



Regular Meeting

January 13, 2012

12:00 p.m.

Best Western/Airport Inn

Syracuse Hancock International Airport

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 December 9, 2011

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, December 9, 2011 @ 12:01 PM in the Walnut Room located in the Best Western Hotel at Syracuse Hancock International Airport by Chair William P. Fisher.

Members Present:

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

Members Absent:

Also Present:

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

1. Roll Call

As noted above, all Members were present.

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

A motion was made by Mr. Johnson and seconded by Mr. Bey to accept the minutes from the November 19, 2011 regular meeting. The motion was approved 10 ayes, 0 nays.

Mr. Mannion joined the meeting at 12:05 p.m.

3. Reports of Officers

The Chairman's Report was given by Mr. Fisher. In his report he gave a briefing on the following:

- The Request for Proposals for Security Personnel Services is will be issued on 12/12/11
- Discussed the content of the RFP
- Informed the members that there should be no interaction with the RFP respondents or potential respondents. There is a form that Mr. Bergh will distribute to the members and if there is any contact the member will need to complete the Record of Contact form.
- The RFP Ad Hoc Committee will schedule a meeting once the Authority starts to get responses from the RFP.
- Discussed the Authority taking over some of the Airport's concession agreements.
- The advertising concession expires on March 15, 2012. Mr. Fisher met with the Mayor and was given approval to look into taking over the advertising concession from the City.
- The Authority could use the revenue stream from the advertising concession agreement to reimburse the City of Syracuse for some of the services it receives from Ms. Reale and Mr. Bergh.
- Discussed the possibility of developing airport property.

There was discussion amongst the Authority Members regarding the Chairman's Report. Some of the key discussions were website advertising, brand identity, a timeline for the next 12 months and the Department of Aviation's five year plan. In addition, it was stated that the concession agreement is a good candidate for transfer to the Authority given the overall simplicity of the contract, and the timing with the expiration of the existing contract. Ms. Reale informed the members that she will work with Mr. Fisher to produce a 12 month timeline for the members by the February 10, 2011 meeting. There was also discussion that the Finance Committee should schedule a meeting in the near future.

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 November 18, 2011 through December 9, 2011.

- Issued Check No. 1102 in the amount of \$1,800.00 to Scott Fein
- Updated RFP mailing list
- Continued to update website as needed

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 November 18, 2011 through December 9, 2011 at the Department of Aviation.

- **Key Staff:**
 - Allright Parking submitted its monthly Canadian Plate Report. A copy of the report is included with this report.

- The Department issued the October 2011 Monthly Aircraft Activity Report. A copy of the report is included with this report.
- The November edition of *The Hancock Flyer* was distributed on November 21, 2011
- The Purvis Emergency Notification System Policy has been drafted
- Replaced Airport signage on South Bay Road
- Additional signage has been added in the Terminal Building due to the construction project
- Meeting was held on November 30, 2011 with Arcadis, C&S and William Taylor Architects to coordinate several projects that will be taking place at the DOA Maintenance Facility
- Monthly permits were issued to Americar and Thrifty Rental Car
- Technical and Management oversight of the following projects:
 - North Concourse Bathroom Upgrade
 - South Concourse Security Door Replacement
 - Main Terminal Door Replacement
 - Parking Garage Structural Evaluation
 - Parking Garage Snow Pad
- **Operating Divisions:**
(Airfield Maintenance/Building Maintenance/Operations/Security)
 - Preventative maintenance has been performed on all winter snow removal equipment
 - Replaced broom bristles on sweepers and cutting edges on all runway and main road plows
 - Repaired main road lights
 - De-icing Results for October and November were below normal
 - FAA required Annual Winter Equipment familiarization has been completed
 - Sealed terrazzo in south concourse
 - Training with a representative from Genetec for existing security software
 - Training for contractors and new hires
 - 47 new badges issued for contractors and new hires
 - 26 badge renewals
 - 19 sets of fingerprints were submitted to the FBI
 - 41 threat assessments submitted to the Federal Government
- **Finance Division:**
 - In 3rd and final month of annual audit. There are three different categories that are included in the audit.
 - **Operational Audit**-specific to the adherence of all Federal and GAAP guidelines for all revenue sources and all expenditures
 - **Single Audit**- specific to expenditures related to grant funded projects (FAA and NYSDOT)
 - **Passenger Facility Charges (PFC) Audit**-specific to collection, expenditures and reporting requirements related to PFC'S

- **The Terminal Security and Access Improvements project update:**
 - United, Continental and Delta ticketing offices have been relocated to temporary locations
 - Connection of the new terminal addition gas main piping to existing gas main piping completed
 - Demolition of ceilings in vacated North Terminal airlines ticketing offices
 - Demolition of electrical and mechanical systems in Central Terminal area space
 - Installation of new sanitary and storm sewer piping and structures

Ms. Reale informed the members that the Department of Aviation received a grant from Regional Economic Development Council the in the amount of \$810,000.00 to build an Emergency Operations Center in the Terminal Building.

Ms. Reale informed the members that she had a meeting in Atlanta with Delta Air Lines on December 7, 2011 regarding additional air service to the Airport. There was discussion with Delta to add direct service from Syracuse to Minneapolis St. Paul.

5. Committee Reports and Resolutions

The Governance Committee Report was given by Committee Chair Irene Scruton. The report outlines the Governance Committee Meeting that was held on December 1, 2011.

- The meeting was called to order at 2:40 p.m. by Ms. Irene Scruton.
- In attendance: Ms. Irene Scruton, Mr. William P. Fisher, Ms. Beth Rougeux, Mr. Donald Thompson, Ms. Eleanor Ware, Ms. Christina Reale, Mr. Joseph Bergh, Ms. Jennifer McIntyre and Ms. Elizabeth DeJoseph.
- Ms. Scruton opened the meeting with a review of the December 1, 2011 Governance Committee Meeting minutes
- The Committee discussed the draft Whistleblower Policy.
- The Committee discussed the draft Travel Policy.
- The Committee discussed the ABO Mission Statement submission form. The Committee members reviewed the document and discussed how to answer the questions within the document.
- Mr. Fisher briefed the Committee on the next areas of airport management the Authority should consider assuming responsibility for. Mr. Fisher informed the Committee that he intends to have a meeting with the Mayor to discuss these matters.
- The Committee confirmed the following meeting schedule; all meetings will be held in the Department of Aviation conference room at Syracuse Hancock International Airport.
 - January 5, 2012 at 11:30 a.m.
 - February 2, 2012 at 11:30 a.m.
 - March 1, 2012 at 11:30 a.m.

6. Unfinished Business

None

7. New Business

Resolution #37-Resolution Designating the Secretary of the Authority as Officer of the Authority to Publicly Open and Read Bids and Proposals was moved by Mr. Mannion and seconded by Mr. Johnson.

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

The resolution was adopted: 11 ayes, 0 nays.

Resolution #38-Resolution Establishing and Appointing an Ethics Officer for the Syracuse Regional Airport Authority was moved by Ms. Scruton and seconded by Ms. Ware.

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

The resolution was adopted: 11 ayes, 0 nays.

8. Program/Presentation

Ms. Reale gave a presentation on the Federal Aviation Administration Airport Improvement Program for 2012.

A motion was made by Mr. Mannion and seconded by Ms. Flanagan to adjourn meeting. The motion was approved: 11 ayes, 0 nays.

The meeting was adjourned at 1:43 p.m.

Secretary's Report



Syracuse Regional Airport Authority

Secretary's Report

January 13, 2012

This report outlines the activities of the Syracuse Regional Airport Authority (SRAA) from the last meeting of December 9, 2011 through January 13, 2012.

Finance (All future reports will be made under Finance Committee)

- ✈ Made deposits totaling \$17,500
- ✈ Issued checks totaling \$164,494.45

Administrative

- ✈ Ordered Corporate seal from Notary Super Store
- ✈ Issued 6 addenda to the RFP for Security Personnel Services
- ✈ RFP for Security Personnel Services RFP opening held on January 12, 2012
- ✈ Updated SRAA information on www.syrairport.org as need
- ✈ Coordinated and prepared for Governance Committee meeting
- ✈ Coordinate and prepared for Finance Committee meeting

SRAA**Monthly Statement**

Date	Deposit/Check #	Payee	Amount	Balance
10/4/2011	Deposit		\$455,915.00	
10/14/2011	1001	ESM	(\$270,000.00)	
10/14/2011	1002	N Syr Schools	(\$29,863.00)	
				\$156,052.00
11/8/2011	Deposit		\$2,596.00	
11/9/2011	1101	Haylor Freyer Coon	(\$2,596.00)	
11/9/2011	1102	Scott Fein	(\$1,800.00)	
11/16/2011	Deposit		\$1,800.00	
				\$156,052.00
12/21/2011	1103	Haylor Freyer Coon	Replacement to Check # 1101	
12/29/2011	Deposit		\$17,500.00	
12/29/2011	1104	Hancock Estabrook	(\$9,142.50)	
12/29/2011	1105	Town of Salina	(\$5,465.00)	
12/29/2011	1106	Void	\$0.00	
12/29/2011	1107	Town of Cicero	(\$587.00)	
				\$158,357.50
1/5/2011	1108	Notary Super Store	(\$199.95)	
1/5/2011	1109	Town of Dewitt	(\$150,000.00)	
1/9/2011		Ending Balance		\$8,157.55

prepared on
prepared by:

1/9/2011 0:00
Christina R. Reale

Department of Aviation
Monthly Report



Department of Aviation Monthly Report January 13, 2012

- **Key Staff:**

- Allright Parking submitted its monthly Canadian Plate Report. A copy of the report is included with this report.
- The Department issued the November 2011 and December 2011 Monthly Aircraft Activity Reports.
- The December edition of *The Hancock Flyer* was distributed on December 19, 2011
- The Airport Communications Committee meeting was held on January 3, 2012
- Meeting was held on January 6, 2012 with C&S regarding revisions to the Airport Emergency Plan for submission to the FAA
- Coordinated the installation of WiFi to the Military Courtesy Room
- Coordinated the delivery of information kiosks to the Military Courtesy Room
- Working with the IT contractor to provide streaming video to the construction contractor and the public via the airport website
- Reviewed and approved insurance for all subcontractors working on the Terminal Security and Access Improvement Project
- Drafted ordinances to authorize Facility Use and Lease Agreement with M&L Trucking, Inc. for 2012
- Review filings in AMR (American Airlines) bankruptcy and drafted and filed motion to be admitted pro hac vice in US Bankruptcy Court for Southern District of New York
- Drafted Ordinance to authorize amendment to Air Service Consulting Agreement with InterVistas, LLC
- Technical and Management oversight of the following projects:
 - North Concourse Bathroom Upgrade
 - Terminal Security Upgrade
 - Snow Removal Equipment Building Upgrade
 - Sand Building Upgrade
 - South Concourse Security Door Replacement
 - Maintenance Area Repaving
 - Snow Pad Construction (Water Valve Replacement)

- **Operating Divisions:**

- (Airfield Maintenance/Building Maintenance/Operations/Security)

- Snow removal of runways/taxiways/airport roads and sidewalks
 - Maintenance of all winter snow removal equipment
 - Maintenance of airfield lighting
 - Tree and brush removal in lagoon area
 - Vehicle escorts for the Terminal Security project
 - Temporary repairs to the expansion joints on the 2nd level of the parking garage

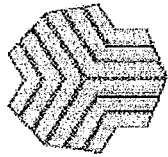
- Training for contractors and new hires
- 24 new badges issued for contractors and new hires
- 36 badge renewals
- 13 sets of fingerprints submitted to the FBI
- 29 threat assessments submitted to the DHS

- **Finance Division:**

- Independent audit completed the week of December 26, 2011
- Budget preparation for the 2012/2013 fiscal year.

- **The Terminal Security and Access Improvements project update:**

- Demolition of existing interior mechanical, electrical and architectural systems in North Terminal airline ticketing office and make up baggage garage areas
- Installation of new HVAC piping systems on North Terminal airline ticketing office and make up baggage garage areas in progress
- Demolition of Center Terminal in progress
- Water main relocation to accommodate Center Terminal addition completed
- Installation of new 15KV electrical feeder to new electrical room



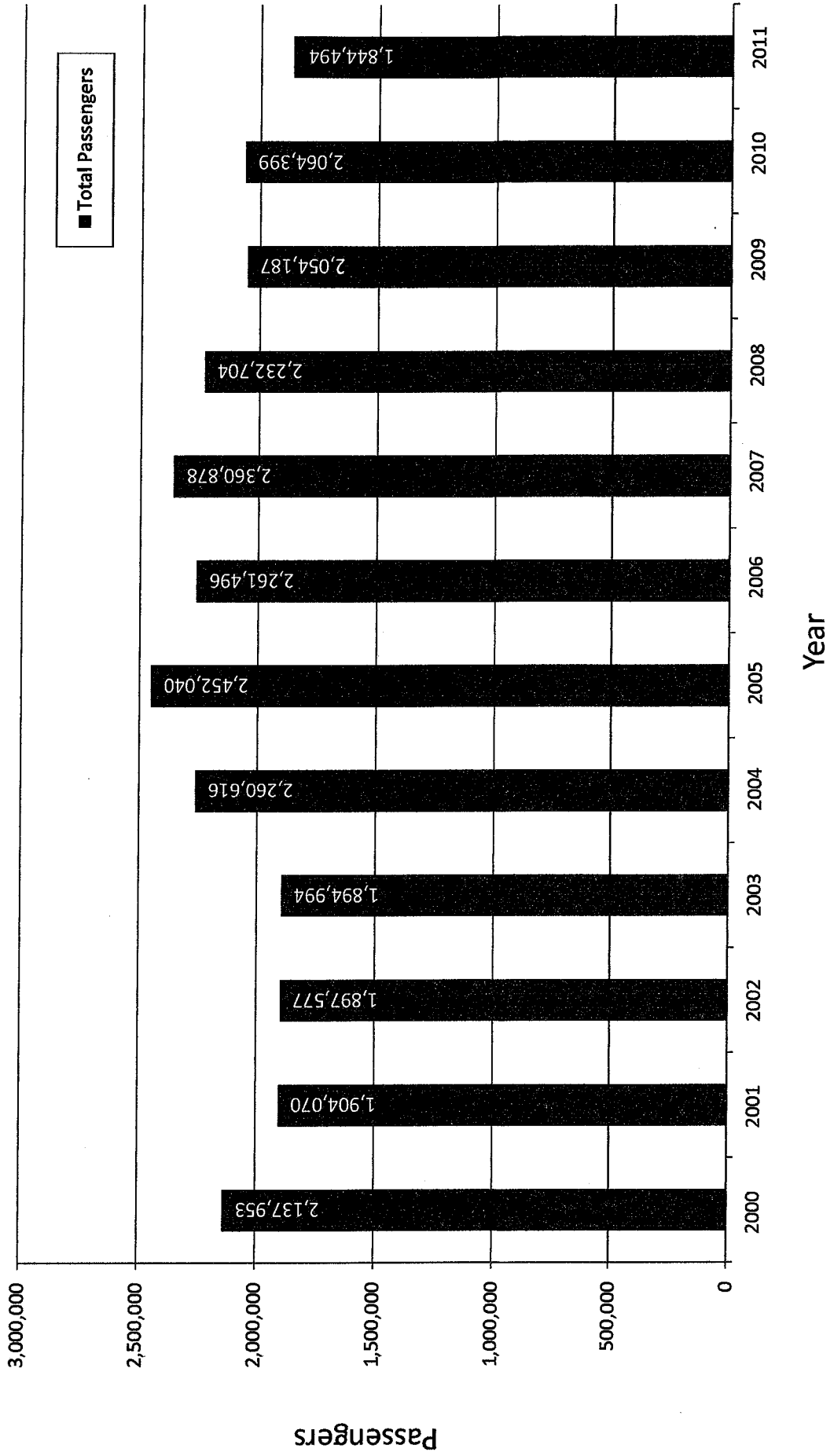
Central
Parking System

Car Counts December 2011			
Date	Vehicles	Canadian	% Canadian
1-Dec	1,882	150	8%
2-Dec	1,728	128	7%
3-Dec	1,774	145	8%
4-Dec	1,782	172	10%
5-Dec	1,782	172	10%
6-Dec	1,825	154	8%
7-Dec	2,181	152	7%
8-Dec	2,144	143	7%
9-Dec	2,096	138	7%
10-Dec	1,842	130	7%
11-Dec	1,473	117	8%
12-Dec	1,739	113	6%
13-Dec	1,765	107	6%
14-Dec	1,815	102	6%
15-Dec	1,597	95	6%
16-Dec	1,597	95	6%
17-Dec	1,475	89	6%
18-Dec	1,314	99	8%
19-Dec	1,396	98	7%
20-Dec	1,547	108	7%
21-Dec	1,641	127	8%
22-Dec	1,696	130	8%
23-Dec	1,748	142	8%
24-Dec	2,394	198	8%
25-Dec	2,780	257	9%
26-Dec	2,617	268	10%
27-Dec	2,550	279	11%
28-Dec	2,496	300	12%
29-Dec	2,468	329	13%
30-Dec	2,455	318	13%
31-Dec	2,314	300	13%
Totals:	59,913	5,155	9%



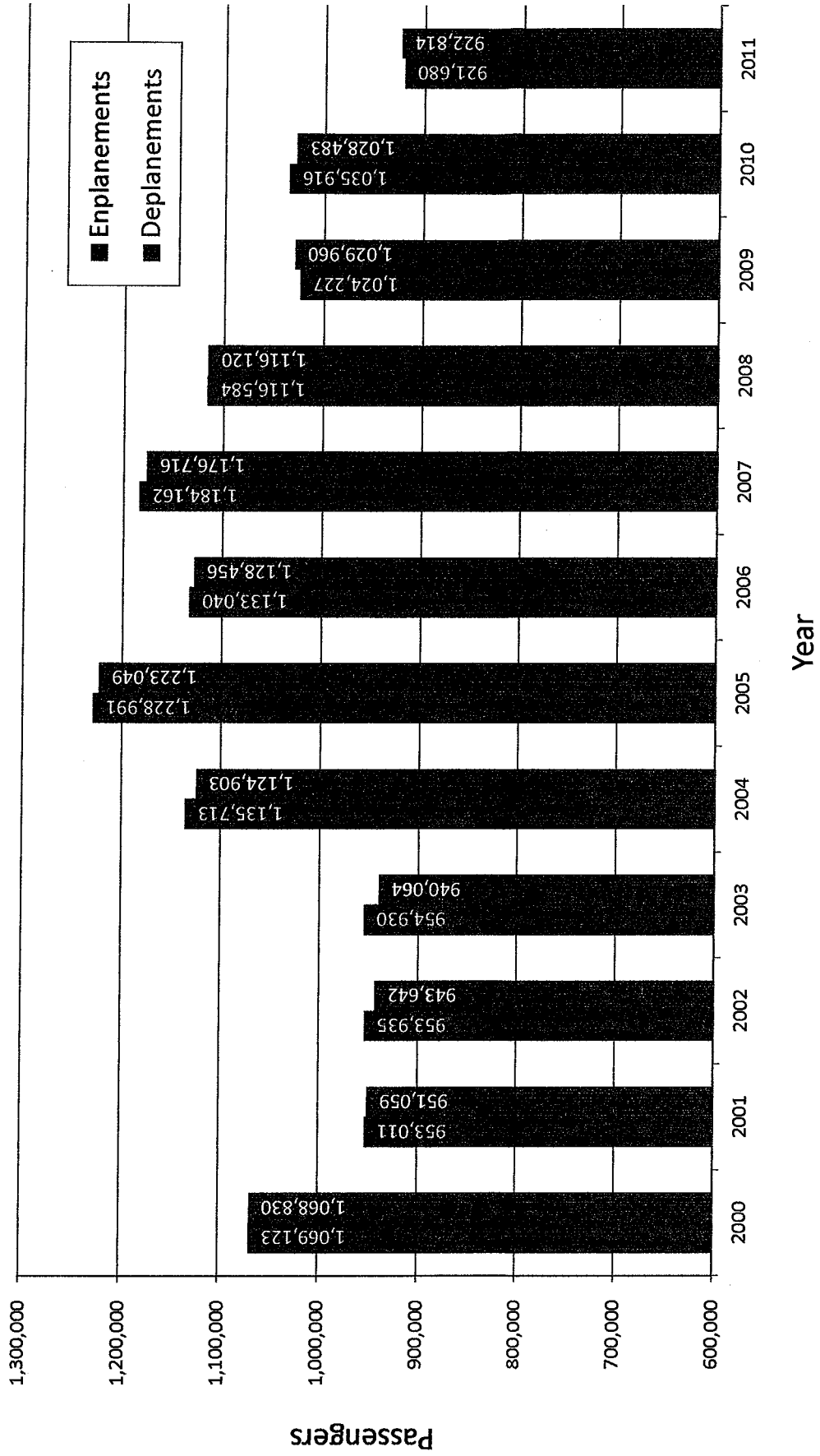
Syracuse Hancock International Airport

Total Passengers 2000–2011





Syracuse Hancock International Airport Enplanements/Deplanements 2000-2011



Governance Committee Report



Governance Committee Meeting Report

January 5, 2012

This report outlines the activities of the Syracuse Regional Airport Authority Governance Committee from the meeting held on January 5, 2012 in the Department of Aviation Conference Room at Syracuse Hancock International Airport.

The meeting was called to order at 11:40 a.m. by Ms. Irene Scruton, Chair of the Governance Committee.

In attendance: Ms. Irene Scruton, Mr. William P. Fisher, Ms. Beth Rougeux, Mr. Donald Thompson, Mr. Khalid Bey, Ms. Eleanor Ware (via telecom), Ms. Christina Reale, Mr. Joseph Bergh and Ms. Jennifer McIntyre

Ms. Scruton opened the meeting with a review of the December 1, 2011 Governance Committee Meeting minutes.

A motion was made by Mr. Thompson and seconded by Mr. Bey to accept the December 1, 2011 meeting minutes. The minutes were unanimously approved.

The Committee discussed the revised Whistleblower Policy and Procedures and reviewed all of the changes that were made to the policy. Mr. Thompson noted a couple of typos and grammatical errors. Mr. Fisher wanted to remove the word attorney from Section 107 where it refers to the Ethics Officer. Ms. Reale agreed to make the noted changes and email the final version to the committee members by January 6, 2012. The Committee agreed that with those revisions they will present the policy to the full Authority at the January 13, 2012 meeting.

The Committee discussed the revised Travel Expense Guidelines-Reimbursement Procedure policy and reviewed all of the changes that were made to the policy. The Committee discussed incorporating a section into the policy that would allow Authority Members to park in the employee parking lot at the airport while traveling. This is the same policy that is currently in place for all airport employees. Ms. Scruton suggested including a section in the policy stating that if in the future the current employee parking policy changes, that change will also apply to the Authority members. Ms. Reale agreed to make the noted changes and email the final version to the committee members by January 6, 2012. The Committee agreed that with those revisions they will present the policy to the full Authority at the January 13, 2012 meeting.

The Committee discussed the revised ABO Submission Form and reviewed the additional information that Mr. Fisher added to the document. The Committee suggested adding a section to address the role of management under question #4. Ms. Reale agreed to make the noted change and email the final version to the committee members by January 6, 2012. The Committee agreed that with that revision they will present the submission form to the full Authority at the January 13, 2012 meeting.

The Committee discussed their thoughts and the approach they wanted to take regarding Corporate Governance Principals and Practices. It was the consensus among the committee that the Syracuse Regional Airport Authority should create a document stating the overall philosophy of the Authority and include all of the policies to use as a guide. The Committee decided to put this item on the agenda for the February Governance Committee meeting as old business and work towards creating this document.

The Committee reviewed the Member Confidential Self-Evaluation Form and the process of the submission of the form. It was discussed that the form will be submitted to the Chair of the Governance Committee and the Governance Committee will summarize the results of the evaluations at the annual meeting scheduled for May 2012. Mr. Fisher inquired as to why the annual meeting was scheduled for May and Ms. Reale informed him that the annual meeting date was included in the by-laws and also included in the adopted meeting schedule voted on by the Authority members and there was no particular reason why that date was chosen. She informed the Committee that if they would like to change the date of the meeting the schedule could be amended. It was decided that the meeting schedule will be amended to reflect the annual meeting from May to September. Mr. Bergh agreed to prepare resolutions to amend both the meeting schedule and the by-laws to reflect the change from May to September. The Committee decided to put this item on the agenda for the February Governance Committee meeting.

The Committee also agreed to put the Financial Disclosure Agreement on the agenda for the February Governance Committee meeting.

There was no other business to be discussed.

The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Irene Scruton

Governance Committee Chair

Resolution

Adopt Whistleblower
Policy and Procedures

**RESOLUTION ADOPTING WHISTLEBLOWER POLICY
AND PROCEDURES FOR THE SYRACUSE REGIONAL
AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "Enabling Act") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, Section 2824(1) of New York Public Authorities Law, as amended, requires the Authority to establish written policies and procedures protecting employees from retaliation for disclosing information concerning acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by an employee or member of the Authority; and

WHEREAS, Section 3.5(2) of the Charter of the Governance Committee of the Authority requires the Governance Committee to develop and recommend to the Authority any required revisions to the Authority's written policies regarding the protection of whistleblowers from retaliation; and

WHEREAS, the Governance Committee of the Authority has reviewed and recommended a draft Whistleblower Policy and Procedures for consideration by the Authority; and

WHEREAS, the draft Whistleblower Policy and Procedures has been submitted to and reviewed by the Authority; and

WHEREAS, the Authority has determined that said draft Whistleblower Policy and Procedures protects employees from retaliation for disclosing information concerning acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by an employee or



Syracuse Regional Airport Authority **Whistleblower Policy and Procedures**

Section 101. Purpose

The Syracuse Regional Airport Authority (the "Authority") requires members, officers, staff and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is the policy of the Authority to afford certain protections to individuals who in good faith report violations of the Authority's Code of Ethics or other instances of potential wrongdoing within the Authority. The Whistleblower Policy and Procedures set forth below are intended to encourage and enable members, officers, staff and employees to raise concerns in good faith within the Authority and without fear of retaliation or adverse employment action.

Section 102. Reporting Responsibility

It is the responsibility of all members, officers, staff and employees of the Authority to comply with the Code of Ethics and report violations or suspected violations of the Authority's Code of Ethics or other instances of potential wrongdoing to the Ethics Officer, in accordance with this Whistleblower Policy.

Section 103. Definitions

Unless otherwise specifically indicated in the Authority's Whistleblower Policy and Procedures, the following words and phrases shall be defined as follows:

"good faith": Information concerning potential wrongdoing is disclosed in "good faith" when the individual making the disclosure reasonably believes such information to be true and reasonably believes that it constitutes potential wrongdoing.

"Authority Employee" shall mean all Authority members and officers and staff employed at the Authority whether full-time, part-time, employed pursuant to contract, employees on probation and temporary employees.

"Whistleblower" shall mean any Authority Employee, as defined herein, who in good faith discloses information concerning wrongdoing by another Authority employee, or concerning the business of the Authority itself.

"wrongdoing" shall mean any alleged corruption, fraud, criminal or unethical activity, misconduct, waste, conflict of interest, intentional reporting of false or misleading information,

or abuse of authority engaged in by an Authority Employee, as defined herein, that relates to the Authority.

“personnel action” shall mean any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

Section 104. Reporting Wrongdoing

All Authority Employees who discover or have knowledge of potential wrongdoing concerning members, officers, staff or employees of the Authority; or a person having business dealings with the Authority; or concerning the Authority itself, shall report such activity in accordance with the following procedures:

1. The Authority Employee shall disclose any information concerning wrongdoing, either orally or in a written report, to his or her supervisor, or to the Authority's ethics officer, general counsel or human resources representative.
2. All Authority Employees who discover or have knowledge of wrongdoing shall report such wrongdoing in a prompt and timely manner.
3. The identity of the Whistleblower and the substance of his or her allegations will be kept confidential to the best extent possible.
4. The individual to whom the potential wrongdoing is reported shall refer the reported potential wrongdoing to the Authority Ethics Officer who shall investigate and handle the claim in a timely and reasonable manner, which may include referring such information to the Authorities Budget Office or an appropriate law enforcement agency, where applicable.
5. Should an Authority Employee believe in good faith that disclosing information within the Authority pursuant to Section 104(1) above would likely subject him or her to an adverse personnel action or be wholly ineffective, the Authority Employee may instead disclose the information to the Authorities Budget Office or an appropriate law enforcement agency, if applicable. The Authorities Budget Office's toll free number (1-800-560-1770) should be used in such circumstances.

Section 105. No Retaliation or Interference

No Authority Employee shall retaliate against any Whistleblower for the disclosure of potential wrongdoing, whether through threat, coercion, or abuse of authority; and, no Authority Employee shall interfere with the right of any other Authority Employee by any improper means aimed at deterring disclosure of potential wrongdoing. Any attempts at retaliation or interference are strictly prohibited and:

1. No Authority Employee who in good faith discloses potential violations of this Authority's Code of Ethics or other instances of potential wrongdoing, shall suffer harassment, retaliation or adverse personnel action.

2. All allegations of retaliation against a Whistleblower or interference with an individual seeking to disclose potential wrongdoing will be thoroughly investigated by the Authority's Ethics Officer.

3. Any Authority Employee who retaliates against or had attempted to interfere with any individual for having in good faith disclosed potential wrongdoing is subject to discipline, which may include termination of employment.

4. Any allegation of retaliation or interference will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate matter.

Section 106. Discipline For Reports Not Made In Good Faith and False Reports

Nothing herein protects an Authority Employee from being disciplined where he or she does not in good faith report potential wrongdoing or he or she maliciously or knowingly makes false allegations of potential wrongdoing. Any reports of potential wrongdoing that are determined to not have been made in good faith or made maliciously or knowingly to be false shall be treated as a serious offense of the Authority's work rules.

Section 107. Ethics Officer

The Authority has appointed an Ethics Officer, who shall be responsible for investigating, and, where appropriate, resolving all reported complaints and allegations concerning violations of the Authority's Ethics Code or other instances of potential wrongdoing. The Authority Ethics Officer will also investigate and, where appropriate, resolve complaints and allegations of retaliation and interference. The Authority Ethics Officer will advise the Audit Committee of any complaints or allegations involving fraud, internal controls, accounting or auditing matters and the results of that investigation.

Section 108. Suspected Fraud, Accounting and Audit Matters

The Audit Committee of the Authority shall address all reported concerns or complaints regarding Authority accounting practices, internal controls, suspected fraud or auditing. The Chair of the Audit Committee shall immediately notify the Audit Committee of any such complaint and work with the Committee until the matter is resolved.

Section 109. Other Legal Rights Not Impaired

The Syracuse Regional Airport Authority Whistleblower Policy and Procedures set forth herein are not intended to limit, diminish or impair any other rights or remedies that an individual may have under the law with respect to disclosing potential wrongdoing free from retaliation or adverse personnel action.

1. Specifically, the Authority's Whistleblower Policy and Procedures are not intended to limit any rights or remedies that an individual may have under the laws of the State of New York, including but not limited to the following provisions: Civil Service Law § 75-b,

Labor Law § 740, State Finance Law § 191 (commonly known as the "New York False Claims Act"), and Executive Law § 55(1).

2. With respect to any rights or remedies that an individual may have pursuant to New York Civil Service Law § 75-b or New York Labor Law § 740, any Authority Employee who wishes to preserve such rights shall prior to disclosing information to a government body, have made a good faith effort to provide the appointing authority or his or her designee the information to be disclosed and shall provide the appointing authority or designee a reasonable time to take appropriate action unless there is imminent and serious danger to public health or safety. (See New York Civil Service Law §75-b [2] [b]; New York Labor Law §740 [3]).

Resolution
Adopt Travel Expense
Guidelines and
Reimbursement
Procedure

**RESOLUTION ADOPTING TRAVEL EXPENSE
GUIDELINES AND REIMBURSEMENT PROCEDURE
FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "Enabling Act") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, Section 2824(1) of New York Public Authorities Law, as amended, requires the Authority to establish written policies and procedures on travel; and

WHEREAS, the Governance Committee of the Authority has reviewed and recommended a draft Travel Expense Guidelines and Reimbursement Procedure for consideration by the Authority; and

WHEREAS, the draft Travel Expense Guidelines and Reimbursement Procedure has been submitted to and reviewed by the Authority; and

WHEREAS, the Authority has determined that said draft Travel Expense Guidelines and Reimbursement Procedure meets the present needs of the Authority; NOW, THEREFORE,

BE IT RESOLVED, that the Authority hereby adopts the draft Travel Expense Guidelines and Reimbursement Procedure, as attached to and made a part of this Resolution, as the Syracuse Regional Airport Authority Travel Expense Guidelines and Reimbursement Procedure, effective immediately; and

BE IT FURTHER RESOLVED, that the Syracuse Regional Airport Authority Travel Expense Guidelines and Reimbursement Procedure be certified by the Secretary of the Authority and filed in the Office of the Authority.



Syracuse Regional Airport Authority
Travel Expense Guidelines and Reimbursement Procedure

Overview

The Syracuse Regional Airport Authority (the "Authority") believes that Authority members, officers, staff and employees should be reimbursed for certain reasonable and necessary business travel costs incurred while on Authority business. Specific rules exist under the Fair Labor Standards Act (www.dol.gov) concerning transportation allowances and time worked while traveling. Based on this information, the Authority has established the following guidelines to follow when submitting expense statements for reimbursement of charges incurred as a result of business travel.

Travel and Parking by Members of the Authority

Members of the Authority must receive approval by the full Authority for reimbursement of travel expenses incurred while on official Authority business outside of attending regular, special and committee meetings of the Authority. While on official Authority business at Syracuse Hancock International Airport, Authority members will be provided parking at no cost. All other guidelines and procedures mentioned in this policy apply to Authority members. *Travel expenses incurred by Authority members to and from Authority meetings are not reimbursable.*

Members of the Authority shall be given the same parking privileges afforded to all employees who work at Syracuse Hancock International Airport. As is the case for all employees who work at the Airport, Authority Members may park in the designated employee lot during times when they need to park a vehicle at the Airport and are not on Authority business. Authority Members will be issued parking badges for access into the employee lot.

General Mileage Allowances

A transportation (mileage) allowance is provided for any staff or employee who must drive his or her personal car for authorized and approved Authority business. *Reimbursements for the transportation costs between the regular workplace and the staff and employee's residence are not included.* The transportation allowance is indexed according to current IRS guidelines (www.irs.gov). It is the employee's responsibility to maintain insurance coverage. An allowance for insurance is already included in the IRS reimbursement rates.

A staff member, or employee requesting reimbursement for travel expense must submit a statement on the proper Authority form explaining the business purpose for which expenses were incurred (the Expense Statement is available upon request from the Secretary of the Authority). Claims for travel must show the distance traveled, places and the purpose of travel. General statements, such as, "on official business", "by direction of", "in connection with duties", do not meet these requirements. If purchases are made, the receipts must be attached to the claim for consideration for reimbursement. *Charges for gasoline, accessories, repairs, depreciation, anti-freeze, towing and other similar expenditures will not be allowed. These are considered operating costs of a vehicle and are covered in the mileage allowance.*

In addition to mileage, reimbursement for tolls and parking will be allowed. The staff member or employee's expense statement should identify the date, time, location and amount of tolls and parking fees. Receipts must be obtained and attached to the expense statement to be considered for reimbursement. *Reimbursement for toll costs between the regular workplace and the staff member or employee's residence are not allowed.*

Meal Expenses/Lodging Expenses

Any staff or employee, who is in travel status, is eligible for reimbursement for meals (including a reasonable tip up to 15%). Reimbursement rates will be based on current U.S. General Services Administration Per Diem Rates for New York (www.gsa.gov). Breakfast on the first day and dinner on the last day will also be reimbursed provided they meet the following requirements for arrival and departure times:

Staff and employees will be allowed reimbursement for breakfast if they have to leave at least one hour before their normal work starting time and if their destination is more than 55 miles from both the workplace (the Airport) and place of residence. For example, if regular work hours are 8:00 a.m. - 4:00 p.m., the employee would have to leave home before 7:00 a.m. and travel at least 55 miles to claim reimbursement for breakfast.

Staff and employees will be allowed reimbursement for dinner and lodging if they return at least two hours later than their normal work ending time and must have traveled at least 110 miles. For example, if regular work hours are 8:00 a.m. - 4:00 p.m., the staff member or employee would have to return after 6:00 p.m. and must have traveled at least 110 miles (distance from the Airport) to claim reimbursement for dinner.

Lunches are reimbursable if staff and employees travel at least 55 miles from the workplace (distance from the Airport). Breakfasts, lunches, and dinners are not reimbursable for local training sessions that do not meet the criteria above. Reimbursements for meals do not include any alcoholic beverages.

Travel Times as Hours Worked

Staff and employees who travel from their home to a destination to perform work and return home at the end of the work day are engaged in ordinary home-to-work travel which is not considered work time.

For staff and employees who must frequent Authority work locations, not on or adjacent to the Airport premises, throughout the work day, travel time between job sites is considered time worked.

When a staff member or employee travels overnight, the time worked is equivalent to the staff member or employee's normal workday (i.e. 8:00 a.m. – 5:00 p.m.). Time spent traveling in an airplane or car is not considered time worked, nor is time spent traveling that is outside the normal workday.

Overnight Accommodations

Reservations for hotel accommodations and rental vehicles are to be arranged by the Authority's Secretary. The Authority will generally pay these fees directly to vendors via check to avoid sales taxes, and to obtain government price discounts whenever possible. Reasonable transportation expenses incurred for travel to hotel accommodations may also be submitted for consideration of reimbursement (e.g. taxis - including reasonable tip, subways and buses to and from airports and/or train stations).

Overnight travel should be managed to minimize costs to the Authority while at the same time allowing for the safety and comfort of the staff and employees as they work away from home. To determine "reasonable" per diem costs for meals and lodging in various areas, staff and employees should refer to the standards set forth in the NYS Comptroller Guidelines for these items (www.osc.state.ny.us), which are based on the above referenced GSA per diem rates for New York State.

Resolution
Approve Authority
Mission Statement and
Performance
Measurements for
Submission to ABO

**RESOLUTION APPROVING THE AUTHORITY'S
MISSION STATEMENT AND PERFORMANCE
MEASURES AND AUTHORIZING ITS SUBMISSION
TO THE AUTHORITIES BUDGET OFFICE**

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "Enabling Act") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, Section 2824-a of New York Public Authorities Law, as amended, requires the Authority to submit to the Authorities Budget Office a proposed authority mission statement and proposed measurements; and

WHEREAS, the Governance Committee of the Authority has reviewed and recommended a draft Authority Mission Statement and Performance Measures for consideration by the Authority for submission to the Authorities Budget Office; and

WHEREAS, the draft Authority Mission Statement and Performance Measures has been submitted to and reviewed by the Authority; NOW, THEREFORE,

BE IT RESOLVED, that the Authority hereby approves the Authority Mission Statement and Performance Measures, as attached to and made a part of this Resolution; and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby authorized to submit the Authority Mission Statement and Performance Measures, as attached to and made a part of this Resolution, to the Authorities Budget Office ; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Authorities Budget Office Policy Guidance



Authority Mission Statement and Performance Measurements

Name of Public Authority: Syracuse Regional Airport Authority

Public Authority's Mission Statement:

The mission of the Syracuse Regional Airport Authority is to provide safe, secure, efficient and low-cost air transportation service to the 12-county region that Syracuse Hancock International Airport currently serves. The Authority seeks to stimulate air service, economic development, trade and tourism by focusing on the shared goals of its stakeholders: more service to more destinations, lower operating costs and increased non-aeronautical revenue. The Authority recognizes that the Syracuse Hancock International Airport is a gateway to the central New York region and beyond and seeks to optimize customer service and exceed customer expectations with continuous improvements to the terminal building and public-use facilities.

Date Adopted: October 14, 2011

List of Performance Goals (If additional space is needed, please attach):

- Provide safe, efficient and low-cost air transportation service
- Stimulate air service, economic development, trade and tourism by focusing in the shared goals of stakeholders
 - More service to more destinations
 - Lower operating costs
 - Increased non-aeronautical revenue
- Optimize customer service
- Continuous improvements to the terminal building and public-use facilities

Additional questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

Yes

2. Who has the power to appoint the management of the public authority?

The 11 voting members of the Syracuse Regional Airport Authority are responsible for appointing the management.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

The Syracuse Regional Airport Authority does not have a budget to hire management employees or any other employees at this time. The Authority intends to adopt a policy regarding the appointment of management prior to hiring any management employees.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board's role includes:

- Management Oversight and Evaluation
- Financial Oversight
- Understanding Statutory Requirements
- Deciding, Implementing, and Monitoring Authority Policies
- Self-Evaluation

Management's Role

The Authority intends to update this description to include the role of management in the implementation of the mission at the time of appointment of such management.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

Yes.

Resolution

Amend By-Laws to
reflect change in annual
meeting date

**RESOLUTION AMENDING THE AUTHORITY'S
ORGANIZATIONAL BY-LAWS REGARDING THE
DATE OF THE AUTHORITY'S ANNUAL MEETING**

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "Enabling Act") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, the Enabling Act includes Section 2799-ggg(4) of New York Public Authorities Law, as amended, that grants the Authority the power to adopt By-Laws for the organization and management of the Authority; and

WHEREAS, the Authority has adopted Organizational By-Laws that require the Authority's annual meeting be held in May of each year; and

WHEREAS, the Authority has determined that the annual meeting should be held after the conclusion of its fiscal year, which ends June 30th; and

WHEREAS, the Authority has determined that it wishes to amend Section 5.1 of its existing Organizational By-Laws so that the annual meeting is held in September of each year; and

WHEREAS, the Authority has waived the rule set forth in Section 8.1 of the existing Organizational By-Laws that no amendment to the By-Laws shall be adopted unless written notice thereof, including the proposed change, has been received by all members of the Authority at least seven (7) days in advance of such meeting; and

Resolution

Amend meeting
schedule to reflect
change in annual
meeting date and
additional meetings

Resolution No.

2012

**RESOLUTION AMENDING RESOLUTION NO. 15 OF
2011, LAST AMENDED BY RESOLUTION NO. 34 OF 2011,
THAT ADOPTED A REGULAR MEETING
SCHEDULE FOR THE SYRACUSE REGIONAL
AIRPORT AUTHORITY FOR 2011 AND 2012, TO
REVISE THE REGULAR MEETING SCHEDULE
FOR 2012**

BE IT RESOLVED, that Resolution No. 15 of 2011, last amended by Resolution No. 34 of 2011, is hereby amended to read as follows:

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, Section 5.2 of the Organizational By-Laws of the Authority grants the Authority the power to hold regular meetings at such times and places as from time-to-time may be determined by resolution of the Authority; and

WHEREAS, a draft 2012 Regular Meeting Schedule, as amended, has been submitted and reviewed by the Authority; and

WHEREAS, the Authority has determined that said draft 2012 Regular Meeting Schedule meets the present needs of the Authority; and

WHEREAS, the Authority has determined that a regular meeting is now required for the month of February 2012 and, as such, the Regular Meeting Schedule needs to be amended; and

WHEREAS, the Authority has further determined that the annual meeting should be held in September and that regular meetings are now required for the months of April, June, August, October and December in 2012 and, as such, the Regular Meeting Schedule needs to be amended; NOW, THEREFORE,

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

2012 Syracuse Regional Airport Authority **Regular Meeting Schedule**

Friday, January 13, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, February 10, 2012, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, March, 9, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, April 13, 2012, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, May 11, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, June 8, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, July 13, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, August 10, 2012

Location: Airport Inn/Best Western

Friday, September 14, 12:00 p.m. **(Annual Meeting)**

Location: Airport Inn/Best Western

Friday, October 12, 2012, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, November, 9, 12:00 p.m.

Location: Airport Inn/Best Western

Friday, December 14, 2012, 12:00 p.m.

Location: Airport Inn/Best Western