

# SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT  
1000 COL. EILEEN COLLINS BLVD.  
SYRACUSE, NEW YORK 13212  
P: 315.454.3263  
F: 315.454.8757

## **Minutes of the Regular Meeting of the Syracuse Regional Airport Authority August 10, 2012**

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, August 10, 2012 @ 12:05 PM in the Walnut Room located in the Best Western Hotel at Syracuse Hancock International Airport by Chair Mr. William Fisher.

### **Members Present:**

Mr. William Fisher-Chair  
Mr. John B. Johnson Jr.  
Mr. Patrick Mannion  
Mr. Don Thompson  
Ms. Irene Scruton  
Ms. Beth Rougeux  
Dr. Donna DeSiato  
Dr. Robert DiFlorio  
Ms. Eleanor Ware  
Ms. Judy Flanagan

### **Members Absent:**

Mr. Khalid Bey

### **Also Present:**

Ms. Christina Reale  
Mr. Joseph Bergh  
Ms. Jennifer McIntyre

### **1. Roll Call**

As noted above, all Members were present, except for Mr. Khalid Bey.

### **2. Reading and Approval of the Minutes of the Previous Month**

A motion was made by Mr. Mannion and seconded by Ms. Rougeux to accept the minutes from the July 13, 2012 regular meeting.

The motion was approved 10 ayes, 0 nays.

Chair Fisher stated that due to the preparation of the Tri-Annual Drill, Item #8 (presentation by Chief William Elderbroom, Syracuse Fire Department-Aircraft Rescue and Fire Fighting) on the SRAA Regular Meeting Agenda will be given immediately.

### **3. Presentation**

- Chief William Elderbroom, Syracuse Fire Department-Aircraft Rescue and Fire Fighting

### **4. Reports of Officers**

The Chairman's Report was read by Chair Fisher.

Chair Fisher welcomed Mr. Christopher J. Randall, newly appointed SRAA Regional Advisory Member-Appointed by the Chair of the Onondaga County Legislature.

Chair Fisher informed the Members that he has sent out a letter to the other appointing counties to urge them to appoint their individuals to the SRAA Regional Advisory Board.

Chair Fisher reported on the progress and the transition of the security personnel services provide by G4S at the airport.

Chair Fisher informed the Members that he had a tour of the construction project. He stated that he believes Hueber Breuer is on track to finish the project by the August 2013 completion date. Chair Fisher stated that the Authority needs to begin thinking about the experience people are going to have once they arrive at the airport once the new terminal is complete. Chair Fisher stated that an important part of that experience is how we are going to use the space, and the placement of services, such as food and beverage.

Chair Fisher and the Members discussed the process of selecting a concessionaire, once the project is complete. Ms. Reale stated that there are concession development specialists that will help the airport develop a plan on placement of concession services. She stated that the airport currently has a contract with InterVISTAS, and they have a division that specializes in concession placement. Ms. Reale stated that she spoke with Barney Parrella at InterVISTAS and he is working with C&S to help design a plan. Ms. Rougeux asked Ms. Reale if she thought the Members should take a tour of the construction project to help them visualize the new space. Chair Fisher suggested taking a tour of the space after the September SRAA meeting. Ms. Reale stated that because the September meeting is the SRAA's annual meeting, she would have C&S take some photos of the different areas and she would email the Members. Ms. Reale stated that she would schedule a tour for the Members in October.

Chair Fisher informed the Members that the Syracuse Common Council passed the ordinance amending the Living Wage Ordinance. He reviewed the new ordinance with the Members.

Chair Fisher handed out an updated SRAA Transition Timeline to the Members and reviewed the progress that has been made and the items that are ahead for the Authority. Chair Fisher also reviewed the progress of the proposed Lease Agreement with the City of Syracuse.

The Secretary's Report was given by Ms. Reale. The report outlines the activities of the Syracuse Regional Airport Authority (SRAA) from the last meeting of July 13, 2012 through August 10, 2012.

- Updated SRAA information on [www.syrairport.org](http://www.syrairport.org) as needed
- Continued to update PARIS in preparation for the Annual Meeting
- Coordinated, prepared for and participated in Finance, Governance and Audit Committee meetings
- Deposited \$2.5 million in SRAA Bank Account
- Reviewed and processed 6 invoices from G4S totaling \$110,696.70
- Mr. Christopher Randall appointed to Regional Advisory Board

## **5. Committee Reports and Resolutions**

The Finance Committee Report was given by Committee Chair Ms. Judy Flanagan.

Ms. Beth Rougeux left the meeting at 1:40 p.m.

**Resolution #15-Resolution Approving the Budget of the Syracuse Regional Airport Authority for Fiscal Year 2012/2013** was moved by Ms. Scruton and seconded by Mr. Mannion.

The resolution was presented by Chair Fisher. There was no discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays.

The Governance Committee Report was given by Committee Chair Ms. Irene Scruton.

**Resolution #16-Resolution Adopting Prohibition on Extension of Credit Policy for the Syracuse Regional Airport Authority** was moved by Dr. DeSiato and seconded by Ms. Ware.

The resolution was presented by Chair Fisher. There was no discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays.

**Resolution #17-Resolution Adopting Lobbying Contacts Policy for the Syracuse Regional Airport Authority** was moved by Ms. Ware and seconded by Ms. Scruton.

The resolution was presented by Chair Fisher. There was no discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays.

**Resolution #18-Resolution Adopting Defense and Indemnification Policy for the Syracuse Regional Airport Authority** was moved by Ms. Scruton and seconded by Dr. DeSiato.

The resolution was presented by Chair Fisher. There was no discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays.

The Audit Committee Report was given by Committee Chair Dr. Robert DiFlorio

## **6. New Business**

**Resolution #19-Resolution Authorizing Payments in Lieu of Taxes to Certain Taxing Jurisdictions** was moved by Ms. Scruton and seconded by Ms. Flanagan.

The resolution was presented by Chair Fisher. There was no discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays.

## **7. Presentation**

- Jim Kondziela and Mike Calkins-G4S Secure Solutions (USA) Inc.

## **8. Department of Aviation Reports**

The Department of Aviation Monthly Progress Report was given by Ms. Reale. The report outlines the key accomplishments that took place from the last meeting of July 13, 2012 through August 10, 2012 at the Department of Aviation.

### **Airfield Maintenance:**

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Completed painting of all markings on the taxiways to FAA specifications
- Completed painting of the crosswalk leading from the start of the parking garage to the open lot
- Cleared trees at the approach of Runway 10 and the entrance to the 174<sup>th</sup>
- Prepared runway 6-24 for the Tri-Annual Drill
- Cleaned out and re-mulched the front of the terminal and the flag monument
- Cut the grass in accordance with FAA regulations in the safety areas of the runways and taxiways
- Cut all of the grass on the public side of the airport
  - Daily cleaning of all sidewalks and roads located in front of the Terminal Building
  - Responded to various work orders
  - Maintenance of all summer equipment

**Aircraft Rescue and Fire Fighting (ARFF)-Station 4:**

Captain Terry Krom

- Coordinated and monitored construction project (fire systems, safety)
- Coordinated and prepared for the Airport Emergency Plan Exercise on August 11, 2012
- Responded to 12 total alarms
- Hosted community tours of the ARFF facility

**Building Maintenance:**

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Installations Unlimited installed window tint on windows in the South Terminal temporary ticket counter locations
- Set-up and coordinated for the August 11, 2012 Airport Emergency Plan Exercise
- Coordinated with Commutair to move furniture to their new location in the Terminal Building
- Maintained/Ordered stock as needed
- Performed building walk-throughs
- Assignment reviews

**Compliance/Regulatory:**

Ms. Christina Reale (Commissioner of Aviation), Mr. John Carni (Deputy Commissioner of Aviation), Mr. Joseph Bergh (Aviation Attorney)

- Reviewed Short Environmental Assessment Form and proposed negative declaration for SEQRA for Removal of ANG Aircraft Arresting System Project.
- Had Commissioner of Aviation sign Part I of Short Environmental Assessment Form for SEQRA for Removal of ANG Aircraft Arresting System Project.
- Met with Syracuse Fire Department and 174<sup>th</sup> Fighter Wing regarding Mutual Aid Agreement and will revise proposed Mutual Aid Agreement and provide to SFD and 174<sup>th</sup>.
- Met with Airport's insurance broker, Commissioner of Aviation and Marketing Coordinator regarding renewal of commercial property insurance policy.

**Finance/Accounting:**

- Invoicing of tenants
- Requisitioning/Purchasing
- Paying Vendors
- Auditing tenants

**Legal/Agreements:**

Mr. Joseph Bergh (Aviation Attorney), Ms. Christina Reale (Commissioner of Aviation), Ms. Ms. Jennifer McIntyre (Management Assistant)

- Reviewed insurance submittals for the Terminal Project and approved those that were in compliance with the Project's insurance requirements
- Reviewed insurance for tenant projects and advised of deficiencies
- Reviewed insurance for Ramsey Constructors, Inc. for Rehabilitation of Deicing and Snow Melt Pads Project and advised Division of Purchase of deficiencies
- Reviewed docket for AMR Corporation bankruptcy
- Reviewed and approved insurance for G.A.T. –Airline Ground Support, Inc.'s concession agreement
- Had Agreement for Ground Handling Services with G.A.T.-Airline Ground Support, Inc. executed by Commissioner of Aviation
- Returned fully executed Agreement for Ground Handling Services to G.A.T.-Airline Ground Support, Inc
- Returned Signed Federal Express Corporation First Amendment to Airport Use and Lease Agreement to Federal Express Corporation for affixing of corporate seal
- After received First Amendment to Airport Use and Lease Agreement with affixed corporate seal, had First Amendment to Airport Use and Lease Agreement with Federal Express Corporation executed by Mayor and attested by City Clerk
- Reviewed endorsements submitted Haylor, Freyer & Coon, Inc. for M and L Trucking, Incorporated's Facility and Use Agreement and discussed insurance requirements with its insurance broker
- Reviewed insurance submittals from US Airways, Inc. for Ground Lease Agreement, advised it of deficiencies and waited for responses
- Had Ground Lease Agreement with US Airways, Inc. executed by Mayor and attested by City Clerk
- Had Facility Use and Lease Agreement with M and L Trucking, Incorporated executed by Mayor and attested by City Clerk
- Revised Lease Agreement with KeyBank National Association for ATM and related equipment and facilities in the Terminal Building and sent 4 originals to KeyBank to be executed along with request for insurance
- Reviewed In-Ter-Space Services, Inc. d/b/a Clear Channel Airports' proposed revisions to Advertising Concession Agreement
- Reviewed Delta Air Lines, Inc.'s proposed revisions to New Air Service Incentive Agreement and discussed with Commissioner of Aviation
- Reviewed and provided comments on Central Parking's proposed motion for summary judgment in lawsuit alleging Living Wage Ordinance violations

- Drafted First Amendment to Airport Rental Car Concession and Lease Agreement with Enterprise and Budget for swap of ready/return spaces in parking garage, sent 4 originals each to Enterprise and Budget and corresponded with Enterprise regarding amendment and new concession agreements
- Drafted Facility Use and Lease Agreement with Champlain Enterprises Inc. d/b/a CommutAir and sent to Commissioner of Aviation for submission to CommutAir
- Drafted Easement, Permission and Use Agreement with AT&T Mobility concerning easement for Verizon for telecommunications through AT&T Mobility
- Reviewed Verizon's revisions to Easement and made revisions to the Easement concerning easement for Verizon for telecommunications through AT&T Mobility
- Reviewed MGL Airport Realty, LLC's revised sublease and advised of changes necessary for City's consent and compliance with City lease
- Reviewed and revised estoppel certificate for Aero Syracuse, LLC regarding re-financing it is securing for its cargo facilities
- Reviewed revised Aero Syracuse, LLC estoppels certificate
- Ordered abstract of title for purchase of 6973 Kinne Street, DeWitt, New York
- Reviewed subordination and consent with Time Warner Cable for certain aviation easements
- Requested aviation easements consultant provide assistance regarding aviation easement issues
- Met with Accounting/Finance Division regarding Oshkosh-Pierce procurement matter

### **Legislation:**

Ms. Christina Reale (Commissioner of Aviation), Mr. Joseph Bergh (Aviation Attorney)

- Discussed waivers of competitive bidding for periodic repairs and preventative maintenance for baggage belts and jetbridges and modifications to jetbridge at Gate 23 with Director of Management and Budget and discussed the same and provided legal advice to Commissioner of Aviation.
- Drafted legislation request letters for the following: public hearing and authorization of First Amendment to Facility Use and Lease Agreement with DAL Global Services, LLC to extend term of agreement by one year; public hearing and authorization of Lease Agreement with Syracuse University for five glass window units; SEQRA determinations and negative declaration for Removal of ANG Aircraft Arresting System Project; and amendment to Project Authorization for North Concourse Bathroom Renovations Project to increase not to exceed amount to \$500,000, funded out of operational expenses account.

### **Operations:**

Mr. Antimo Pascarella (Airport Operations Officer)

- Coordinated with the ATCT and the airlines to assist with diversions

- Sent Purvis notifications regarding any/all airport related issues
- Oversaw and maintained Field Condition Reports
- Reviewed and maintained nightly airfield light checks to ensure that mandatory lights and signs are operating in compliance with the FAA regulations
- Increased wildlife management
- Maintained and serviced four lagoons (location of collected fugitive glycol that is used to deice aircraft in cold temperatures)
- Vehicle escorts for the Terminal Project
- Coordinated with Onondaga County Department of Water Environment Protection regarding the monthly release from the Airport Trichterator System.

### **Personnel:**

Ms. Laurie Sabel (Personnel Administrator)

- Maintained the following records:
  - Leave approvals
  - Time sheets
  - Mileage logs
  - Leave calendar
- Scheduled necessary physical exams and drug testing for new hires and required personnel
- Scheduled employees for appointments with benefits coordinator
- Responded to grievances and maintained communication between the Department of Aviation and the union representatives
- Posted any vacant positions
- Interviewed and filled vacant positions
- Attended monthly meetings of Accident Review Committee
- Attended a Personnel Review Meeting regarding several outstanding personnel matters

### **PR/Media/Communications:**

Ms. Christina Reale (Commissioner of Aviation), Ms. Jennifer McIntyre (Management Assistant)

- Issued Press Release regarding the Airport Emergency Plan Exercise on August 11, 2012
- Gave multiple interviews regarding the Airport Emergency Plan Exercise on August 11, 2012

### **Projects:**

Mr. Ray Borg (Facilities Engineer), Mr. Jeff Hopson (GIS Specialist)



- Maintained the Flight Information Display System (FIDS) to ensure the most accurate flight information is being displayed throughout the Terminal building
- Issued the Monthly Flight Guide
- Reviewed and issued permits to Airport tenants
- Routinely made updates to the website
- Successfully addressed Help-Desk cases
- Technical and Management oversight of the following projects:
  - North Concourse Bathroom Upgrade
  - Terminal Security Upgrade
  - SRE Building Upgrade
  - Sand Building Upgrade
  - Maintenance Area Repaving
  - South Concourse Doors & Frames Replacement
  - South Concourse Roof Replacement
  - Air National Guard Barrier Removal
  - De-Icing Pad Upgrade
  - Runway Obstruction Removal

#### **Security:**

Mr. John Carni (Deputy Commissioner of Aviation), Mr. Dan Ryan (Assistant Security Coordinator)

- Completed training with all G4S personnel
- Trained and badged 33 individuals
- 47 threat assessments submitted to the Department of Homeland Security
- 32 sets of fingerprints submitted to the FBI

#### **Travel:**

Ms. Joanne Kitts (Secretary to the Commissioner of Aviation)

- Provided travel arrangements for Aviation Department
- Arranged for accommodations of food service and meeting areas
- Completed all invoice forms received
- Prepared all necessary paperwork for the Commissioner's signature from consultants
- Answer phone call for the Commissioner
- Processed all mail
- Filled out parking requests

### **9. Old Business**

NUAIR Alliance letter of support has not been signed yet.

A motion was made by Ms. Ware and seconded by Ms. Scruton to adjourn meeting. The motion was approved: 9 ayes, 0 nays.

The meeting was adjourned at 2:06 p.m.