



Regular Meeting

Friday, July 1, 2016

11:00 a.m.

Syracuse Hancock International Airport

Syracuse Regional Airport Authority

Board Room

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, July 1, 2016, 11:00 a.m. – 1:00 p.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call
2. Reading and Approval of Minutes from the May 6, 2016 Regular Meeting
3. Old Business/Executive Session
4. Resolutions
 - a. Resolution Adopting the 2016/2017 Operating Budget
 - b. Resolution Authorizing the Executive Director to Negotiate and Enter into an Airport Use Agreement with the Signatory and Passenger Carriers
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 May 6, 2016

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 6, 2016 @ 12:05 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
Ms. Beth Rougeux
Mr. Bill Simmons
Mr. John B. Johnson Jr.
Ms. Irene Scruton
Mr. Michael Shusda

Members Absent:

Dr. Donna DeSiato
Mr. Michael Quill

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 Dr. DeSiato and Mr. Quill

Reading and Approval of the Minutes

A motion was made by Dr. Chin and seconded by Mr. Mannion and was unanimously approved to accept the minutes from the March 11, 2016 meeting.

The motion was approved 9 ayes, 0 nays.

Syracuse International Airshow - Presentation

Ms. Callahan gave an in-depth presentation regarding the 2016 Air Show. Mr. Simmons asked if airport will still be open for commercial flights. Ms. Callahan shared yes. Ms. Rougeux commended everyone for such a great job. Ms. Rougeux also asked if there has been any discussion regarding buses coming from downtown to show. Ms. Callahan stated that we have not. Some discussion regarding other options for lower-income visitors.

Ms. Callahan introduced Mr. Mike Calkins of G4S. He shared Air Show Security Plan. Dr. Chin asked about pictures with a commercial RPA. Ms. Callahan shared that it is not permitted for five miles circumference – it is part of what the security and tower will monitor. Chair Fisher asked about plan for extreme weather or other types of emergency or cancellation. Ms. Callahan introduced Fire Capt. Krom of ARFF to explain the emergency plan and layout for Air Show. Chair Fisher asked about where people would be sent in case of severe storms. Capt. Krom explained they would push the crowd toward the building for safety. Capt. Krom explained open car lots would not be safe. Dr. Chin asked what type of medical events would be considered “normal” for these types of event. Capt. Krom shared they are typically sun issues, dehydration, bee stings, minor falls. All can be addressed right here without having to transport patient. Motor vehicle accidents in parking lots can also be issue. These are minor issues as it is typically slow moving accidents and can be mitigated right at scene. Dr. Chin asked about petty thefts. Mr. Calkins explained this is not usually an issue. Ms. Rougeux stated she is very impressed with the amount of work and effort that has been put into this. Ms. Callahan shared that Jennifer Sweetland has been the Air Show Manager and has done a tremendous job keeping in line with the timeline and making sure that all areas of show are taken care of. Ms. Callahan thanked Lt. Col. Poole of the 174th, Capt. Raub, of NYS Police, and Jeff Hopson of DOA for their efforts. Ms. Callahan shared that everyone has put an extreme amount of effort into this. The Board applauded all involved.

Resolutions:

- **Resolution Approving Selection of General Airport Consultants** was moved by Dr. Chin, seconded by Ms. Scruton and was unanimously approved. Ms. Callahan described the process for selecting the General Airport Consultants. Chair Fisher shared that the Finance Committee also reviewed the selection process with Dr. DeSiato, who was a member of the selection committee. It was noted that consideration of the MWBE portion of the proposals was very important. Chair Fisher also stated that the results names four consultants but does not reward specific dollars or contracts. General Airport Consultants will compete for future work. The four companies are named in the Resolution. Chair Fisher stated that Resolution will be voted on with an amendment clarifying the four consultants selected.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Adopting Ground Transportation Rules and Regulations of the Authority** was moved by Ms. Scruton, seconded by Mr. Bey and unanimously approved. Mr. Amond discussed the document and the creation of it. It was presented to the Finance Committee, and Dr. Chin shared they reviewed and were in agreement with document. Ms. Scruton asked about the specific dollars listed for fines/insurance levels. If those are changed, does the whole agreement have to be changed? No. Mr. Amond/Mr. Clark explained the document is written so that unless there are substantial changes, the agreement would not have to be rewritten.

There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays

- **Resolution Adopting the 2016/2017 Capital Improvement Program**
It was moved by Dr. Chin, seconded by Mr. Shusda and unanimously approved. Chair Fisher introduced the Resolution stating we are not yet reviewing the 16-17 budget but do have the 2016/2017 Capital Improvement Program. The Finance Committee had a very thorough discussion with management. Mr. Amond presented the 2016/2017 Capital Improvement Program. Ms. Rougeux asked about the awards the state has offered to Airports. Mr. Amond explained what has been shared with them. Ms. Callahan stated that the Advocacy Group, NYAMA, has worked very hard to get that money. Mr. Martelle, the President of NYAMA was in audience and talked about the program. Mr. Fisher suggested that going forward there should be a multi-year CIP plan that gets adopted by Board. Mr. Johnson asked about timing of new concourse flooring. Mr. Amond stated should be started by end of year.

There was no further discussion regarding the resolution.
The resolution was adopted: 9 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. The motion was made by Mr. Simmons and seconded by Ms. Rougeux. Board members, Ms. Callahan, Mr. Amond and Mr. R. John Clark went into executive session at 1:11 p.m.

Executive session ended at 2:20. No action was taken.

Mr. Mannion, Mr. Bey and Mr. Simmons were excused after Executive Session.

- **Resolution Authorizing the Executive Director to enter into FBO Agreement with Syracuse Jet Real Estate Management** was moved by Mr. Johnson, seconded by Dr. Chin 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

- a) 2016/2017 Budget – Budget is coming – Mr. Amond explained that there is a copy of draft budget in packet. If you have any questions, please call Mr. Amond. Final version budget will be brought to next meeting
- b) Labor Management Meeting (4/15/16) - Ms. Callahan explained the Authority was invited to attend to give Union Members update on transferring to the Authority. She stated that she gave a strong message that we would like them to come over to Authority.
- c) Aviation Budget Presentation to Common Council (4/21/16) - Ms. Callahan explained she presented the Aviation Budget to Common Council. She also gave them a brief overview of the past five years at the airport.
- d) Airport Update to Town of DeWitt Board (4/25/16) - Ms. Callahan shared that she and Ms. Scruton presented Airport update to Town of DeWitt Board. Ms. Scruton thanked Ms. Callahan for doing a fantastic job.

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 2:36 p.m.

RESOLUTION

2016

**Resolution Adopting the
2016/2017 Operating Budget**

RESOLUTION ADOPTING THE 2016-2017 SYRACUSE REGIONAL AIRPORT AUTHORITY CONSOLIDATED BUDGET

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "Enabling Act") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, the Enabling Act gives the Authority the responsibility to keep and maintain annual records of its revenues and expenditures; and

WHEREAS, the Finance Committee has developed the 2016-2017 Consolidated Budget for the Authority (the "Consolidated Budget") which is attached hereto and made part of this Resolution as Exhibit "A"; and

WHEREAS, the Finance Committee has met and reviewed the Consolidated Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had there on, it is hereby RESOLVED, by the Board that the Syracuse Regional Airport Authority hereby adopts the 2016-2017 Consolidated Budget as set forth on Exhibit "A" of this Resolution.

Resolution Adopted Date: July 1, 2016

Vote: Ayes _____ Nay _____ Abstentions 0 .

Signed: _____
Secretary

Exp. <u>Code</u>	<u>REVENUE</u>	Proposed 2016/17 <u>Budget</u>
	Aviation	
001	Landing Fees	(6,769,200)
002	AOA Lease/Rental Incr	(344,000)
003	Terminal Rental	(5,544,500)
004	Other	0
	Sub-Aviation	(12,657,700)
	Services at Net	
005	Parking	(8,478,500)
006	Concessions	(1,594,800)
	Sub-Services	(10,073,300)
	Other Operating	
007	Car Rentals	(3,495,000)
008	Ground Transportation	(95,000)
009	Land Leases	(503,300)
010	Other Revenue	0
	Sub-Other Operating	(4,093,300)
	Non-Operating	
011	Interest	0
012	Other Revenue	0
	Sub-Non-Operating	0
	TOTAL REVENUE	(26,824,300)

Exp. <u>Code</u>	<u>EXPENSE</u>	Proposed 2016/17 <u>Budget</u>
	Airfield Ops & Maint.	
101	Salaries	1,789,100
102	Benefits	802,500
103	Expense	2,392,700
104	PRRSM	263,100
	Sub -	5,247,400
	Terminal	
111	Salaries	2,216,800
112	Benefits	1,351,900
113	Expense	2,079,800
114	PRRSM	1,576,600
	Sub -	7,225,100
	Support	
121	ARFF	3,097,700
122	Uniformed Security General Admin.	2,286,400
123	Salaries	1,183,000
124	Benefits	589,100
125	Expense	4,351,700
126	PRRSM	2,324,800
	Sub -	13,832,700
127	Miscellaneous	0
	Special Events at Net	
128	Airshow	0
	Non-Operating	
131	Debt Service	2,524,300
132	Discretionary Fund Tran	519,100
133	Restricted Transfers - N	0
134	From PRRSM	(2,524,300)
	Sub-	519,100
	TOTAL EXPENSE	26,824,300
	<i>Surplus/(Deficit)</i>	0

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**Resolution Authorizing the
Executive Director to
Negotiate and Enter into an
Airport Use Agreement with
the Signatory and Passenger
Carriers**

RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AIRPORT USE AGREEMENTS WITH AIR CARRIERS OPERATING AT SYRACUSE INTERNATIONAL AIRPORT FOR THE OPERATION OF PASSENGER AND CARGO SERVICE

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "Enabling Act") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, under the Enabling Act the Authority is responsible for the operation and management of the Syracuse Hancock International Airport (the "Airport"); and

WHEREAS, pursuant to Section 2799-hhh of the Enabling Act the Authority may provide for the establishment, construction, effectuation, operation, management, maintenance, renovation, improvement, extension or repair of aviation facilities by contract, lease or other arrangement with any natural person, firm, partnership, association, joint venture or corporation; and

WHEREAS, the Air Carriers ("Carriers") providing passenger and/or cargo service to the Airport have been operating on a month-to-month basis under an Airport Use and Lease agreement that expired on June 30, 2014; and

WHEREAS, representatives of the Carriers have been meeting with

representatives of the Authority for the past six months to negotiate a new Airport Use Agreement; and

WHEREAS, Authority management has advised the Board that negotiations have progressed to the point that a definitive agreement is nearing completion; and

WHEREAS, management has advised the Board that it believes negotiations and definitive agreement preparation are sufficiently definite to request that the Board authorize the Executive Director and other Authority management, with the advice of counsel, to conclude negotiations, finalize documentation, and if and when completed, for the Executive Director to execute the necessary definitive agreements to define the relationships between the Authority and the Carriers; and

WHEREAS, consistent with its responsibilities under the Enabling Act the Authority wishes to spell out its relationship with Carriers serving the Airport.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, by the Board of the Syracuse Regional Airport Authority that the Executive Director, with the approval of counsel, is authorized to proceed to finalize the proposed Airport Use Agreement with the various Carriers serving the Syracuse Hancock International Airport and execute any and all necessary documentation in connection therewith.

Resolution Adopted Date: July 1, 2016

Vote: Ayes _____ Nays: _____ Abstentions: _____

Signed: _____
Secretary

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