



Regular Meeting

July 13, 2012

12:00 p.m.

Best Western/Airport Inn

# SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT  
1000 COL. EILEEN COLLINS BLVD.  
SYRACUSE, NEW YORK 13212  
P: 315.454.3263  
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## Minutes of the Regular Meeting of the Syracuse Regional Airport Authority June 8, 2012

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, June 8, 2012 @ 12:06 PM in the Walnut Room located in the Best Western Hotel at Syracuse Hancock International Airport by Mr. William Fisher, Chair.

### Members Present:

Mr. William Fisher  
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  
Mr. Khalid Bey

### Members Absent:

Ms. Judy Flanagan

### Also Present:

Ms. Christina Reale  
Mr. Joseph Bergh  
Ms. Jennifer McIntyre  
Mr. Spiros Manesis  
Col. Greg Semmel  
Ms. Deb Warner

### 1. Roll Call

As noted above, all Members were present except for Ms. Judy Flanagan.

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

A motion was made by Ms. Ware and seconded by Ms. Rougeux to accept the minutes from the May 11, 2012 regular meeting.

The motion was approved 9 ayes, 0 nays.

### 3. Reports of Officers

The Chairman's Report was read by Mr. Fisher.

Mr. Fisher updated the Members on the progress of the conversion from the Syracuse Police Department (SPD) to private security. Mr. Fisher stated that once the Standard Operating Procedures (SOP) is worked out, the Commissioner will be able to submit the Airport Security Plan (ASP) to the TSA for approval.

Dr. DeSiato joined the meeting at 12:22 p.m.

Mr. Fisher updated the Members on the Airport Operating Agreement. He stated that he has initiated meetings with the Syracuse Common Council. The first meeting is scheduled for Wednesday morning. Mr. Fisher stated that they will be discussing various models that other airport authority's use regarding staffing, wages and employees.

Mr. Fisher informed the members that he had a meeting with Mary Beth Primo from Onondaga County representing County Economic Development regarding Hancock Airpark. The Hancock Field Development Corporation, which is managed by CenterState has a lease that expires at the end of the year. They have informed the county that they would like to get out of that business. There is a remaining \$4,000,000.00 grant that CenterState had to develop the property that Rob Simpson has indicated he would like to use to clean-up the barracks in North Syracuse that was deeded to the City of Syracuse, located near airport. The barracks will eventually become part of the property that the Authority will lease from the City of Syracuse. Mr. Simpson inquired to see if the Authority would be interested in discussing whether the grant for the Hancock Airpark could be repurposed to clean-up the barracks.

Mr. Fisher informed the Members that the City of Syracuse has a possible party interested in land that is south of Mohawk Global Logistics. Ms. Reale and Mr. Fisher had a conference call with the individual this morning, but the individual would like his name to remain confidential at this time, but expressed interest in the property. Mr. Fisher stated that the Members could go into executive session at the end of the meeting if they would like to discuss further.

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 May 11, 2012 through June 8, 2012.

- Updated SRAA information on [www.syrairport.org](http://www.syrairport.org) as needed.
- Staff participated in monthly MWBE Authority conference call
- Coordinated, prepared for and participated in the Governance Committee meeting.
- News articles of note attached.
- Prepared SRAA Member Evaluation & Board Performance packets for distribution

#### **4. 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 May 11, 2012 through June 8, 2012 at the Department of Aviation.

##### **Airfield Maintenance:**

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Completed painting of all chevrons and crosswalks in the front of the terminal and all main roads
- Completed painting the yellow lead lines into the gates areas for aircraft parking
- Removal of trees and overgrowth
- 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
- Attended the following meetings:
  - Weekly Key Staff Meeting
  - Weekly Personnel Meeting
  - Syracuse Airlines Managers Coalition Meeting (SAMCO)
  - Tri-Annual Planning Committee Meeting
  - Airport Terminal Project Progress Meeting
  - Security Transition Meeting
  - Diversity Training
  - Pre-Bid meeting with C&S-Apron & Access Road Project

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

Captain Terry Krom

- Updated local check-list for fire safety inspections for aircraft fueling operations to meet the current NFPA Regulation 407 2012 Edition.
- Coordinated and monitored construction project (fire systems, safety)
- Coordinated quarterly testing of DOA building sprinkler system, to include flushing and inspection of the south terminal dry system
- Responded to 17 total alarms
- Attended the following meetings:
  - Weekly Key Staff Meeting
  - Weekly Personnel Meeting
  - Syracuse Airlines Managers Coalition Meeting (SAMCO)

- Tri-Annual Planning Committee Meeting
- Airport Terminal Project Progress Meeting
- Airport Communications Committee Meeting

#### **Building Maintenance:**

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Replacement of the damaged concrete in the South cab pick-up/drop-off, Commissioner's lot and North garage areas
- Maintained/Ordered stock as needed
- Performed building walk throughs
- Assignment reviews
- Attended the following meetings:
  - Weekly Key Staff Meeting
  - Weekly Personnel Meeting
  - Syracuse Airlines Managers Coalition Meeting (SAMCO)
  - Tri-Annual Planning Committee Meeting
  - Airport Terminal Project Progress Meeting
  - Security Transition Meeting
  - Diversity Training

#### **Compliance/Regulatory:**

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

- Reviewed General Ordinance 49 of 2011 regarding elevator/escalator inspections and determined the Department of Aviation can still use current inspection company
- Submitted the Syracuse Hancock International Airport's Tarmac Delay Plan to the US Department of Transportation, Office of Aviation Enforcement and Proceedings

#### **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 docket for AMR Corporation bankruptcy
- Reviewed AMR Corporation motion to assume American Eagle Airlines, Inc. Airport Use and Lease Agreement
- Drafted revisions to bid and contract documents for North Concourse Toilettroom Renovations Project
- Reviewed signed Americar Agreement for Off-Airport Parking Business Permit
- Returned fully executed Marketing and Promotional Assistance Agreement to Delta Airlines, Inc.
- Commissioner of Aviation executed Agreement with NYSDOT for Emergency Operations Center
- Reviewed revisions to agreement with NYSDOT for Emergency Operations Center (EOC) and approved inclusion by NYSDOT
- Reviewed revised insurance certificate and endorsements submitted by Haylor, Freyer & Coon, Inc. for M & L Trucking, Inc. Facility and Use Agreement
- Reviewed additional insurance for low bidder for Services for Vacuum Removal and Disposal of Liquid from Monitoring Wells and advised of remaining deficiencies
- Drafted Lease Agreement with Key Bank National Association for ATM and related equipment and facilities in the Terminal Building and submitted it to Key Bank's agent for review by Key Bank
- Drafted form First Amendment to Airport Use and Lease Agreement to extend the Term of the Agreements for one year
- Drafted New Air Service Incentive Agreement with Delta Air Lines, Inc. for new air service to Minneapolis-St. Paul International Airport
- Drafted Notice of Public Hearing for concession agreement with In-Ter-Space Services, Inc. d/b/a Clear Channel Airports for the Terminal Building advertising concession
- Maintained all Personal Injury Reports
- Reviewed 174<sup>th</sup> Fighter Wing's proposed Mutual Aid Agreement, emailed 174<sup>th</sup> Fighter Wing and got their agreement to procedure to revise Agreement and have it reviewed by the National Guard Bureau's attorneys
- Drafted insurance requirement templates for Airport Tenant Projects
- Reviewed several Airport Tenants Projects with the Facilities Engineer and issued insurance requirements for the projects
- Reviewed affidavit to be executed by employee in connection with personal injury lawsuit

**Legislation:**

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

- Drafted legislation request letters and ordinances for rescinding 2011/12 appropriation to the Authority for security personnel services, for public hearing and authorization of Lease Agreement with Key Bank National Association for ATM and related equipment and facilities in the Terminal Building.
- Drafted legislation request letter and general ordinance to amend the non-signatory air line rates and charges for fiscal year 2012/13.

**Operations:**

Mr. Antimo Pascarella (Airport Operations Officer)

- Prepared for rubber removal on Runway 10-28
- Prepared for the summer closure of Runway 10-28 for the addition the new Papis
- 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 due to warmer temperatures (migratory birds)
- 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
- Trained and tested individuals for the basic and advanced driver training program
- Coordinated with Onondaga County Department of Water Environment Protection regarding the monthly release from the Airport Trichterator System.
- Attended the following meetings:
  - Weekly Key Staff Meeting
  - Weekly Personnel Meeting
  - Syracuse Airlines Managers Coalition Meeting (SAMCO)
  - Tri-Annual Planning Committee Meeting
  - Airport Terminal Project Progress Meeting
  - Security Transition Meeting

**Personnel:**

Ms. Laurie Sabel (Personnel Administrator)

- Maintained the following records:
  - Leave approvals
  - Time sheets
  - Mileage logs
  - Leave calendar

- Coordinated the Diversity Training sessions
- 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)

- Held the Airport Communications Meeting on June 7, 2012
- Issued Press Release regarding arrival time recommendations
- Ms. Christina Reale and Ms. Jennifer McIntyre attended the NYAMA CEO Summit with other local airport directors on May 22, 2012

#### **Projects:**

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

- Provided Terminal floor plan exhibits to both US Airways and Delta Airlines Properties Managers to assist them as they evaluate the spaces that they currently lease in the Terminal.
- Researched completed projects that relate to the Master Plan for C&S Engineers
- 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
- Continued to work with Time Warner Cable to upgrade the existing WiFi equipment and add more access points to give better coverage
- 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)

- Trained and badged 37 individuals
- 43 threat assessments submitted to the Department of Homeland Security
- 38 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
- Prepared all necessary paperwork for the Commissioner's signature from consultants
- Coordinated and purchased the flowers for the South Concourse patio area
- Assisted Mr. Bergh with printing, photocopying, organizing and preparing various documents
- Answer phone call for the Commissioner
- Processed all mail
- Filled out parking requests

**Meetings Held:**

- Airport Terminal Project Progress Meeting
- Airport Communications Committee (ACC) Meeting
- Gate Electrification/PCA Design and VALE Proposal Review Meeting
- Security Transition Meeting
- North Checkpoint Screening Meeting
- Meeting with Matt King from Delaware North Companies
- C&S SRE Access Road & Apron Project Pre-Bid Meeting
- Syracuse Airline Managers Coalition Meeting (SAMCO)
- Tri-Annual Planning Committee Meeting
- North Concourse Bathroom Pre-Bid Meeting
- Weekly Key Staff Meeting

- Weekly Personnel Meeting
- Weekly Legal Issues Meeting
- Weekly Terminal Construction Coordination Meeting (C&S and Hueber Breuer)

## 5. Committee Reports and Resolutions

The Governance Committee Report was given by Committee Chair Ms. Irene Scruton. Ms. Scruton explained the Member Self Evaluation Form packets to the Members. She stated that the forms need to be returned by June 30, 2012.

## 6. New Business

**Resolution #12-Resolution Rescinding Resolution No.9 of 2012 Authorizing Payments to G4S Secure Solutions (USA) Inc. for Services Performed Pursuant to its Agreement for Security Personnel Services at Syracuse Hancock International Airport for Fiscal Year 2011/12** was moved by Mr. Johnson and seconded by Dr. DeSiato.

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

The resolution was adopted: 10 ayes, 0 nays.

**Resolution #13-Resolution Authorizing Payments to G4S Secure Solutions (USA) Inc. for Services Performed Pursuant to its Agreement for Security Personnel Services at Syracuse Hancock International Airport for Fiscal Year 2012/13** 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: 10 ayes, 0 nays.

## 7. Program/Presentation

- Spiros Manesis, Delta Station Manager (SYR)
- NUAIR Alliance Presentation

After the presentation from NUAIR Alliance the Members discussed signing a letter of recommendation on behalf of the SRAA. The Members decided to wait until the July meeting to vote on a resolution.

A motion was made by Ms. Ware and seconded by Dr. DiFlorio to go into executive session to discuss possible legal issues.

The Authority Members, Ms. Reale, Mr. Bergh and Ms. McIntyre went into executive session at 2:17 p.m.

Executive session ended at 2:39 p.m.

A motion was made by Ms. Ware and seconded by Ms. Rougeux to adjourn meeting. The motion was approved: 10 ayes, 0 nays.

The meeting was adjourned at 2:39 p.m.

DRAFT

## Secretary's Report



**Syracuse Regional Airport Authority**

**Secretary's Report**

**July 13, 2012**

This report outlines the activities of the Syracuse Regional Airport Authority (SRAA) from the last meeting of June 8, 2012 through July 13, 2012.

- Updated SRAA information on [www.syrairport.org](http://www.syrairport.org) as needed.
- Staff participated in Monthly MWBE Authority conference call.
- Coordinated, prepared for and participated in the Finance Committee meeting.
- Attended Albany County Airport Authority Board Meeting on July 9
- Responded to FOIL request regarding Security Personnel Services



## THE EVOLUTION OF THE AIRPORT NEWSSTAND:

# It's Not Your Father's Hudson News

By Laura Samuels

**W**alk through almost any modern airport terminal today and be enthralled by the relentless variety of inviting and vibrant branded retail emporiums, restaurants and coffee shops, all vying with each other to gain access to travelers' wallets by offering tempting ways to meet their wants, needs and creature comforts.

Comparisons with an upscale shopping mall are apt and fair; often the two are indistinguishable (except for the airplanes parked outside). Travelers are rarely more than a couple of steps away from a smoothie, a latte, a designer bag, a memory foam neck pillow, the latest John Grisham novel or the newest electronic gizmo.

It wasn't always thus.

Not so long ago, airport terminals were bleak and boring places — all ugly carpeting and cinder block walls painted the same ghastly shade of institutional beige — the air redolent of hot dogs endlessly turn-

In the early days of mass air travel (the 1950s and '60s), airport terminals were drab and dreary. When flying on business, *Mad Men*'s Don Draper and Roger Sterling did not have a whole lot of choices beyond the airport bar (which explains a lot.) Here's why...

ing on greasy rollers. Cafes were sad little holes-in-the-wall, featuring undrinkable coffee and stale, plastic-wrapped pastries of indeterminate age and origin. Definitely dine-at-your-own-risk.

There was virtually no specialty retail, and at the newsstand — get this — the magazines were displayed in a jumbled mess behind the counter. You had to ask the attendant if you wanted to look through the latest *Life* or *Field & Stream* or (blush, blush) *The Enquirer*. (The blush, blush was because, by asking to see the tabloid, you were sort of admitting your interest in aliens, two-headed babies and giant vampire bats.) Three "asks" and you were pretty much out. The rest of the merchandise in the store, mostly cheap souvenirs, had an odd propensity for breaking within 24 hours of purchase.

Twenty-five years ago, Hudson News founder Mario DiDomizio and others of his generation of travel retailers looked at this sorry state of affairs and envisioned a different kind of retail program. They

(pages 16-17) storefront of the new Hudson design and (page 18) Essentials focal point.

this category.

At the same time, the national obsession with health and fitness kicked in. Travelers were no longer satisfied with a Coke and a salty or sugary snack from the Big Candy Mountain. Now they wanted a protein shake, vitamin water and something healthy to eat. Because the airlines were cutting back (or entirely eliminating) free meal services, demand rose astronomically for healthy meals, packaged to take on board.

Hudson President and CEO Joe DiDomizio and his leadership team had been monitoring these industry trends closely, and participating in them to the extent possible within the existing footprint of the familiar Hudson News. But they have made the determination that maximizing the response to the many new customer preferences calls for an entirely revamped store. So last year, they commissioned the architectural firm Transystems to change the basic design of the newsstand. And this year, following much back and forth, they have begun talking to airports about the latest evolution in newsstand design. It is called, simply, Hudson.

Hudson is not your father's newsstand. Instead, it will offer travelers everything they want and need, while losing none of the famous Hudson News attributes: name brand products with reliable quality; quick, friendly service and operational excellence; wide aisles and entrances; a bright, clean environment; fully stocked shelves; reasonable prices; and customer satisfaction.

The new design features enhanced wayfinding signage to assist customers in finding product categories more easily and efficiently. It also will feature more built-in displays, freeing up floor space for a less cluttered overall appearance and easier navigation for baby strollers, wheelchairs and luggage.

The new store design highlights four main focal points: Media Wall, Marketplace, Essentials and Destination.

**Media Wall:** The back wall of the area will be brightly lit and display magazines and books full face and grouped by category. Today the area is devoted to print media; future uses likely will include electronic media displays and capabilities.




**Marketplace:** An expanded section of the healthy grab-and-go foods that travelers want will be available. Attractive, convenient marketplace carts will offer customers a wide range of fresh, appetizing foods, snacks and beverages. Fresh fruit and hummus to go? Marketplace will have it. Think dated contents, calorie counts ... everything that today's health-conscious traveler is seeking.

**Essentials:** Electronics, traveler's necessities, health and beauty aids and sundry item selections have been expanded and grouped together to help customers find core convenience items quickly. No more roaming from floor display to floor display. Essentials' built-in displays will greatly assist customers in wayfinding. This signage will be located along the back wall and in some instances on floor fixtures.

**Destination:** Airports and travelers want good quality local and regional merchandise, and this is the section where these items will be grouped together and easily found. A true local flavor is achieved with the use of names of actual streets and areas within the city. Apparel, regional foods and locally made items highlight the best that the region has to offer, from a college hoodie sweatshirt to special regional gifts and foods. Modular fixtures that will be used in this area will be designed to be flexible enough to constantly change to feature what is new, exciting and hip.

The first Hudson stores will begin to appear as early as this year.

After that, it is anyone's guess what the future will hold for the airport newsstand. Think vending pods, download kiosks, self checkout, maybe a Star Trek transporter chamber. Just kidding about the transporter chamber.

But if the demand is there, concessionaires will find a way to meet the need. Live long and prosper! 

Laura Samuels is vice president, corporate communications of the Hudson Group, and a member of Airport Magazine's Editorial Advisory Board. She may be reached at [LSamuels@hudsongroup.com](mailto:LSamuels@hudsongroup.com).

# Maximizing Airport Revenue

Boca Raton Airport Authority Thinks Outside the Box

on Non-Aeronautical, Revenue-Producing Land

By Ken Day and Janet Sherr

**T**here is no question that many small general aviation (GA) airports are spiraling downward economically.

The majority of GA airport revenue is driven by fuel flowage fees and hangar rentals. Airport managers are pondering the difficult task of determining ways to enhance airport revenue to mitigate the losses in fuel flowage fees and rental revenue. Solution(s) will vary from airport to airport. The Boca Raton (Fla.) Airport Authority was successful in increasing revenue at Boca Raton Airport by being creative in leasing airport land for diverse business development uses and reducing expenses by outsourcing tasks commonly performed by airport staff.

Boca Raton Airport encompasses 212 acres and is designated as a public-use GA airport. Of the 212-acre parcel, approximately 30 acres are used for non-aeronautical, revenue-producing activities. The airport is owned by the state of Florida and operated by the Boca Raton Airport Authority, a seven-member board. In 2010, the airport accommodated 54,096 aircraft operations and 267 based aircraft.

Festival Fun Parks (d/b/a Boomer's), Cinemark Theaters and City Furniture/Ashley Furniture occupy the 30 acres. The combined annual revenue produced from these properties is approximately \$1.7 million, which equates to about 55 percent of total airport revenue, meaning that more than half of the authority's net revenues are generated by non-aeronautical facilities.

How did the authority accomplish this revenue diversity? First, by thinking outside the box when developing its strategic business plan. For many years, the authority had maintained 4.7 acres of airport property for the future construction of the authority's administrative offices. This parcel was listed on the Airport Layout Plan (ALP) as aeronautical land. Airport management, working with the local FAA Airports District



Boca Raton Airport and its non-aeronautical facilities.

Office (FAA ADO), was able to convert the parcel from aeronautical to non-aeronautical, revenue-producing land.

The property is located on the western boundary of the airport, not on the airside, and all acreage has full exposure to Interstate 95 (I-95). During development of its strategic business plan for the airport, the authority explored land-use opportunities, considered ways to optimize the land's revenue potential, and reviewed land use benefits. The land's exposure to I-95 raised the revenue potential of the set-aside parcel. Instead of constructing an administrative building on the site that would generate no revenue and require substantial expense, the authority determined, based on the results of a marketability study, that the highest and best use for the property would be achieved by issuing a request for proposals (RFP) for a third party to develop the parcel. That decision resulted in City Furniture/Ashley Furniture presenting the most favorable bid to the authority. Today, City Furniture provides the authority with annual lease revenue of \$706,825.

After determining that this development



# Department of Aviation

## Monthly Report



Department of Aviation Monthly Report  
July 13, 2012

**Airfield Maintenance:**

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Completed painting of Runway 10-28 in accordance with FAA specifications
- Completed painting of the main ramp service road and North and South taxiway lead lines
- 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)
- Responded to 16 total alarms
- Hosted community tours of the ARFF facility

**Building Maintenance:**

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Ballard Construction finished installation of the new concrete sidewalks in the areas of the South cab pick-up/drop-off, Commissioner's Lot and North garage sidewalk area
- G&P Land installed carpeting in the old US Airways baggage office that will be used for the temporary relocation of US Airways ticket counter offices due to the terminal project
- CNY Solar Protection Inc. installed window privacy tint at the South end of the terminal where the temporary relocation of US Airways
- Oxford ATS was out to perform preventative maintenance on all City owned jet bridges and baggage belts
- Syracuse Time and Alarm Company came out to fix a problem with the emergency call boxes in the garage. They also provided a quote to replace all damaged boxes and switches with covers for weather protection.

- 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)

- Received revised Airport Security Program approved by the TSA

**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 docket for AMR Corporation bankruptcy
- Reviewed AMR Corporation motion to assume American Eagle Airlines, Inc. Airport Use and Lease Agreement and discussed with Finance /Accounting Division
- Commissioner of Aviation executed Agreement with Americar for Off-Airport Parking Services
- Returned fully executed Americar Agreement for Off-Airport Parking Services along with request for missing insurance to Americar
- Reviewed signed Federal Express Corporation Airport Use and Lease Agreement
- Reviewed endorsements submitted by Haylor, Freyer & Coon, Inc. for M & L Trucking, Inc. Facility and Use Agreement and discussed insurance requirements with its insurance broker
- Reviewed additional insurance for low bidder for Services for Vacuum Removal and Disposal of Liquid from Monitoring Wells and advised of remaining deficiencies
- Returned fully executed Airport Use and Lease Agreement to Federal Express Corporation
- Drafted Advertising Concession Agreement with In-Ter-Space Servcies , Inc. d/b/a Clear Channel Airports

- Drafted First Amendment to Airport Use and Lease Agreement with Delta Airlines, Inc., JetBlue Airways Corporation, United Air Lines, Inc., US Airways, Inc. Federal Express Corporation and United Parcel Service, Inc. to extend the term of the agreements for one year
- Revised Lease Agreement with KeyBank National Association for ATM and related equipment and facilities in the Terminal Building to address comments from KeyBank's attorney about the lease agreement
- Revised and executed declaration in connection with motion for summary judgment in personal injury lawsuit
- Maintained all Personal Injury Reports
- Reviewed insurance for US Airways, Inc.'s Ground Lease Agreement and GAT Airline Ground Support, Inc.'s concession agreement and advised of outstanding deficiencies
- Drafted insurance requirement templates for Airport Tenant Projects
- Reviewed several Airport Tenants Projects with the Facilities Engineer and issued insurance requirements for the projects
- Drafted work orders for C&S Engineers, Inc. for South Concourse Roof Repair Project and Gate Electrification and PCA Units Project
- Drafted work order for Clough Harbour & Associates, LLP for bid and construction phase services for Entrance Road Signage Improvement Project.
- Drafted work order for Prudent Engineering, LLP for independent fee estimate for costs of Clough Harbour & Associates, LLP for bid and construction phase services for Entrance Road Signage Improvement Project
- Site visit with surveyor for easement for Verizon for telecommunications through AT&T Mobility
- Researched Airport real property records concerning easement for Verizon for telecommunications through AT&T Mobility
- Reviewed MGL Airport Realty, LLC sublease and advised of changes necessary for City's consent and compliance with City lease

#### **Legislation:**

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

- Drafted request letters for waiver of competing bidding for periodic repairs and preventative maintenance for baggage belts and jetbridges and modifications to jetbridge at Gate 23
- Drafted legislation request letters for the following: public hearing and authorization of amended New Air Service Incentive Agreement with Delta Air Lines, Inc.; 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 Facility Use and Lease Agreement with Champlain Enterprises Inc. d/b/a

CommutAir; FY 2012/13 appropriations to the Authority; and cash capital appropriations.

**Operations:**

Mr. Antimo Pascarella (Airport Operations Officer)

- Coordinated the closure of 10-28 for painting and cleaning of the edges
- Cleared approximately 1 acre of brush from the deicing area
- Cleaned the aerator storage shed
- Filled all of the ruts and potholes on the service roads throughout the lagoon area
- Coordinated with the ATCT and the airlines to assist with five weather related 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 due to warmer temperatures (migratory birds)
- 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
- Trained and tested individuals for the basic and advanced driver training program
- 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

### **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
- Continued to work with Time Warner Cable to upgrade the existing WiFi equipment and add more access points to give better coverage
- 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 30 individuals
- 51 threat assessments submitted to the Department of Homeland Security
- 28 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

- Assisted Mr. Bergh with printing, photocopying, organizing and preparing various documents
- Answer phone call for the Commissioner
- Processed all mail
- Filled out parking requests

**Meetings Held:**

- Airport Terminal Project Progress Meeting
- North Checkpoint Screening Meeting
- Syracuse Airline Managers Coalition Meeting (SAMCO)
- Tri-Annual Planning Committee Meeting
- Weekly Key Staff Meeting
- Weekly Personnel Meeting
- Weekly Legal Issues Meeting
- Weekly Terminal Construction Coordination Meeting (C&S and Hueber Breuer)
- Rehab Deicing & Snow Melt Pad Pre-Bid
- Airport Sustainability Meeting with Andy Maxwell
- Airline Budget Meeting
- Entrance Road SIGNAGE Pre-Bid
- Terminal WiFi Upgrade with Time Warner Cable



# Central

Parking System

Car Counts June 2012			
Date	Vehicles	Canadian	% Canadian
1-Jun	1,773	149	8%
2-Jun	1,800	144	8%
3-Jun	1,777	141	8%
4-Jun	2,057	130	6%
5-Jun	2,102	158	8%
6-Jun	1,999	148	7%
7-Jun	1,905	155	8%
8-Jun	1,815	150	8%
9-Jun	1,821	149	8%
10-Jun	1,812	149	8%
11-Jun	1,941	133	7%
12-Jun	2,139	129	6%
13-Jun	2,090	121	6%
14-Jun	1,708	120	7%
15-Jun	1,596	115	7%
16-Jun	1,780	115	6%
17-Jun	1,801	115	6%
18-Jun	1,944	102	5%
19-Jun	2,053	99	5%
20-Jun	2,021	99	5%
21-Jun	1,999	96	5%
22-Jun	1,830	95	5%
23-Jun	1,805	95	5%
24-Jun	1,796	95	5%
25-Jun	2,052	79	4%
26-Jun	2,222	74	3%
27-Jun	2,230	80	4%
28-Jun	2,242	98	4%
29-Jun	1,868	132	7%
30-Jun	1,842	140	8%
Totals:	57,820	3,605	6%