

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, December 8, 2017, 11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call (2 Minutes)
2. Reading and Approval of Minutes from the November 9, 2017 Regular Meeting (2 Min)
3. Old Business (25 Minutes)
 - Executive Session
4. Management Report (25 Minutes)
 - 2017 Year in Review/2018 Priorities
 - Ground Transportation Licensing Program Update
5. New Business (10 Minutes)
 - Resolution Approving the SRAA Ground Transportation Licensing Program
 - Resolution Approving an amendment to Employment Agreement
 - Resolution Approving 2018 Meeting Calendar
 - Resolution Approving 2018 Committee Roster
 - Resolution Approving selection of financial institution to provide financing for Terminal Improvement Project
6. Committee Reports (10 Minutes)
 - HR Committee
 - Finance Committee
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

November 9, 2017

Pursuant to notice duly given and posted, the annual meeting of the Syracuse Regional Airport Authority was called to order on Thursday, November 9, 2017 at 11:08 am 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. Khalid Bey
Dr. Shiu-Kai Chin
Dr. Donna DeSiato (arrived 11:15 a.m.)
Mr. Bill Fisher
Mr. John B. Johnson Jr.
Mr. Michael Lazar
Ms. Beth Rougeux
Mr. Bill Simmons (arrived 11:25 a.m.)
Mr. Mark Venesky

Members Absent:

Mr. Michael Quill

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Mr. John Carni
Ms. Joanne Clancy
Mr. Brian Dorman
Mr. Dennis Greco
Ms. Cheryl Herzog
Ms. Debi Marshall
Ms. Linda Ryan
Ms. Jennifer Sweetland
Mr. R. John Clark
Mr. Kenneth Kinsey
Sergeant William Galvin

Roll Call

As noted, all Board members were present, except for Dr. Donna DeSiato, Mr. Bill Simmons and Mr. Michael Quill.

Mr. Patrick Mannion, Chair

Chair Mannion started by welcoming everyone to the meeting.

Executive Session

Chair Mannion made a motion to go into executive session to discuss a variety of matters pertaining to: (1) proposed, pending or current litigation; (2) the financial, credit and employment history of particular persons or corporations; and (3) a proposed lease of real property by the Authority. The motion was approved by Dr. Chin and seconded by Ms. Rougeux. Board members went into executive session at 11:10 a.m.

The motion was approved: 8 ayes, 0 nays

Executive session ended at 11:25 a.m. No action was taken.

Reading and Approval of the Minutes

A motion was made by Dr. Chin and seconded by Ms. Rougeux was unanimously approved to accept the minutes from the September 8, 2017 meeting.

The motion was approved: 8 ayes, 0 nays

Mr. Patrick Mannion, Chair

Chair Mannion recognized that Mr. Bill Simmons has resigned from the board. Chair Mannion recognized Mr. Simmons for his contributions to the board and thank him for his time. Mr. Simmons addressed the group and stated his confidence in Mr. Kenneth Kinsey, his new replacement on the board appointed by the Mayor.

Mr. Simmons left the meeting.

Old Business

Terminal Project Update

Ms. Callahan informed the Board that she wanted to provide an update on the Terminal Improvement Project. She updated the board regarding the removal of the canopy and new renderings.

Tom Horth and Mike LaMontagne provided a presentation on updated renderings, new logo and color changing LED technologies and materials being used to make it a welcoming space and vastly increase the transparency from the outside to the inside of the terminal. Mr. Horth discussed the project phases, impact on vendors, costs, timeline, highlights, budget and details of future milestones. Discussion ensued regarding the curtain wall and any impact it would have to the thermal load. The glazing system is constructed as such that it does achieve a high level of efficiency and in combination with the garage blocking some of the lighting. It was determined that no additional load is

expected and savings on the LED lighting is expected. It was discussed that the project is still planned at or below budget is planned to be substantially completed on-time.

Ms. Callahan thanked Mr. Lazar for all of his extensive participation in meetings for this project.

Mr. Amond then moved into a discussion regarding the financing and budget of the project. He stated that there is a plan to continue to reduce costs to reduce the load on Authority funding. Mr. Amond discussed financing for the project with a line of credit and paying that down until finance reimbursements from final grant funds. Mr. Amond will come back to the December meeting to recommend a bank choice for the interim financing.

Mr. Patrick Mannion, Chair

Chair Mannion thanked everyone for their participation with the Governor's event.

Parking Garage

Ms. Callahan shared with the board all of the efforts that have been made regarding a recommendation for the parking garage structure and updates.

Mr. Amond gave some information regarding the overall structural history for the parking garage and what issues that need consideration. The recommendation is to rehabilitate the garage, move the rental car facilities out of the garage and build a new rental car facility on the overflow lot which will increase the parking spaces and provide a dedicated area for rental car service. Discussion ensued regarding all options presented. A decision was made to table these discussions for a later date.

Ground Transportation Licensing Program

Ms. Callahan shared with the board that as a result of the Syracuse Regional Airport Taxi terminating their contract, the Authority has accelerated plans to begin licensing ground transportation operations at the airport directly. In the past, the Authority has relied on a contract with an exclusive provider to provide the taxi service, but with the contract being terminated and ride share available, we feel that the time is right to provide an Authority licensing and permit process including a \$1,500 licensing fee that would include taxis, hotel shuttles, and the like. Ms. Callahan described the background check and licensing permit process. A discussion ensued regarding the user level of the ride share companies and the importance of the standards of the vehicles are good for our passengers and include proper insurance, maintenance for the taxi cabs or other non-ride share transportation services.

A motion was made by Dr. Chin and seconded by Mr. Venesky and was unanimously approved to research the data further for the ground transportation licensing program further and tabled the discussions for a later date.

The motion was approved: 9 ayes, 0 nays

New Business

Chair Mannion directed the board's attention to the following resolutions:

- **Resolution Authorizing the Creation of the Position of Airport Operations Worker for the Syracuse Regional Airport Authority** was moved by Dr. Chin and seconded by Ms. Rougeux and was unanimously approved.
There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays
- **Resolution Authorizing the Creation of the Position of Director of Business Development for the Syracuse Regional Airport Authority** was moved by Dr. Chin and seconded by Ms. Rougeux and was unanimously approved.
There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays
- **Resolution Authorizing the Hosting of 2019 Airshow at the Syracuse Hancock International Airport** was moved by Dr. Chin and seconded by Mr. Venesky and was unanimously approved.
Discussion ensued regarding the 2016 Air Show outcome and the plan for demo flying team for 2019 Airshow. There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays
- **Resolution Authorizing Approval of New Air Service Agreement with Jet Blue Airways** was moved by Mr. Venesky and seconded by Mr. Quill and was unanimously approved.
There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays

Dr. DeSiato left the meeting.

Committee Reports

Due to time constraint, the committee reports were not discussed.

Adjournment

A motion was made by Chair Mannion and seconded by Mr. Fisher and Mr. Venesky to adjourn the meeting.

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 1:06 p.m.



MANAGEMENT REPORT

**RESOLUTION APPROVING THE ADOPTION OF A GROUND
TRANSPORTATION LICENSING PROGRAM FOR THE SYRACUSE
REGIONAL AIRPORT AUTHORITY**

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 provides that the purposes of the Authority include the construction, development, improvement, maintenance and operation of aviation and related facilities at the Syracuse Hancock International Airport (“Airport”) and within central New York; and

WHEREAS, Authority management has advised the Board that given recent dramatic changes in the taxi industry as a result of the advent of the transportation network companies such as Uber and Lyft, that it would be advantageous to the Authority to allow general taxi service at the Airport subject to a licensing program to ensure an appropriate level of service and professionalism in the delivery of such services.

NOW, THEREFORE after due deliberation having been had thereon, it is hereby
RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the adoption and implementation of a ground transportation licensing system to govern and regulate the provision of taxi related services at the Syracuse Hancock International Airport.

Resolution Adopted Date: December 8, 2017

Vote: Ayes _____ Nays: _____ Abstentions: _____.

**Signed: _____
Secretary**

RESOLUTION AUTHORIZING AN EMPLOYMENT AGREEMENT BETWEEN THE SYRACUSE REGIONAL AIRPORT AUTHORITY AND ITS EXECUTIVE DIRECTOR

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 authorizes the Authority to enter into agreements in furtherance of the accomplishment of its corporate purposes, and to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority, finds and determines the five (5) year Employment Agreement with its Executive Director commencing January 1, 2018 which is set forth as an attachment to this Resolution to be in the best interests of the Authority,

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the Chair of the Board, on behalf of the Authority, to enter into the five (5) year Employment Agreement with its Executive Director set forth as an attachment to this Resolution and on such other terms and conditions as the Chair, after consultation with counsel, deems in the best interests of the Authority.

RESOLUTION ADOPTED

DATE: December 8, 2017

VOTE: Ayes _____ Nays _____ Abstentions _____

SIGNED: _____
Secretary

2018 SRAA COMMITTEE MEETING SCHEDULE - *Proposed*

DATE	COMMITTEE	TIME
Friday, February 02, 2018	FINANCE COMMITTEE	10:00 A.M.
Friday, February 02, 2018	BOARD MEETING	11:00 A.M.
Thursday, February 15, 2018	HR COMMITTEE	11:00 A.M.
Thursday, February 15, 2018	GOVERNANCE COMMITTEE	12:00 P.M.
Thursday, February 15, 2018	AUDIT COMMITTEE	3:30 P.M.
Thursday, March 15, 2018	BOARD MEETING	11:00 A.M.
Friday, April 6, 2018	FINANCE COMMITTEE	11:00 A.M.
Friday, May 11, 2018	FINANCE COMMITTEE	10:00 A.M.
Friday, May 11, 2018	BOARD MEETING	11:00 A.M.
Thursday, May 17, 2018	HR COMMITTEE	11:00 A.M.
Thursday, May 17, 2018	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, June 15, 2018	BOARD MEETING (OFF-SITE)	11:00 A.M.
Thursday, July 26, 2018	HR COMMITTEE	11:00 A.M.
Thursday, July 26, 2018	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, September 7, 2018	ANNUAL MEETING	11:00 A.M.
Friday, September 7, 2018	BOARD MEETING	11:30 A.M.
Friday, October 12, 2018	FINANCE COMMITTEE	11:00 A.M.
Thursday, October 18, 2018	HR COMMITTEE	11:00 A.M.
Thursday, October 18, 2018	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, November 9, 2018	BOARD MEETING	11:00 A.M.
Friday, December 7, 2018	BOARD MEETING	11:00 A.M.

Color Coding:

BOARD MEETING	HR COMMITTEE
FINANCE COMMITTEE	GOVERNANCE COMMITTEE
AUDIT COMMITTEE	

RESOLUTION ADOPTING THE 2018 REGULAR MEETING SCHEDULE FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY

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, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 5.2 of the Organizational By-Laws of the Authority grants the Board of the Authority the power to hold regular meetings at such times and places as from time- to-time may be determined by resolution of the Board; and

WHEREAS, a proposed 2018 Board Regular Meeting Schedule has been proposed and submitted to the Board by Authority management and has been duly considered by the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby adopts the 2018 Board Regular Meeting Schedule as attached to and made a part of this Resolution, as the regular meeting schedule of the Board of the Authority for 2018 ;and

BE IT FURTHER RESOLVED, that the Syracuse Regional Airport Authority hereby authorizes and directs the Secretary of the Authority to publish the 2018 Board Regular Meeting Schedule, and to revise and republish any subsequent changes to the 2018 Board Regular Meeting Schedule as the Board may require; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Resolution Adopted Date: December 8, 2017

Vote: Ayes Nays: Abstentions:

Signed _____ -
Secretary

Proposed - 2018 ROSTER
STANDING SRAA COMMITTEES

FINANCE COMMITTEE:

Dr. Shiu-Kai Chin (Chair)
Mr. William Fisher
Mr. John Johnson, Jr.
Mr. Michael Lazar
Mr. Patrick Mannion (Ex-Officio)
Ms. Beth Rougeux

AUDIT COMMITTEE:

Dr. Donna DeSiato (Chair)
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Patrick Mannion (Ex-Officio)

GOVERNANCE COMMITTEE:

Mr. William Fisher (Chair)
Hon. Khalid Bey
Mr. Kenneth Kinsey
Mr. Patrick Mannion (Ex-Officio)
Hon. Michael Quill
Ms. Beth Rougeux
TBD – (Town of Salina appointee)

HUMAN RESOURCE COMMITTEE:

Ms. Beth Rougeux (Chair)
Dr. Shiu-Kai Chin
Mr. William Fisher
Mr. Patrick Mannion (Ex-Officio)
Hon. Michael Quill
TBD – (Town of Salina appointee)

BOARD DEVELOPMENT COMMITTEE:

Ms. Christina Callahan
Dr. Shiu-Kai Chin
Mr. William Fisher
Mr. Patrick Mannion

**RESOLUTION APPROVING THE 2018 SLATE OF MEMBERS OF THE
STANDING COMMITTEES OF THE SYRACUSE REGIONAL AIRPORT
AUTHORITY**

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

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 6.3 of the Organizational By-Laws of the Authority permits the Authority to form such standing or special committees from its members as it deems desirable to advise the Board on any matter incident to the function of the Board; and

WHEREAS, pursuant to Sections 6.3.1 through 6.3.5 of the Bylaws the Board has formed the following standing committees: Audit Committee, Governance Committee, Finance Committee, Human Resources Committee and Board Development Committee (collectively the "Standing Committees"); and

WHEREAS, the Board has tasked the Board Development Committee to review the composition of the Standing Committees on a regular basis to fill any vacancies and ensure the Standing Committees are adequately staffed; and

WHEREAS, the Board Development Committee met on November 9, 2017 and reviewed the composition of Standing Committees and has recommended the 2018 Slate of Members of Standing Committees as described in the schedule attached hereto.

NOW, THEREFORE BE IT RESOLVED, that after due deliberation having been had thereon, the Board of the Syracuse Regional Airport Authority hereby constitutes and appoints its

members to the Standing Committees as set forth on the Standing Committee schedule as annexed to this Resolution for calendar 2018, effective immediately.

Resolution Adopted Date: December 8, 2017

Vote: Nays: Abstentions:

Signed: _____
Secretary

Resolution No. __

2017

**RESOLUTION AUTHORIZING BRIDGE LOAN FINANCING FOR 2017
TERMINAL IMPROVEMENT PROJECT**

PLACEHOLDER ONLY -

Final resolution will be provided at the meeting on Friday, December 8, 2017



Human Resources Committee Meeting Minutes

October 19, 2017

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the Department of Aviation Conference Room on Thursday, October 19, 2017.

The meeting was called to order at 11:30 a.m. by Ms. Beth Rougeux.

I. Roll Call

In attendance: Ms. Beth Rougeux, Dr. Shiu-Kai Chin, Mr. William Fisher, Mr. Michael Quill, Mr. Mark Venesky, Mr. Patrick Mannion, Ms. Christina Callahan, Mr. Trent Amond, Ms. Debi Marshall, Ms. Laurie Sabel
Not present: Mr. William Simmons

II. Approval of Minutes from Previous Meeting

Ms. Rougeux invited a motion to accept the Minutes from the meeting of September 8, 2017. The motion was made by Dr. Chin and seconded by Mr. Venesky, and was passed unanimously.

III. Executive Session

Ms. Rougeux invited a motion to discuss several matters pertaining to the employment history of particular persons or corporations and/or the employment of particular persons or corporations by the Authority. Dr. Chin made the motion, and it was seconded by Mr. Fisher and passed. The Committee proceeded into Executive Session at 11:32 and emerged at 11:55 with no action taken.

IV. Old Business

A. Paid Family Leave Policy

1. Ms. Marshall described the New York State Paid Family Leave policy, which, effective January 1, 2018, is required for private employers and is optional for public employers. Because it is part of Disability Policy, it is necessary to specifically address it under that heading. A survey among existing employees yielded a mixed result, with all respondents expressing interest to varying degrees. She informed the Committee that she had created a draft policy and that she would need to let the insurance carrier know if we would be pursuing this by the end of the month in order to implement it by January 1. Discussion took place regarding the pros and cons of adopting this benefit. It was decided that the committee would defer to the decision of management.

V. Topics for Future Meeting

A. Military Leave Policy

1. It was noted that the Authority now has one Active Military Duty employee.

B. Drug and Alcohol Testing Policy

VI. Adjournment

A motion to adjourn being made by Dr. Chin and seconded by Mr. Fisher, the meeting adjourned at 12:20 p.m.

DRAFT