

SYRACUSE REGIONAL AIRPORT AUTHORITY

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority November 13, 2015

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, November 13, 2015 @ 12:07 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
Dr. Donna DeSiato
Mr. John B. Johnson Jr.
Ms. Beth Rougeux
Ms. Irene Scruton
Hon. Damian Ulatowski

Members Absent:

Mr. Patrick Mannion
Hon. Michael Quill
Mr. William Simmons

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Heather Malinowski
Ms. Jennifer Sweetland
Mr. R. John Clark
Mr. John McCann
Mr. Christopher Randall (RAB)

Roll Call

As noted, all Board members were present, except for Mr. Patrick Mannion, Hon. Michael Quill, Mr. William Simmons.

Reading and Approval of the Minutes

A motion was made by Ms. Scruton and seconded by Dr. DeSiato and was unanimously approved to accept the minutes from the September 11, 2015 meeting.

The motion was approved 8 ayes, 0 nays.

Presentation:

- Mr. Bart R. Johnson, Federal Security Director, Transportation Security Administration

Executive Director's Report

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

- *Mr. Johnson asked how many flights were delayed due to the arrival of the Vice President. Ms. Callahan stated that the total time of the Airport shutdown was approximately 20 minutes. Ms. Callahan explained that the Airlines are informed and adjust their schedules accordingly.*
- *Ms. Callahan reached out to Dr. DeSiato for any career fairs that they may offer and also for the airport arts program.*
- *Ms. Rougeux asked about the staffing with Republic Parking, specifically if they hired any of the employees that are currently employed at the airport under the old parking company. Ms. Callahan stated that they do interview the existing employees. Ms. Callahan also updated the Board about a loyalty program that Republic Parking offers, points are earned and then can be used toward future parking. This is just one of the new products that they will offer.*
- *Dr. DeSiato complimented the American Airlines kiosks and also commented on how smooth the transition was.*
- *Ms. Rougeux asked about the press event on December 1st. Ms. Callahan responded that a press release will be sent out for this event on December 1st, Blue Angels #7 will be here to do the pre-season site visit.*

Chair Fisher requested to take the agenda out of order and move to New Business. Chair Fisher stated that during New Business he will request to go into Executive Session. Chair Fisher indicated there is one item of New Business that will have to come after Old Business.

New Business

- **Resolution #20 - Resolution Authorizing Amendment of General Airport Consulting Agreement with Arcadis of New York, Inc. For Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato and was unanimously approved.

The resolution was presented by Ms. Callahan
Ms. Callahan explained that these four were selected as the general airport consultants when the City of Syracuse issued an RFQ in 2010 and will be expiring at the end of 2015. The Authority is currently drafting a new RFQ and stated that the new RFQ should be ready after January 1, 2016. Ms. Callahan explained that we need to continue to work on existing projects that are currently awarded to these consultants and this is why we need the extension. Ms. Callahan explained that this is one of the last transitional issues

that we have to deal with. As these contracts expire our goal is to have a library of new RFQ's and contracts and bid specifications that we can use moving forward. Currently we have to go through the process of rewriting everything so the Board will be seeing resolutions like this come up for the next year or two as different contracts expire. Once we get through the process we will then have a good set of documents that will require very little change in the future. Chair Fisher asked about the MWBE requirements. Ms. Callahan indicated that we are working with the Regional Advisory Board to schedule meetings in their counties to discuss MWBE outreach efforts and to let people know that there are opportunities outside the county.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #21 – Resolution Authorizing Amendment of General Airport Consulting Agreement with Arcadis of New York, Inc. For Grant Ineligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato 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 #22 – Resolution Authorizing Amendment of General Airport Consulting Agreement with Clough Harbor & Associates, LLP For Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin seconded by Dr. DeSiato 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 #23 – Resolution Authorizing Amendment of General Airport Consulting Agreement with Clough Harbor & Associates, LLP For Grant Ineligible Projects And Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato 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 #24 – Resolution Authorizing Amendment of General Airport Consulting Agreement with C & S Engineers, Inc. for Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato 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 #25 – Resolution Authorizing Amendment of General Airport Consulting Agreement with C & S Engineers, Inc. for Grant Ineligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato 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 #26 – Resolution Authorizing Amendment of General Airport Consulting Agreement with William Taylor Architect, PLLC, D/B/A William Taylor Architects for Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Dr. Chin and seconded by Dr. DeSiato 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 #27 – "Resolution Authorizing Amendment of General Airport Consulting Agreement with William Taylor Architect, PLLC, D/B/A William Taylor Architects for Grant Ineligible Projects and Issuance of Work Orders for Period not To Exceed One Year** was moved by Ms. Scruton and seconded by Dr. Chin 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 #28 – Resolution Authorizing Amendment of Independent Fee Estimator Agreement with CDI Engineering (NY) LLC, D/B/A L.R. Kimball For Grant Eligible Projects and Issuance of Work Orders for a Period not to Exceed One Year** was moved by Ms. Scruton 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 #29 – Resolution Authorizing Amendment of Independent Fee Estimator Agreement with Faithful & Gould, Inc. for Grant Eligible Projects and Issuance of Work Orders for a Period not to Exceed One Year** was moved by Ms. Scruton 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 #30 – Resolution Authorizing Amendment of Independent Fee Estimator Agreement with Prudent Engineering, LLP for Grant Eligible Projects and Issuance of Work Orders for Period not to Exceed One Year** was moved by Ms. Scruton 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 #31 – Resolution Adopting the 2016 Regular Meeting Schedule for the Syracuse Regional Airport Authority** was moved by Dr. DeSiato and seconded by Ms. Scruton and was unanimously approved as amended with the date change from May 13th to May 6th.

The resolution was presented by Ms. Callahan
Ms. Callahan stated she did not feel the six meeting schedule was enough to keep the Board informed. Ms. Callahan explained that the proposed schedule was based on things that need be accomplished throughout the year, so there are more meetings at the beginning of the year as we are talking about the Airlines lease negotiations, budget preparation and capital plan. Ms. Callahan stated that is why there are more meetings scheduled in the beginning of the year. There is no off-site meeting scheduled in June since that will fall the weekend after the Air Show there will not be enough time to prepare for an off-site meeting. Ms. Callahan stated that there was a conflict with the May 13th meeting and proposed to change the date to May 6th.

Dr. DeSiato suggested that the time frame should be considered instead of trying to schedule the second Friday of the month. She mainly is concerned about the three weeks between the August and September meeting and that maybe the September meeting could be moved to the end of the month or possibly cancel the August meeting. Mr. Amond explained that the reasoning for the August meeting was prior to that there is a June meeting that is necessary to approve the budget and it seemed like a long time between June to September, so therefore August was scheduled to fill the gap. Ms. Callahan stated that if the schedule is adopted one of the meetings may not be necessary and can be canceled.

There was no further discussion regarding the resolution.
The resolution was adopted with amendment of the May date change: 8 ayes, 0 nays

- **Resolution #32 – Resolution Authorizing Amendments to the By-Laws of the Syracuse Regional Airport Authority** was moved by Ms. Rougeux and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Ms. Scruton and Mr. R. John Clark
There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Chair Fisher informed the Board that the next resolution will be deferred until after Executive Session at which point we will seek approval.

- **Resolution #34 – Resolution Authorizing the Creation of the Position of Executive Assistant for the Syracuse Regional Airport Authority** was moved by Ms. Rougeux and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Ms. Callahan

Mr. Johnson asked if there is a certain level of position that needs the Board's approval. Ms. Callahan explained that only if a new position is being created is the Board's approval required.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution #35 – Resolution Designating Records Access Officer of the Syracuse Regional Airport Authority and Location Where Authority Records can be Publicly Inspected and Copied** was moved by Mr. Ulatowski and seconded by Dr. DeSiato and was unanimously approved with the amendment

The resolution was presented by Ms. Callahan

Ms. Callahan indicated that she currently handles the FOIL requests and would like to have the Aviation Contracting Officer handle these requests. Mr. Johnson asked who handles the appeal process for a FOIL request. Ms. Callahan stated it is the Board. Mr. Johnson asked if it should now be with Executive Director rather than with the Board. Chair Fisher said we can look into that. Ms. Callahan stated we do not currently have a FOIL process but can develop one. Ms. Callahan asked if the Board is okay with adopting the resolution naming the new FOIL officer and then work with the Governance Committee to create a FOIL policy. Ms. Rougeux asked if we should remove the name of the individual as the FOIL Officer and just keep the title as the Aviation Contracting Officer so if this job is vacated it will always be this position. Mr. R. John Clark agreed it would be better to just name the title. It was also discussed among the Board that it should not be a FOIL policy since the laws govern FOIL but it was suggest to have a FOIL process.

Ms. Rougeux made a motion to amend the resolution by removing the name of the individual and only state the tile of the FOIL Officer, Dr. DeSiato seconded the amendment.

There was no further discussion regarding the resolution.

The resolution was adopted as amended: 8 ayes, 0 nays

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 matters pertaining to negotiation of collective bargaining agreements and the financial credit and employment history of a particular person. The motion was approved by Mr. Bey and seconded by Ms. Scruton. Board members, Ms. Callahan, Mr. Amond, Mr. R. John Clark and attorney Mr. John McCann went into executive session at 1:05 p.m.

Executive session ended at 2:01 p.m. No action was taken.

- **Resolution #33 – Resolution Approving Executive Director’s 2015 Annual Employee Evaluation** was moved by Ms. Scruton and seconded by Dr. DeSiato and was unanimously approved as amended

The resolution was presented by Chair Fisher

Mr. R. John Clark indicated there is a typo on the top of page two - it currently reads “American Association of Airport Professionals” but, should say “American Association of Airport Executives.” Mr. R. John Clark will submit a corrected resolution.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Adjournment

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

The motion was approved: 8 ayes, 0 nays

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