

## Minutes of the Regular Meeting of the Syracuse Regional Airport Authority November 10, 2016

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Thursday, November 10, 2016 @ 12:03p.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  
Mr. Michael Quill  
Ms. Beth Rougeux  
Mr. John B. Johnson Jr.  
Ms. Irene Scruton  
Mr. Michael Shusda  
Mr. Khalid Bey  
Dr. Shiu-Kai Chin

### Members Absent:

Dr. Donna DeSiato  
Mr. Bill Simmons

### Also Present:

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

### Roll Call

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

### Reading and Approval of the Minutes

A motion was made by Mr. Shusda and seconded by Mr. William Fisher and was unanimously approved to accept the minutes from the September 9, 2016 meeting.

The motion was approved 9 ayes, 0 nays.

## **New Business Part 1:**

### **Resolutions:**

- **Resolution Electing William P. Fisher as Vice Chair of the Board of the Syracuse Regional Airport Authority** was moved by Ms. Scruton, seconded by Ms. Rougeux and was unanimously approved. Chair Mannion shared that Mr. Fisher has done an outstanding job as Chair and has been extremely helpful with transition of Mr. Mannion becoming Chair. Chair Mannion explained they feel this is a temporary position, approximately a year, and then the Board will vote on a new Vice Chair. Mr. Fisher expressed how he foresees the assigning of the next Chair.

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

- **Resolution Adopting the Syracuse Regional Airport Authority Rules and Regulations** was moved by Dr. Chin, seconded by Mr. Shusda and unanimously approved. Ms. Callahan explained it came out of Governance Committee. She stated the Authority followed the process that was established for the Minimum Standards, where as they had a public hearing, allowed tenants and others to comment on Rules and Regulations. If approved they will be submitted to Secretary of State so they enacted so they can be enforceable. They apply to tenants and employees. Ms. Scruton stated it was discussed at great lengths at Governance Committee

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

- **Resolution Adopting the Syracuse Regional Airport Authority 2017 Board Meeting Schedule** was moved by Ms. Rougeux, seconded by Mr. Quill and unanimously approved. Ms. Callahan noted that they proposed that all meetings start at 11:00 a.m. and a meeting was also added in December. Mr. Fisher asked where off site meeting will be. Ms. Callahan shared it is TBD to be finalized in beginning of year.

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

- **Resolution Adopting Official Financial Disclosure Form of the Syracuse Regional Airport Authority** was moved by Mr. Johnson, seconded by Ms. Scruton and unanimously approved. Requires the Board Members will file the County form and also file a financial form with the political subdivision that they have been

appointed from. Mr. Johnson asked if they had to complete for state. Mr. Clark declared they do not.

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

**Signature Flight Presentation:** Ms. Callahan introduced Jim Hopkins from Signature Flight, the current FBO at the Syracuse Hancock International Airport. Signature Flight recently acquired Landmark Aviation. Chair Mannion sparked a discussion on what drives their business.

1. Have business, and ready to receive business.
2. Their huge network helps.
3. Very active salesforce
4. They have full service here (Maintenance/Repair Hangar, Charter Division and FBO)

Chair Mannion thanked them for presentation and their investment into the airport.

**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 Mr. Fisher and seconded by Ms. Rougeux . Board members, Ms. Callahan, Mr. Amond, Mr. Carni and Mr. R. John Clark went into executive session at 12:38 p.m.

Ms. Callahan, Mr. Amond and Mr. Carni were excused at 2:20 so Board could discuss Resolution regarding Ms. Callahan's review.

Executive session ended at 2:37 p.m. No action was taken.

Dr. Chin was excused at the end of Executive Session

Mr. Bey was excused at 1:30 p.m.

### **New Business Part 2:**

- **Resolution Authorizing the Executive Director to Negotiate a Fixed Base Operator Agreement with Signature Flight** was moved by Mr. Johnson, seconded by Mr. Shusda and unanimously approved. Chair Mannion stated the Board had discussion with counsel and it was determined that Mr. Clark will include a line that if there is anything materially different that needs our attention, Mr. Clark will go to Chair Mannion and they will decide if they need to go to Board. There are no further questions.

The resolution was discussed in Executive Session.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 7 ayes, 0 nays

- **Resolution Authorizing the Executive Director to Enter Into a Reimbursement Agreement with the City of Syracuse** was moved by Ms. Scruton, seconded by Mr. Shusda and unanimously approved.

The resolution was discussed in Executive Session.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 7 ayes, 0 nays

- **Resolution Approving the Executive Director's 2016 Performance Review** was moved by Mr. Rougeux, seconded by Ms. Scruton and unanimously approved. Mr. Clark will draw up resolution based on recommendation from the HR Committee that has been unanimously approved by Board and HR Committee. He will draft and send to Ms. Rougeux for her approval.

The resolution was discussed in Executive Session.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 7 ayes, 0 nays

Chair Mannion acknowledged that the Board had run out of time. Ms. Callahan indicated her report is in the DropBox and asked that all review and send her comments or questions. There is a lot of information in the report.

### **Adjournment**

A motion was made by Mr. Quill and seconded by Mr. Fisher to adjourn the meeting.  
The motion was approved: 7 ayes, 0 nays  
The meeting was adjourned at 2:41 p.m.