

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

November 15, 2013

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, November 15, 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-Chair
Mr. John B. Johnson Jr.
Dr. Robert DiFlorio
Mr. Patrick Mannion
Ms. Irene Scruton
Ms. Beth Rougeux
Mr. Donald Thompson
Ms. Eleanor Ware

Members Absent:

Ms. Judy Flanagan
Mr. Khalid Bey
Dr. Donna DeSiato (arrived at 12:14 p.m.)

Also Present:

Ms. Christina Callahan
Ms. Jennifer McIntyre
Ms. Cheryl Herzog
Ms. Maureen Fogarty
Mr. John McCann
Mr. Andrew Serota
Mr. Steven Baldwin
Mr. Christopher Randall
Hon. Morris Sorbello

Roll Call

As noted above, all Board Members were present, except for Ms. Judy Flanagan, Dr. Donna DeSiato and Mr. Khalid Bey.

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 October 11, 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. Mr. Thompson mentioned the date of the HR Committee meeting was incorrect it should read October 31, 2013.

Dr. DeSiato arrived at 12:14 p.m.

Mr. Thompson spoke on behalf of the Board and thanked Mr. Fisher and Mr. Baldwin for all the hard work they have done with getting approval from the Common Council on all the agreements.

There was no further discussion.

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 October 11, 2013 through November 15, 2013.

- Updated website as needed including the addition of the 2013 Annual Report to the Community
- Prepared for and participated in the Audit, Human Resources and Governance Committee meetings.
- Reviewed and processed three (3) invoices from G4S totaling \$142,051.64
- Reviewed and processed invoice from Hancock Estabrook for legal services in the amount of \$10,400.00.

Commissioner Callahan informed the Board that once she holds the title of Executive Director for the SRAA, she will no longer hold the position of Secretary and the Board will need to adopt a resolution to appoint a new Secretary to the SRAA.

Committee Reports

(Copy of each Committee Report attached)

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

- Ms. Irene Scruton, Chair of the Governance Committee, gave the Governance Committee Report.
- Dr. DiFlorio, Chair of the Audit Committee, gave the Audit Committee Report.

Commissioner's Report was given by Ms. Callahan

(Copy of Commissioner's Report attached)

Ms. Callahan reviewed her report with the Board.

Mr. Johnson asked about the portals and if passengers are adjusting to them. Mr. Fisher indicated he has been receiving feedback that people are confused. Ms. Callahan stated passengers need to look at them like an elevator and more than one person can go into one at a time. Ms. Callahan stated a plan is in place to install videos in addition to the existing signage. Ms. Callahan stated that the purpose of the portals is to eliminate the need to have a law enforcement officer or guard watch passengers leave the airport. Mr. Johnson asked about the reliability of the hardware. Ms. Callahan stated there are cameras behind, inside and in front of the portals. She informed the Board that the portals have emergency buttons and audio in them and that there is always someone in the security office monitoring the portals in case of an incident. Ms. Callahan stated that currently there are no problems with the functioning of the portals. Ms. Rougeux stated that the portals have been in the Capital building for a couple of years.

Dr. DiFlorio asked about the advanced TSA imaging. Ms. Callahan stated that the airport will get the new imaging system in the future.

The Board further discussed the TSA pre-check program. Ms. Callahan stated the Airport has been proactive in monitoring passengers to make sure they are in the correct lane. She also stated that passengers can be selected randomly for pre-check. Ms. Callahan indicated there are two ways individuals can sign up for pre-check. TSA has an application that will be coming online and also Customs and Border Patrol has a trusted traveler program in either case it requires an application and an interview. Ms. Callahan indicated that the interviews are not being conducted in Syracuse at this time.

Department of Aviation Report

The report outlines the activities of the Department of Aviation from the last meeting on October 11, 2013 to November 14, 2013.

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Responded to various work orders

- 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
- Completing the winter equipment maintenance program
- Pavement repair on the main road intersection and various areas completed
- Conducted annual refresher for all drivers. New training resources geared towards “situational awareness” on the field.
- Completed the snow fence and delineator installation.

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

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
- Worked with EOC project bid
- Set up for Honor Flight
- Worked with garage emergency repair and gate electrification

Finance/Accounting:

Maureen Fogarty (Airport Accounting Division)

- Invoices mailed
- Revenues recorded
- Requisitions for commodities and services submitted
- Audits of tenants
- Submittal of invoices to City Finance for subsequent payment and reimbursement
- Time keeping and payroll for hourly and bi-weekly

Projects

- 2012/2013 audit commenced TMD (Testone, Marshall & Discenza, LLC) onsite beginning 10/21/13, anticipated duration thru 12/31/13.

- 2015-2020 CIP (Capital Improvement Plan) in city format including vehicle, equipment and project requests for 2014/2015 submitted by deadline 10/18/2013.
- Cost allocation for 2011/2012 received and reviewed in draft form.

G4S:

Michael Calkins (Site Supervisor)

- Challenges - 3939
- Arrests - 0
- Property Checks - 3644
- Pistol Verifications - 1
- Parking Tickets - 204
- Uniform Traffic Tickets (UTT) - 0
- Incidents – 159
- DR Reports - 7

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
- 90% completion of glycol collection system
- Vehicle escort for JB Dirt Company for new RON apron in the Safety area.
- Conducted surface inspections and wildlife harassment
- Started drain repair for the lagoon #3
- Trained all 3 (three) shifts on tanker de-ice trucks ops #4
- Serviced all winter equipment friction tester ops #2 and plows.

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
- Held open enrollment sessions on-site for health benefits and flex spending
- Working on transition for Worker's Compensation Carrier from POMCO to PMA Companies.

PR/Media/Communications:

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

- Issued a press release announcing Allegiant Air's inaugural flight on November 7, 2013
- Held a press conference on November 7, 2013, in the Center Lobby celebrating the inaugural flight to PIE on Allegiant Air
- Met with the 2014 NYAMA Fall Conference committee to discuss ideas for the next year's conference in SYR
- Distributed the Fall edition of *The Hancock Flyer*
- Ms. Callahan gave several interviews to the media

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 completed
 - Terminal Security Upgrade
 - Parking Garage Structural Repair
 - Entrance Road Signage Improvement
 - Allegiant IT Support completed
 - Wi-Fi for the terminal, concourse areas, conference rooms, airfield and non-airfield areas completed.

- Emergency Operations Center bid opening completed. Construction to start after the first of the year.
- Pre-Conditioned Air and Electrification of Gates pre-construction meeting held

Security:

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

- 39 sets of fingerprints submitted to the FBI
- Trained and badged 18 individuals
- 85 threat assessments submitted to the Department of Homeland Security
- Renewed 18 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
- Prepared packets for meetings
- Prepared minutes for Committee and Authority meetings.
- 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 file
- Set up interviews for the Chief Financial Officer and Airport Security Coordinator

6. NEW BUSINESS

Confirmation of General Counsel to SRAA

Ms. Callahan informed the Board that 25 applications were received. Ms. Callahan reviewed the applications and narrowed it down to 12 strong candidates and interviewed all of them. From the interviews it was narrowed down to four candidates who brought a variety of legal experience to the table. The HR Committee along with Ms. Callahan interviewed the four candidates. All candidates were great, but one stood out and was chosen by the HR Committee and Ms. Callahan. The candidate chosen is Mr. Zachary Benjamin. Ms. Callahan offered him the position and he accepted. Ms. Ware indicated he was an outstanding candidate and a good fit to the management team. Mr. Thompson stated he has a lot of experience and feels very

comfortable and will be a great asset to the management team. Mr. Fisher stated he was very supportive of the decision and recommendation of Mr. Zachary Benjamin.

A motion was made by Ms. Rougeux and seconded by Mr. Thompson for confirmation of Zachary Benjamin as General Counsel to the Syracuse Regional Airport Authority.

Ms. Callahan stated he will start on January 2, 2014.

Resolution #37-Resolution Accepting the Transfer of Responsibility for Operating the Syracuse Hancock International Airport from the City of Syracuse, Subject to Federal Aviation Administration Approval, and Authorizing the Chairman of the Authority to Enter into Revised Agreements with the City of Syracuse Relating to the Transfer and to Submit the Part 139 Airport Operating Certificate Application to the Federal Aviation Administration was moved by Dr. DiFlorio and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Mr. Fisher. Mr. Fisher stated this has been a team effort and has been working well with the individual committees focusing on the specialty areas. Mr. Fisher had requested Mr. McCann to address the changes that have been made. Mr. McCann addressed the board and addressed any changes. Ms. Callahan referred the Board to the last two pages of the booklet to identify the summary of the revisions. There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays.

Resolution #38-Resolution Approving the Adoption of Residency Policy Regarding Employees of the Syracuse Regional Airport Authority was moved by Dr. DiFlorio and seconded by Mr. Johnson and was unanimously approved.

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

The resolution was adopted: 9 ayes, 0 nays.

Resolution #39-Resolution Approving the Fiscal Year End 2013 Audit of the Syracuse Regional Airport Authority was moved by Ms. Ware and seconded by Ms. Scruton and was unanimously approved.

Mr. Fisher reviewed the Audit Report with the Board. The Audit Committee will work on an RFP in December to hire an Accounting firm for 2014 Audit.

There was no discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays.

Resolution #40-Resolution Approving the Adoption of a Minority and Women-Owned Business Enterprises Policy 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: 9 ayes, 0 nays.

Resolution #41-Resolutin Authorizing Chair of Authority to Execute Certain Employee Transfer Rights Agreements with City of Syracuse and Union Representatives was moved by Mr. Thompson and seconded by Mr. Johnson 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

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

7. Update on Status of Part 139 Application (Steve Baldwin)

Mr. Baldwin congratulated the Board for their patience and endurance in this process. Mr. Baldwin stated these are very difficult and complex transactions. Mr. Baldwin indicated he would like to bring the closing date of March 1, 2014 with the FAA that is the date Mr. Baldwin would like to present when the application is filed. Mr. Baldwin distributed a schedule of the 11 tasks that need to be completed. Mr. Baldwin indicated that the goal is to have Mr. Fisher and Mayor Miner sign the documents that were passed by resolution today on December 2nd with the application submission date to the FAA in Washington, DC on December 8th. Mr. Baldwin indicated he will be in Washington on December 5th and if they are completed ahead of schedule he will hand deliver the documents.

Dr. DeSiato commented to Mr. Baldwin that anything that he may help the Syracuse Regional Airport Authority move towards a metropolitan prospective that will help with economical growth and development, since there is a tremendous resource for growth. Mr. Baldwin stated he is currently working with some other clients at this time and once this transition is over the Board will want to start looking in that direction.

Mr. Fisher asked Ms. Callahan about the March 1st. Ms. Callahan stated that once the employees are transferred over and Counsel and CFO hired we can start the New Year with this date in mind. Mr. Board asked the Board about the March 1st date and all board members agreed this is a good date.

A motion was made by Mr. Fisher and seconded by Dr. DeSiato to go into executive session to discuss matters pertaining to labor agreements with collective bargaining units at the airport as well as to seek advice of our counsel.

The Board went into executive session at 1:52 p.m.

Dr. DeSiato and Mr. John Johnson left the meeting at 1:53 p.m.

Mr. Fisher left the meeting at 2:19 p.m.

Executive session ended at 2:22 p.m. No action was taken in executive session

Adjournment

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

The motion was approved: 5 ayes, 0 nays

The meeting was adjourned at 2:23 p.m.