

## **Minutes of the Regular Meeting of the Syracuse Regional Airport Authority October 11, 2013**

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, October 11, 2013 @ 12:07 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. Robert DiFlorio  
Mr. Patrick Mannion  
Ms. Irene Scruton  
Ms. Beth Rougeux  
Mr. Donald Thompson  
Ms. Eleanor Ware

### **Members Absent:**

Ms. Judy Flanagan  
Mr. John B. Johnson Jr.

### **Also Present:**

Ms. Christina Callahan  
Ms. Jennifer McIntyre  
Ms. Cheryl Herzog  
Ms. Maureen Fogarty  
Mr. R. John Clark  
Mr. Andrew Serota  
Mr. Steven Baldwin  
Mr. Christopher Randall  
Mr. Gary Robb

### **At Roll Call**

As noted above, all Board Members were present, except for Ms. Judy Flanagan, Dr. Donna DeSiato and Mr. John B. Johnson Jr.

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

A motion was made by Mr. Mannion and seconded by Ms. Scruton and was unanimously approved to accept the minutes from the September 13, 2013 regular meeting.

The motion was approved 8 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. There was no further discussion among the Board.

### **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 September 13, 2013 through October 11, 2013.

- Updated website as needed including the addition of the 2013 Annual Report to the Community
- Prepared for and participated in the Human Resources and Governance Committee meetings.
- Reviewed and processed four (4) invoices from G4S totaling \$188,245.32
- Placed advertisements in SRAA designated newspapers and the Authority website for the position of Airport Security Coordinator.
- Reviewed and processed invoice from Hancock Estabrook for legal services in the amount of \$2,520.00.
- Reviewed and processed invoice from the ESM School District for the annual PILOT in the amount of \$270,000.
- Reviewed resumes for the SRAA Counsel position and will be holding interviews with 11 candidates starting the week of October 14<sup>th</sup>.

Mr. Fisher requested the Board move New Business on the agenda.

## **New Business**

Mr. Fisher introduced new business regarding the RFP for Passenger Terminal Concessions. On the advice of counsel, Mr. Fisher asked for a motion to go into executive session based on the content, including matters pertaining to proposals that were received in response to the RFP which contain confidential, financial and credit information and matters leading to the appointment or employment of a particular person or corporation.

A motion was made by Mr. Fisher and seconded by Ms. Ware to go into executive session to discuss the financial history of these corporations, to discuss matters leading to the employment of one of these corporations and information regarding employment history of the two corporations.

Dr. DeSiato arrived at the meeting at 12:36 p.m.

The Board and Mr. R. John Clark went into executive session at 12:36 p.m.

Executive session ended at 1:04 p.m. No action was taken in executive session.

Mr. Fisher informed the Board that the RFP Committee voted on October 3, 2013 to make a recommendation to the Board to select Creative Food Group as the Food & Beverage vendor. Mr. Fisher indicated that if the Board acts on the resolution, it will be an approval, not a contract. Mr. Fisher indicated there were two strong vendors, references were checked for both vendors and the two vendors were scored individually based on specific criteria. A resolution for was presented to the Board.

**Resolution #36-Approving Selection of Passenger Terminal Concession Proposal/Concessionaire; Authorizing Negotiation of Definitive Passenger Terminal Concession Agreement; and Appointment of Authority Liaison and Point of Contact for Such Negotiations and all Services to be Performed Under Passenger Terminal Concession Agreement** was moved by Ms. Ware and seconded by Ms. Rougeux and was unanimously approved.

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

The resolution was adopted: 9 ayes, 0 nays.

Mr. Mannion left the meeting at 1:09 p.m.

**Resolution #32-Approving the Annual Report for Fiscal Year 2012/13 Required by New York Public Authorities Law and Authorizing the Secretary to Certify and Submit the Annual Report with the New York State Authorities Budget Office and Certain City of Syracuse Officials** was moved by Ms. Scruton and seconded by Mr. Thompson and was unanimously approved.

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

The resolution was adopted: 8 ayes, 0 nays.

**Resolution #33-Approving the Investment Report for Fiscal Year 2012/13 Required by New York Public Authorities Law and Authorizing the Secretary to Submit and File the Investment Report with the New York State Authorities Budget Office, the New York State Department of Audit and Control and Certain City of Syracuse Officials** was moved by Ms. Rougeux and seconded by Ms. Scruton and was unanimously approved.

There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays.

**Resolution #34-Approving the Procurement Report for Fiscal Year 2012/13 Required by New York Public Authorities Law and Authorizing the Secretary to Submit, File and Certify the Procurement Report with the New York State Authorities Budget Office and Certain City of Syracuse Officials** 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: 8 ayes, 0 nays.

**Resolution #35-Approving the Budget Report for Fiscal Year 2013/14 Required by New York Public Authorities Law and Authorizing the Secretary to Certify and Submit the Budget Report with the Authorities Budget Office and Certain City of Syracuse Officials** was moved by Ms. Scruton and seconded by Mr. Bey and was unanimously approved.

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

The resolution was adopted: 8 ayes, 0 nays

Mr. Fisher indicated that there was one resolution that the Board did not act upon at today's meeting.

*(A copy of each resolution is attached to the minutes.)*

## **Presentation**

A presentation was given by Andrew Farah, Partner for Rounded (Density Pilot Program)

## **Committee Reports**

*(Copy of each Committee Report attached)*

- Mr. Don Thompson, Chair of the Human Resources Committee, gave the Human Resources Committee Report for September 5, 2013 and October 3, 2013 meetings.
- Ms. Irene Scruton, Chair of the Governance Committee, gave the Governance Committee Report for September 5, 2013 and October 3, 2013 meetings.

Ms. Callahan informed the Board that she had sent a letter to the Town of Salina Board informing them that it was their turn to appoint someone to the Board and to inform us who their designee will be.

Mr. Fisher stated that in the future there will be a calendar so as members expire, a letter will be sent to the appointing authority so someone is put in place as the expiring member's term is up.

## **Commissioner's Report was given by Ms. Callahan**

*(Copy of Commissioner's Report attached)*

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

In reference to the Public Art Commission Mr. Fisher suggest reaching out to OHA (Onondaga Historical Association) for artwork from the Onondaga Nation.

Ms. Callahan discussed a few items that were not included with the report. Ms. Callahan met with JetBlue regarding their gate relocation. It has been agreed that JetBlue will relocate sometime after January 1, 2014 from gate 15 to gates 3 & 4 which are directly across from concessions and restrooms. In the current RFP the restaurant that is currently located near gate 15 will be eliminated due to the mix of space available.

Ms. Callahan also stated that she received an email from Lori Dietz from Hancock Field Development Corporation stating that the agreements have been executed. Engineers will be on site at the Hancock Housing area next week to begin survey work regarding demolition of the structures.

Ms. Callahan mentioned that passenger traffic is up 5.2% from September of last year. Also, as we approach the Columbus Day holiday it was noted that the open lot is full. If the garage becomes full Central Parking will open the overflow lot.

### **Department of Aviation**

The report outlines the activities of the Department of Aviation from the last meeting on September 13, 2013 to October 11, 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
- Completing the winter equipment maintenance program
- Working on crack sealing and pavement repairs
- Sealing completed from the North end of taxiway Mike to Mike Bravo Sierra

- Expansion joint repaired

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

Captain Terry Krom

- Responded to 12 alarms including fire alarm activations, medical emergencies, smoke/odor reports and aircraft emergencies
- Conducted an Airport Emergency Plan Drill with US Airways on September 17<sup>th</sup>

#### **Building Maintenance:**

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Maintained/Ordered stock as needed, including additional stock for new restroom facilities
- Performed building walkthroughs
- Assignment reviews
- Met with vendors
- Interviews held for temporary employee positions

#### **Finance/Accounting:**

Maureen Fogarty (Airport Accounting Division)

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

#### **G4S:**

Michael Calkins (Site Supervisor)

- Challenges - 3672
- Arrests - 0
- Property Checks - 3231
- Pistol Verifications - 0
- Parking Tickets - 207
- Uniform Traffic Tickets (UTT) - 0
- Incidents – 167
- DR Reports - 9

#### **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 18 individuals
- 66 threat assessments submitted to the Department of Homeland Security
- 53 sets of fingerprints submitted to the FBI
- Renewed 21 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

### **Adjournment**

A motion was made by Mr. Fisher and seconded by Dr. DiFlorio to adjourn the meeting.

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 1:57 p.m.