



Finance Committee Meeting Minutes

January 10, 2014

These minutes outline the activities of the Syracuse Regional Airport Authority Finance Committee from the meeting held on January 10, 2014 in the Department of Aviation Conference Room located at Syracuse Hancock International Airport.

The meeting was called to order at 10:45 a.m. by Ms. Judy Flanagan.

In attendance: Ms. Judy Flanagan (via telephone), Mr. William P. Fisher, Mr. John Johnson, Ms. Christina Callahan, Ms. Jennifer McIntyre, Mr. Andrew Serota and Ms. Maureen Fogarty.

Ms. Flanagan opened the meeting with a review of the December 13, 2013 Finance Committee meeting minutes.

A motion was made by Mr. Johnson and seconded by Mr. Fisher to accept the December 13, 2013 meeting minutes. The minutes were unanimously approved.

The Committee reviewed the Aviation Enterprise Fund financial report for the period ending October 31, 2013. Ms. Fogarty reviewed the report with the Committee and covered any questions or clarifications.

The Committee discussed airport parking fees. It was decided that the Committee would add that item to the agenda for the next meeting on March 1, 2014. If the Authority receives the operating certificate from the Federal Aviation Administration (FAA), they will have the authority to make an increase to parking fees. The Committee discussed how to make the increase and if they should prepare a fee schedule that would automatically increase the fees on an annual basis. Ms. Fogarty stated that the airport will need to notify the company that manages the parking facilities at least 30 days prior to any increase.

Mr. Johnson asked Ms. Callahan if she was aware of an incident involving soldiers from Ft. Drum that were stranded in the airport due to weather. Ms. Callahan stated that she did not, but she would talk to Ms. Wendy Schoen that oversees the Military Courtesy Room to make sure that in the future the volunteers that staff the room are making all efforts to accommodate all military personnel.

The Committee reviewed the SRAA Financial Report for period ending December 31, 2013.

The Committee reviewed the airline reconciliation for the period ending June 30, 2013. Ms. Fogarty included the information per the Committee's request. Ms. Fogarty and Ms. Callahan reviewed the document with the Committee and covered any questions or clarifications.

Ms. Callahan informed the Committee that she is opening a bank account for the Syracuse Regional Airport Authority (SRAA) for the purpose of a Flexible Spending Account for the SRAA employees.

Mr. Fisher stated that the SRAA needed to provide the City of Syracuse with budget by January 10, 2014, as stated in the Service Agreement. Ms. Fogarty and Ms. Callahan stated that they will provide the City with the necessary information as soon as possible.

There was no other business to be discussed.

The meeting was adjourned at 11:51 a.m.

Respectfully submitted,

Ms. Judy Flanagan, Finance Committee Chair