

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

September 12, 2014

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 12, 2014 @ 12:41 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
Hon. Khalid Bey
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. John B. Johnson Jr.
Mr. Patrick Mannion
Hon. Mark Nicotra
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Don Thompson
Ms. Eleanor Ware

Members Absent:

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Maureen Fogarty
Ms. Cheryl Herzog
Ms. Heather Malinowski
Ms. Jennifer McIntyre
Mr. Christopher Randall
Mr. Jake Barrett
Mr. John Carni

Roll Call

As noted, all Board Members were present.

Reading and Approval of the Minutes of the Previous Month

A motion was made by Mr. Nicotra and seconded by Mr. Thompson and was unanimously approved to accept the minutes from the August 8, 2014 regular meeting.

The motion was approved 11 ayes, 0 nays.

Executive Director's Report

This report provides an update on the status of several initiatives, projects, and priorities as they relate to the City of Syracuse Department of Aviation and the Syracuse Regional Airport Authority.

Ms. Callahan provided a PowerPoint presentation for the Board as she reviewed her report.

1. Projects

New Projects

Proposed Cell Phone Parking Lot

Ms. Callahan stated that the need for this Cell Phone Lot is to reduce congestion in front of the terminal. The area to be used for the Cell Phone Lot is the current Observation Area.

Ms. Callahan stated they will engage services with C&S to design and engineer 20 additional spots to the ones that already exist. This will be used by individuals free of charge, to wait with their vehicle until their passenger arrives. This will be in the design phase for the rest of this year with construction to start in the spring after we go through the formal bidding process.

Proposed Gate/Ramp Survey and Reconfiguration

Ms. Callahan mentioned there will be a resolution later in the meeting for the Board to vote on to retain a firm to begin the process.

Proposed Deicing Fluid Recycling Project

Ms. Callahan informed that Solvents and Petroleum approached us, they are interested in reusing the glycol in our lagoon. We currently pay the cost to treat the fluid and also to have the County remove it. This would be a huge cost savings to the Authority. This discussion is early in the preliminary stage.

Terminal Concessions

Middle Ages Express still under construction (Airport to replace windows and bring additional power)

CNBC Retail (former Gate 27) still under construction.

Johnny Rockets and E-Savvy under construction (Airport to bring additional power)

July sales \$551,752.19

June sales \$532,630.08

May sales \$470,917.42

Airfield Projects

Rehabilitate Access Road and Parking Apron (pending contract approval by City)

Construct Sand Dome (Notice to Proceed issued by City)
Construct Snow Removal Equipment Building (pending contract approval by City)
National Grid Easement for additional utilities needed for 3 airfield projects (pending approval by Common Council on 9/15)
RON Apron (complete and now open)

Chair Fisher introduced Councilor Jake Barrett to the Board. Mr. Barrett is the Chair of the Airport Committee with the City of Syracuse.

Parking Garage Rehabilitation Phase I

Construction is ongoing, still scheduled for pre-Thanksgiving completion

Emergency Operations Center

Construction continues – AV equipment, computers and furniture scheduled over next 6 weeks.

2. Airlines/Air Service

Jetblue relocation ongoing.

RMS Survey results received and being reviewed. Look forward to an October/November presentation to the Board

Ms. Callahan explained that the Airport and CenterState CEO hired RMS to conduct a very extensive survey and the final results were just received. Ms. Callahan will be sharing this report at the next Board meeting. Dr. Chin asked if there are any previous survey results. Ms. Callahan stated nothing as extensive as this survey. Dr. Chin requested any trend data results we may have he would be interested in reviewing them.

3. SRAA

Work continues on General Counsel recruitment and Employee Handbook.

4. Regional Advisory Board

On August 13th the RAB was given a tour of the air traffic control tower and airfield. Mr. Randall updated the board and indicated the members went on a tour of the tower and airfield which was very interesting. Mr. Randall also stated the RAB members are interested in receiving the survey results.

5. Public Relations/Media/Community Involvement

9/11 Remembrance Tribute

NYAMA Conference (9/17-9/19)

Ms. Callahan informed the Board that Syracuse will be hosting the NYAMA Conference. Ms. Callahan invited all Board members to attend the conference sessions on Thursday, September 18th.

Update from 174th Attack Wing on status of Certificate of Authorization

Installation of *Mock Two*

6. Upcoming Items/Projects

Replace carpeting and seating in both concourses.

Parking Management RFP

Lighting RFP (Garage and Open Lots)

Advertising RFP

Installation of airline check-in kiosks pre-security

Ms. Callahan stated that an application has been submitted to the Department of Defense and requested a military demonstration team for an Air Show. Ms. Callahan stated she would like to host an Air Show in 2016. The dates to be considered are September 10th and 11th. The last Air Show was held in 2002. Ms. Callahan explained that there are promoters that coordinate everything. An RFP would be submitted to hire a promoter for this event.

CFO's Report

- A draft copy of the Employee Handbook was submitted to the Human Resource Committee. Mr. Amond will be working to implement the comments made and submit a second draft at the next meeting on October 2nd. The Handbook will then be submitted for legal counsel to review.
- Recruiting process for the General Counsel position is in process. The reply deadline is September 30th. Mr. Amond reported that 15 resumes have been received. These resumes will be reviewed and any additional submissions that come in by the 30th.
- Mr. Amond that he attended a NYAMA CEO Summit Session in Rochester along with Ms. Callahan and Ms. McIntyre. Mr. Amond indicated it was a very informative session.
- Mr. Amond stated he will be participating on one of the panels for the NYAMA Conference.
- Mr. Amond stated today that the Finance Committee was briefed on a proposed schedule of meetings for the full Board and committee meetings that would tie into the work that the Board does throughout the year. The proposal, which will be presented next month, calls for 6 full board meetings and each committee to meet 4 times a year.
- Mr. Amond also indicated staff is working on Capital Budgeting procedures to make sure we take a comprehensive look at our facilities needs and focus on maintaining the value and usability of our current facilities as well as adding new facilities to our mix.

Committee Reports

(Copy of each Committee Report attached)

- Mr. Patrick Mannion, Chair gave the Finance Committee Report
- Mr. Don Thompson, Chair gave the Human Resource Committee Report
- Ms. Irene Scruton, Chair gave the Governance Committee Report

There was no further discussion among the Board.

Department of Aviation Report

(Copy of Report attached)

Report was reviewed by the Board: there was no further discussion.

Old Business

There was no Old Business to discuss.

Legal/Executive Session

Chair Fisher made a motion to go into executive session to consider the following subjects; the first will be to discuss matters that will imperil the general public to disclose, second to discuss pending litigation with the Police Benevolent Association and third is the proposed lease of real property. Ms. Callahan also indicated she would like to have discussion regarding personnel matters with a collective bargaining agreement group of employees. The motion was approved by Chair Fisher and seconded by Ms. Ware. Board Members, Ms. Callahan & Mr. Amond went into executive session at 1:23 p.m.

Mr. Bey left the meeting at left at 2:08

Mr. Nicotra left the meeting at 2:15

Executive session ended at 2:29 a.m. No action was taken.

New Business

Resolution #27- Resolution Authorizing the Executive Director to Submit Reports for Fiscal Year 2013/14 as Required by the New York Public Authorities Law was moved by Mr. Mannion and seconded by Dr. DeSiato and was unanimously approved.

The resolution was presented by Chair Fisher.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

Resolution #28-Resolution Approving Second Extension of Letter of Intent with Syracuse Jet Real Estate Management, LLC., Regarding Development of a Specialized Aircraft Service Operations Facility at Syracuse Hancock International Airport was moved by Chair Fisher as amended to have a 60 day extension rather than a 30 day extension and seconded by Mr. Johnson and was unanimously approved.

The resolution was presented by Chair Fisher and was agreed as amended.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

Resolution #25-Amended Resolution Authorizing the Executive Director to Accept Grant Offers and Enter into Grant Agreements with the Federal Aviation Administration and New York State Department of Transportation for Projects Related to the Improvements of the Syracuse Hancock International Airport was moved by Ms. Scruton and seconded by Ms. Rougeux and was unanimously approved.

The resolution was presented by Mr. Amond. Mr. Amond explained that this is a very specialized area of consulting involving knowledge of how to park airplanes, what can be adjacent from one another, sizes of aircraft, etc. We contacted four specialized consultants who do this type of work we received proposals from two of them. Mr. Amond stated it would be in the best interest of the Authority to have this project completed by the end of the year to present to the airlines with a new optimized ramp and gate configuration. Mr. Amond stated that the value of this proposal should be between \$50,000.00 and \$60,000.00.

Chair Fisher asked if outside counsel believes approving this request is within the Board's parameters of the procurement policy that the Board has adopted. Ms. Callahan has provided Mr. John R. Clark, Counsel for the Airport with the plan, he stated that the Board is within its authority and can waive the RFP process to retain AERO Systems for this specific project under our existing procurement policy. Chair Fisher asked if there is money budgeted for this specific project. Mr. Amond explained the funds would come out of the discretionary funds.

Mr. Johnson asked if two planes wings touch who is responsible. Ms. Callahan explained that the Airlines are responsible for laying out how they want their markings placed. Ms. Callahan stated we do not paint markings for aircraft parking but we do refresh the lines that already exist.

Mr. Amond stated that this study may give the Airlines more guidance for parking their aircraft. The study should take approximately 6-8 weeks.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

Adjournment

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

The motion was approved: 9 ayes, 0 nays

The meeting was adjourned at 2:38 p.m.