

## **Minutes of the Regular Meeting of the Syracuse Regional Airport Authority September 13, 2013**

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 13, 2013 @ 12:52 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  
Mr. Khalid Bey  
Dr. Donna DeSiato  
Dr. Robert DiFlorio  
Ms. Judy Flanagan  
Mr. John B. Johnson, Jr.  
Mr. Patrick Mannion  
Ms. Irene Scruton  
Ms. Beth Rougeux  
Mr. Donald Thompson  
Ms. Eleanor Ware

### **Members Absent:**

### **Also Present:**

Ms. Christina Callahan  
Ms. Jennifer McIntyre  
Ms. Cheryl Herzog  
Ms. Maureen Fogarty  
Mr. Andrew Serota  
Mr. Steven Baldwin  
Mr. John McCann  
Mr. Christopher Randall  
Hon. Morris Sorbello  
Col. Greg Semmel  
Mr. F. Richard Gifford II

### **Roll Call**

As noted above, all Board Members were present.

## **Presentation**

A presentation was given by Colonel Greg Semmel, Base Commander, 174<sup>th</sup> Attack Wing on the MQ-9 Operations at SYR.

Mr. Mannion left the meeting at 1:13 p.m.

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

A motion was made by Ms. Scruton and seconded by Dr. DiFlorio and was unanimously approved to accept the minute from the August 9, 2013 regular meeting.

The motion was approved 10 ayes, 0 nays.

## **Report of Officers**

### **The Chairman's Report was given by Chair Fisher**

*(Copy of Chairman's Report attached)*

Mr. Fisher reviewed his report with the Board Members. Mr. Thompson inquired on the RFP part of the report and asked if the RFP Committee was surprised that only two proposals were received. Mr. Fisher stated that of the two proposals received, some of them did team up, so more than two companies are represented. Mr. Fisher informed the Board that there will be a follow-up conference call and then interviews will be held with the RFP candidates. Mr. Fisher stated the plan is to have a selection made and will be presented at the October 11, 2013 SRAA Board Meeting.

### **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 August 9, 2013 through September 13, 2013.

- Unveiled new website at [www.flysyracuse.com](http://www.flysyracuse.com)
- Prepared for and participated in the Audit, Finance, Human Resources and Governance Committee meetings.
- Reviewed and processed four (3) invoices from G4S totaling \$188,983.03.
- Placed advertisements with the Onondaga County Bar Association, New York State Bar Association, and American Association of Airport Executives for the SRAA Counsel position.
- Reviewed and process invoice from Hancock Estabrook for legal services in the amount of \$13,550.00.

## **Committee Reports**

*(Copy of each Committee Report attached)*

- Mr. Don Thompson, Chair of the Human Resources Committee, gave the Human Resources Committee Report.

Mr. Thompson reviewed the August 15, 2013 meeting. The Human Resources Committee met twice since the last SRAA Board meeting, so Mr. Thompson also updated the Board on what was discussed at the September 5, 2013 meeting. Mr. Thompson discussed the salary schedule that the Committee is working on. Mr. Thompson informed the Board that Mr. Steven Baldwin, Steven Baldwin Associates provided assistance in obtaining information from ACI (Airport Council International) for Des Moines Airport Authority in Iowa, Portland International Jetport in Maine, Monroe County Airport Authority in Rochester and Syracuse. Dr. DeSiato inquired as to having Counsel on staff or would it be more beneficial to have a firm represent the Airport. Ms. Callahan explained we have always had a combination of inside Counsel and someone from an outside firm to handle the specialty areas. Ms. Callahan stated it is important to keep the Authority in compliance with the Authority Budget Office (ABO) and having someone on staff that has familiarity with the public authority law is important. Ms. Ware stated that Counsel should be on staff for a variety of reasons with the day to day operation of the Airport. The HR Committee will look at what will best benefit the Authority as this process continues.

Mr. Fisher explained the hiring process for the Executive positions to the Board.

Mr. Fisher requested to the Board to utilize their resources and if they know of anyone that may meet the criteria for the positions to advise them to apply.

Mr. Thompson informed the Board that he will be attending the September 19, 2013 Onondaga County Employee Benefit Association (OCEBA) meeting as a representative for the Authority. Mr. Thompson stated that the Committee would like to try to have a SRAA representative at all the OCEBA meetings moving forward so we have a presence.

- Dr. Robert DiFlorio, Chair of the Audit Committee, gave the Audit Committee Report.

Mr. Fisher requested the Board move to New Business and vote on the Resolutions since some members have to leave.

## **New Business**

**Resolution #29-Authorizing the Authority to Purchase Workers' Compensation Insurance** 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 #30-Adopting the Provisions of Section 41(j) of the New York Retirement and Social Security Law** was moved by Ms. Rougeux and seconded by Ms. Flanagan and was unanimously approved.

The resolution was presented by Mr. Fisher. Ms. Callahan explained that the City adopted this policy which allows members of the Retirement System to credit up to 165 days of accrued sick time at time of an employees Retirement to their years of service. There was no further discussion regarding the resolution.

There was no discussion regarding the resolution.

The resolution was adopted: 10 ayes, 0 nays.

**Resolution #31-Authorizing the Further Amendments to the By-Laws of the Syracuse Regional Airport Authority** was moved by Dr. DiFlorio 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.).*

Dr. DiFlorio and Dr. DeSiato left the meeting at 2:05 p.m.

**Commissioner's Report was given by Ms. Callahan**  
*(Copy of Commissioner's Report attached)*

Ms. Callahan reviewed some of the Commissioner's Report briefly and requested the Board to look it over and if they have any question to email or call.

Ms. Callahan informed the Board that the presentation that will be given is a result of a few different Committee meetings. Ms. Callahan stated that the accounting function is under the direction of Ms. Fogarty along with her staff. Ms. Callahan indicated that she wanted to give the Board an overview of the accounting policies and procedures how we currently handle purchasing and what the recommendation is for when the Authority takes over. Ms. Callahan stated that the handout distributed has more detail. Ms. Callahan continued with the presentation on the Overview of the Accounting Policies and Procedures for the Aviation Enterprise Fund and Purchasing Options Post-Transfer.

Regarding hiring a Purchase Analyst, Buyer I or II, Mr. Thompson requested clarification that the positions salaries are in compliance with the CSEA labor agreement. Ms. Fogarty indicated the Purchase Analyst was, but the City transferred the Buyer I and/or II positions to the County. Mr. Thompson stated that the title is still represented by CSEA so the salary would be listed in the contract. Ms. Fogarty stated she would look into the salary amount for the Buyer I and/or II that the City has listed.

Mr. Bey left the meeting at 2:37 p.m.

Mr. Fisher stated that learning about the accounting components is important for the Board so there is an understanding of the processes and procedures. Mr. Fisher stated on January 1, 2014 the Authority will have a fiduciary responsibility and a system needs to be in place to accommodate that and currently we are not there yet. Mr. Fisher stated there is going to be a need for reports and the system must support it. Mr. Fisher stated that at the next Finance Committee meeting there will be reports for the Committee to start looking over. Mr. Johnson stated that the recommendation from the Finance Committee will provide a nice transition. Ms. Callahan stated the recommendation is a phased in approach. Eventually she would like to see all of the functions come in-house so ultimately the Authority can have control and oversight.

Ms. Callahan stated that today's recommendation would be that when the transition occurs, the Authority still uses the Department of Aviation for all of its procurement. The function will be performed by Department of Aviation employees and they will continue to work with the County and perform the job they have been doing. The General Fund with the City will be reimbursed by the Authority for payments. Ms. Callahan stated the exception would be the RFP & RFQ's, she stated that these will be the responsibility of the Authority. Once there is General Counsel and a Chief Financial Officer (CFO) hired, it will be easier to take these on. This function can be performed more efficiently once it is done in-house. Ms. Callahan stated her suggestion is that the Authority should also use the City to handle all of the Construction Projects, which requires an Engineer.

Ms. Rougeux asked if we would have to transition to Peoplesoft since the current ACS system cannot be used with Peoplesoft. Ms. Callahan stated that if the City moves all Departments to Peoplesoft then the Department of Aviation would be part of that transition. The Department of Aviation's system is currently used for tracking revenue and expenses and there are modules that can be added for purchasing.

Mr. Fisher stated the Authority may want RFP and RFQ functions to shift to staff eventually.

Ms. Callahan stated that once the CFO and Counsel are on staff they will be a part of this role.

## **Additional Items for the Commissioner's Report**

TSA wants launch Pre-check starting in October. Currently 17% of the flying public are enrolled in the Trusted Traveler Program. There is a meeting scheduled next week with TSA to go over the logistics. TSA will be planning a PR approach to get people enrolled.

Ms. Callahan stated that the airport will be hosting an Honor Flight next month. WWII veterans go to Washington, DC to visit the memorials. US Airways will be hosting the flight. This is all done with volunteers and the airport provides support. The Board is welcome to attend, Ms. Callahan will send out information.

## **Department of Aviation**

The report outlined the activities of the Department of Aviation from the last meeting on August 9, 2013 through September 13, 2013.

### **Airfield Maintenance:**

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Responded to various work orders
- Mowing inside of the fence including the airfield and all associated safety areas, and all secondary fields.
- Mowing of the main road side and maintain grounds-keeping on the public side of the airport.
- Sweeping in front of the building, rubbish removal and litter pick up along the main road.
- Grounds maintained at the flag monument
- Repaired and maintained the perimeter fence, backfilling areas dug out by wildlife
- Painting on the airfield continues as weather permits
- Working with ARFF to build a permanent firefighting response practice area
- Repaired an underground drain pipe in the field east of R/W 15-33 that included leveling and grading the field to ensure proper drainage.
- Halfway through the winter equipment maintenance program

### **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
- Conducted required FAA live fire training in Rochester for Station 4 members
- Conducted 3 tours for children at Station 4

### **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
- Met with Skidata and Central Parking to discuss issues with parking equipment

**Finance/Accounting:**

Maureen Fogarty (Airport Accounting Division)

- Invoicing of tenants
- Requisitioning/Purchasing
- Paying Vendors
- Auditing tenants

**G4S:**

Michael Calkins (Site Supervisor)

- Challenges - 4235
- Arrests - 0
- Property Checks - 3407
- Pistol Verifications - 0
- Parking Tickets - 330
- Uniform Traffic Tickets (UTT) - 3
- Incidents - 231
- DR Reports - 17

**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 National Guard and photographers
- Conducted field inspections on airfield as well as roadside lighting inspections
- Conducted surface inspections and wildlife harassment
- Performed basic ramp driver training
- Working on glycol diversion structures
- Working with ongoing deicing pad construction

- Started drain repair for the lagoon #3
- Coordinated runway 10-28 closure for painting

**Personnel:**

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

- 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)

- Performed tours for children in the City of Syracuse Parks Department summer program
- Issued a press release announcing Allegiant service at SYR
- Issued a press release unveiling the new airport website to the public
- Held a press conference on August 20, 2013, in the Center Lobby announcing Allegiant service
- Met with the 2014 NYAMA Fall Conference committee to discuss ideas for the next year's conference in SYR

**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 38 individuals
- 53 threat assessments submitted to the Department of Homeland Security
- 53 sets of fingerprints submitted to the FBI
- Renewed 27 expired badges

**Travel:**

Ms. Cheryl Herzog (Executive 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

**Committee Reports Continued:**

Don Thompson left the meeting at 2:43 p.m.

- Ms. Judy Flanagan, Chair of the Finance Committee, gave the Finance Committee Report. There were no questions from the Board.

Judy Flanagan left the meeting at 2:46 p.m.

- Ms. Irene Scruton, Chair of the Governance Committee, gave the Governance Committee Report. There were no questions from the Board.

There was no additional New Business.

### **Adjournment**

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

The motion was approved: 5 ayes, 0 nays

The meeting was adjourned at 2:47 p.m.