

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority September 9, 2016

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 9, 2016 @ 12:40 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. Patrick Mannion.

Members Present:

Mr. Patrick Mannion – Chair
Mr. William Fisher
Hon. Khalid Bey (via phone)
Ms. Beth Rougeux
Mr. John B. Johnson Jr.
Ms. Irene Scruton
Mr. Michael Shusda
Dr. Donna DeSiato

Members Absent:

Mr. Khalid Bey
Dr. Shiu-Kai Chin
Mr. Michael Quill
Mr. Bill Simmons

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Patty Jeschke
Ms. Linda Ryan
Mr. R. John Clark

Roll Call

As noted, all Board members were present, except for Mr. Khalid Bey, Dr. Shiu-Kai Chin, Mr. Bill Simmons and Mr. Quill

Reading and Approval of the Minutes

A motion was made by Ms. Scruton and seconded by Ms. Rougeux and was unanimously approved to accept the minutes from the July 1, 2016 meeting.

The motion was approved 7 ayes, 0 nays.

Executive Director's Report:

Ms. Callahan shared updates on the Strategic Plan that was presented last year. Ms. Callahan discussed completed objectives and gave updates on future objectives. No questions. Ms. Scruton asked if they could receive a copy of the presentation. Ms. Callahan shared that it is on the website. Chair Mannion thanked Ms. Callahan for presentation.

Chief Financial Officer's Report:

Mr. Amond highlighted three items:

- 1) The new jetbridge at Gate 1
- 2) The SRAA Rules and Regulations
- 3) The new Airport Use Agreement

There were no questions from the Board. Chair Mannion thanked Mr. Amond.

Resolutions:

- **Resolution Creating the Position of HR Manager** was moved by Mr. Johnson, seconded by Dr. DeSiato and was unanimously approved. Ms. Callahan discussed. Ms. Rougeux shared that the HR Committee thinks it is important to create this position.

There was no further discussion/questions regarding the resolution.

The resolution was adopted: 7 ayes, 0 nays

- **Resolution Appointing the Chair of the Governance Committee as Ethics Officer** was moved by Ms. Scruton, seconded by Mr. Fisher and unanimously approved. Ms. Callahan explained. Ms. Scruton shared Governance Committee felt this was best way to handle.

There was no further discussion regarding the resolution.

The resolution was adopted: 7 ayes, 0 nays

Executive Session: The members in attendance went in to Executive Session to discuss proposed, pending or current litigation; financial credit and employment history of a particular person or corporations; and a proposed standard lease of real property by the Authority. It was noted that no formal action would be taken during the Executive Session. The motion was made by Ms. Scruton and seconded by Dr. DeSiato. Board members, Ms. Callahan, Mr. Amond and Mr. R. John Clark went into executive session at 1:05 p.m. Mr. Horth and Mr. Geitner of C&S stayed for initial part of Executive Session.

Executive session ended at 2:00. No action was taken.

Dr. DeSiato was excused after Executive Session.

- **Resolution Approving the SRAA's Participation in the Upstate Airport Revitalization Grant Application** was moved by Mr. Johnson, seconded by Mr. Shusda and unanimously approved. Chair Fisher stated the Board had discussion with counsel and CFO during Executive Session. There are no further questions.

The resolution was discussed in Executive Session.
There was no further discussion regarding the resolution.
The resolution was adopted: 6 ayes, 0 nays

New Business

Ms. Callahan reviewed the Board Member Evaluations. She highlighted a couple of items:

- a) Once a year chairs of all committees should meet with the Board Chair and the Executive Director to review & discuss initiatives & strategic direction for the year. Creates alignment.
- b) Schedule information session on airport related topics. Will resume next month.
- c) Return of committee reports, just bullet points reporting new/critical issues
- d) More comprehensive discussion regarding capital needs, and hear more about Advisory Board. Ms. Callahan shared that it is difficult to get the Advisory Board together quarterly. Ms. Callahan explained that they will try to re-engage them. Ms. Rougeux asked how the SRAA uses the Advisory Board. Ms. Callahan stated the SRAA has identified the areas that they could help with, such as MWBE, job opportunities, and contract opportunities. She has asked them to schedule meetings in their counties with business Chambers and other organizations that can help us get that message across.
- e) Mr. Johnson asked about the E-Z pass system for the parking garage. Ms. Sweetland explained how it will be set up and it should be coming in the near future.

Adjournment

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

The motion was approved: 6 ayes, 0 nays

The meeting was adjourned at 2:10 p.m.