chair of the Human Resources Committee, gave the Human Resources Committee Report. There were no questions from the Board.
- Ms. Judy Flanagan, Chair of the Finance Committee, gave the Finance Committee Report. Ms. Flanagan asked why the surplus funds from the 2012/13 Airport Security Personnel contract could only be used for security related services. Ms. Callahan explained that the funds were appropriated and approved by the Common Council specifically for use in defraying the costs of providing security at the Airport. There were no additional questions from the Board.
- Ms. Irene Scruton, Chair of the Governance Committee, gave the Governance Committee Report. There were no questions from the Board.

5. Commissioner's Report was given by Ms. Callahan

(Copy of Commissioner's Report attached)

Ms. Callahan reviewed the Commissioner's Report with the Board Members. Several of the Board Members had questions regarding the exit portals and how they function. Ms. Callahan explained there are four portals at each exit (the "old" security checkpoints). The exit portals are TSA-approved for use without additional security staffing. Ms. Callahan explained that each portal can process more than one passenger at a time, and there is also an emergency exit available. Ms. Callahan informed the Board that the portals should be operational in approximately two weeks.

Ms. Callahan announced that the Pre-Check/Trusted Traveler Program would be in place at the Airport by the end of the year. Mr. Fisher suggested to Ms. Callahan that she contact CenterState CEO as a way to get this information out to the business community. Ms Callahan

advised the Board that there is a fee associated with enrolling in the program. Ms. Callahan will coordinate public outreach efforts with Ms. Lisa Farbstein, Public Affairs Officer, TSA.

Ms. Callahan informed the Board Members that she is working on scheduling an Audit Committee Meeting to review the draft audit for the fiscal year ending June 30, 2012. Ms. Callahan informed the Board that she received an email from the Authorities Budget Office indicating that the 2012 Annual Report has not been certified because the Audit Report was not filed. Ms. Callahan informed the ABO that a draft audit had been prepared, would be reviewed by the Audit Committee, and following approval by the Board, submitted to the ABO.

Department of Aviation

The Department of Aviation report was reviewed by the Board. Ms. Scruton inquired regarding the 2% decrease in the monthly car counts. Ms. Callahan stated this could be due to seasonal travel.

6. New Business

Resolution #24-Authorizing the Adoption of an Executive/Management Employee Fringe Benefits Package for the Syracuse Regional Airport Authority was moved by Mr. Thompson and seconded by Dr. DiFlorio and was unanimously approved.

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

The resolution was adopted: 10 ayes, 0 nays.

Resolution #25-Authorizing Creation of the Position of Chief Financial Officer for the Syracuse Regional Airport Authority was moved by Mr. Thompson 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: 10 ayes, 0 nays.

Resolution #26-Authorizing Creation of the Position of Airport Security Coordinator for the Syracuse Regional Airport Authority was moved by Ms. Ware 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: 10 ayes, 0 nays.

Resolution #27-Authorizing the Adoption of an Employee Flexible Spending Plan for the Syracuse Regional Airport Authority was moved by Ms. Flanagan 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: 10 ayes, 0 nays.

Resolution #28-Adopting the 2013/2014 Syracuse Regional Airport Authority Operating Budget as amended was moved by Mr. Thompson and seconded by Ms. Ware and was unanimously approved.

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

The resolution was adopted: 10 ayes, 0 nays.

A copy of each resolution is attached to the minutes.

There was no additional New Business.

7. Adjournment

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

The motion was approved: 10 ayes, 0 nays

The meeting was adjourned at 1:55 p.m.