



Regular Meeting

Friday, February 12, 2016

12:00 p.m.

Syracuse Hancock International Airport

Syracuse Regional Airport Authority

Board Room

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, February 12, 2016, 12:00 p.m. – 2:00 p.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call
2. Reading and Approval of Minutes from the January 15, 2016 Regular Meeting
3. Presentation:
 - Republic Parking – Update on Transition of Parking Management
 - Scott Fein – ABO Board Member Training
4. Old Business
 - “Syracuse” Sign Update
5. New Business
6. Standing Committee Reports/Supporting Materials/Correspondence
7. Adjournment

The mission of the Syracuse Regional Airport Authority is to provide safe, secure, efficient and low-cost air transportation service to the 12-county region that Syracuse Hancock International Airport currently serves. The Authority seeks to stimulate air service, economic development, trade and tourism by focusing on the shared goals of its stakeholders: more service to more destinations, lower operating costs and increased non-aeronautical revenue. The Authority recognizes that the Syracuse Hancock International Airport is a gateway to the central New York region and beyond and seeks to optimize customer service and exceed customer expectations with continuous improvements to the terminal building and public-use facilities.

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority January 15, 2016

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, January 15, 2016 @ 12:10 p.m. 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
Mr. Patrick Mannion
Mr. Michael Quill
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Bill Simmons

Members Absent:

Dr. Donna DeSiato
Mr. John B. Johnson Jr

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Patty Jeschke
Ms. Heather Malinowski
Ms. Linda Ryan
Ms. Jennifer Sweetland
Mr. R. John Clark
Hon. Morris Sorbello (RAB)
Mr. Gary Robb (RAB)

Roll Call

As noted, all Board members were present, except for Dr. Donna DeSiato and Mr. John B. Johnson Jr.

Reading and Approval of the Minutes

A motion was made by Mr. Mannion and seconded by Ms. Rougeux and was unanimously approved to accept the minutes from the November 13, 2015 meeting.

The motion was approved 8 ayes, 0 nays.

Executive Director Introduced New Authority Employee – Patty Jeschke, Executive Assistant. Ms. Jeschke will be overseeing the Board minutes, preparing for Board meetings, etc.

Executive Director’s Report

Ms. Callahan reviewed her report that was included in the meeting packet.

- *Ms. Callahan explained that the Authority had 6 Foil Requests and all were approved. Ms. Rougeux asked what the Foil requests were related to. Ms. Callahan shared list.*
- *Ms. Callahan explained that the Authority is considering replacing the “Syracuse” sign that is displayed on the exterior of the South Concourse. It is from original building and has become very expensive to maintain. The proposal is to bring the existing sign indoors and use it as a museum piece, replacing it with an LED sign. Ms. Rougeux asked if LED would look like the original. Ms. Callahan said we would try to mimic. Ms. Rougeux asked where it would be displayed. Ms. Callahan said that was yet to be determined. Mr. Simmons asked how much it has been to maintain. Ms. Callahan replied about \$25,000-30,000 every two years. Chair Fisher suggested that someone also let Mayor Miner know that this is being considered. Ms. Rougeux volunteered to talk to Mayor. Dr. Chin asked for confirmation that the design would re-create the original look, as opposed to rebranding. Ms. Callahan explained rebranding was not the initial plan – unless the Board feels differently. Ms. Callahan said the concern is to preserve sign. Ms. Callahan thanked the Board for its input and stated that she will present additional information regarding this proposal at a future next meeting. Ms. Callahan requested that if the Board has any ideas between now and then, please email her.*

New Business

- **Resolution #1- Resolution Adopting Policy for Members Regarding Written and Electronic Communications Concerning the Syracuse Regional Airport Authority** was moved by Mr. Simmons and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Chair Fisher.
There was no further discussion regarding the resolution.
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #2 – Resolution Adopting Procedure for Public Access to Records of the Syracuse Regional Airport** was moved by Mr. Bey and seconded by Ms. Rougeux and was unanimously approved.

The resolution was presented by Ms. Callahan
There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #3 – Resolution Adopting Syracuse Regional Airport Authority Board Development Committee Charter** was moved by Dr. Chin seconded by Ms. Rougeux and was unanimously approved

The resolution was presented by Chair Fisher

Chair Fisher explained to the Board that at the last Governance meeting there was discussion about a Board Development Committee that would focus on helping individual Board members develop their skills, as well as look at Board Committee and Committee leadership assignments and succession issues. Chair Fisher explained that he would like to see a succession plan put into place for the Board Chair position and have the Board be involved with the Mayor in the selection process. Chair Fisher stated if we do it through a standing committee, charged with thinking about succession planning, and we do it once, when succession comes up again we have a process that the Mayor is familiar with along with the community. Ms. Scruton added that the Committee Charter was drafted by legal counsel and she clarified that it would not be an Executive Committee. Ms. Scruton stated that working to delineate the interface between the Governance Committee and the Board Development Committee would be a part of the future meetings for both Committees.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #4 – Resolution Appointing Dr. Shiu-Kai Chin as Finance Officer of the Syracuse Regional Airport Authority** was moved by Mr. Mannion and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 7 ayes, 0 nays, 1 abstain

Standing Committee Reports/Supporting Materials/Correspondence

Chair Fisher asked the Board if anyone had any discussion regarding this agenda item. No one had anything further to discuss.

Old Business

Chair Fisher motioned to go into executive session to discuss the following matters pertaining to endangerment of public safety, if disclosed; proposed, pending or current litigation; financial credit and employment history of a particular person or corporations; proposed lease of real property of Authority. The motion was approved by Chair Fisher and seconded by Ms. Rougeux. Board members, Ms. Callahan, Mr. Amond, and Mr. R. John Clark went into executive session at 12:54 p.m.

Executive session ended at 2:34 p.m. No action was taken.

Adjournment

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

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 2:35 p.m.