SYRACUSE REGIONAL AIRPORT AUTHORITY

Regular Meeting

Friday, September 14, 2012

12:45 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 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:

Members Absent:

Mr. Khalid Bey

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

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 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 form 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 174th
- 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
- o Responded to various work orders
- o 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
- o Responded to 12 total alarms
- o Hosted community tours of the ARFF facility

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- o Installations Unlimited installed window tint on windows in the South Terminal temporary ticket counter locations
- o 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
- o Maintained/Ordered stock as needed
- o Performed building walk-throughs
- o 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 174th Fighter Wing regarding Mutual Aid Agreement and will revise proposed Mutual Aid Agreement and provide to SFD and 174th.
- Met with Airport's insurance broker, Commissioner of Aviation and Marketing Coordinator regarding renewal of commercial property insurance policy.

Finance/Accounting:

- Invoicing of tenants
- o 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 avigation easements
- Requested avigation easements consultant provide assistance regarding avigation 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 Tricherator System.

Personnel:

Ms. Laurie Sabel (Personnel Administrator)

- Maintained the following records:
 - Leave approvals
 - o Time sheets
 - o Mileage logs
 - o 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:
 - o North Concourse Bathroom Upgrade
 - o Terminal Security Upgrade
 - o SRE Building Upgrade
 - o Sand Building Upgrade
 - o Maintenance Area Repaying
 - o South Concourse Doors & Frames Replacement
 - o South Concourse Roof Replacement
 - o Air National Guard Barrier Removal
 - o De-Icing Pad Upgrade
 - o 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.



Chairman's Report

To: Syracuse Regional Airport Authority

From: William P. Fisher, Chair

Subject: September report

Date: September 10, 2012

G4S Secure Solutions continues to provide Law Enforcement Officer and Airport Security Officer personnel services in accordance with the terms and conditions of our agreement. Christina Reale continues to administer the contract on behalf of the Authority, including review of all G4S bills. I have been reviewing and approving G4S claims before these are paid by checks jointly signed by myself and Finance Committee chair Judy Flanagan.

On August 21, the Syracuse Post-Standard reported that the Syracuse PBA had requested arbitration over a grievance it had filed claiming that police officers should be paid overtime for work performed as employees of G4S. I had been informed on August 9 of the filing of this grievance, which I was told made no mention of the Authority. I have not seen the grievance filed by PBA. My understanding is that the NYS Public Employment Relations Board (PERB) may issue a ruling before our September 14 annual meeting.

On September 7, I met with Bill Ryan, the Mayor's chief of staff, to discuss the SRAA's strong interest in moving ahead with negotiations on the lease agreement. We agreed to schedule a negotiating session in the near future. My plan is to prepare for my meeting with Mr. Ryan in a meeting with our attorney(s) from Hancock Estabrook.

Recently, I spoke by telephone with Oneida County Executive Tony Picente, who described his intention to have Oneida County represented on our Regional Advisory board.

Secretary's Report



Syracuse Regional Airport Authority

Secretary's Report

September 14, 2012

This report outlines the activities of the Syracuse Regional Airport Authority (SRAA) from the last meeting of August 10, 2012 through September 14, 2012.

- → Updated SRAA information on <u>www.syrairport.org</u> as needed.
- → Coordinated, prepared for and participated in the Governance Committee meeting.
- → Performed several interviews regarding the new Delta MSP Service
- → Reviewed and processed 4 invoices from G4S totaling \$ 239,287.16
- → Finalized information in PARIS for the Annual Report

Department of Aviation Monthly Report



Department of Aviation Monthly Report September 14, 2012

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Cleared trees at the approach of Runway 10 and the entrance to the 174th
- Participated in the Airport Emergency Plan Exercise on August 11, 2012
- Cut the fields around the airfield
- Closed Runway 15-33 for a week to repaint the markings in accordance with FAA specifications
- Cut out and repaved all potholes on the airport's public roads
- 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
- Beginning of maintenance on winter equipment

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

Captain Terry Krom

- Coordinated and monitored construction project (fire systems, safety)
- Conducted the Airport Emergency Plan Exercise on August 11, 2012
- Conducted FAA required live fire training for ARFF on August 8th, 9th and 10th.
- Responded to 35 total alarms
- Hosted community tours of the ARFF facility

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Received quotes for the Jetbridge 23 modifications to accommodate regional jets for Delta Airlines
- Maintenance staff helped to coordinate, participate and clean-up the August 11,
 2012 Airport Emergency Plan Exercise
- 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 insurance submittals for the Terminal Project and approved those that were in compliance with the Project's insurance requirements.
- Reviewed insurance for Ramsey Constructors, Inc. for Rehabilitation of Deicing and Snow Melt Pads Project and approved insurance upon it being in compliance with the insurance requirements for the Project.
- Advised Ramsey Constructors, Inc. of what needs to be submitted for subcontractors' insurance.
- Reviewed insurance submittals from US Airways, Inc. for Ground Lease Agreement, advised it of deficiencies and am waiting for responses.
- Reviewed insurance certificates and endorsements for KeyBank's insurance for Lease Agreement and advised KeyBank's property representative that the insurance is not in compliance with insurance requirements in Lease Agreement.
- Reviewed insurance for MGL Airport Realty, LLC's sublessee and advised of deficiencies.
- Had Commissioner of Aviation sign Part III of Short Environmental Assessment Form and issue negative declaration for SEQRA for Removal of ANG Aircraft Arresting System Project.
- Spoke with claims adjustor for driver of vehicle that damaged fence on Stewart Drive regarding amount of damage.
- Meeting with Commissioner of Aviation, Supervisor of Accounting/Finance Division and C & S Engineers, Inc. regarding 6973 Kinne Street, LLC parcels acquisition.
- Reviewed notice to proceed, stop work notice and contract provisions regarding completion time for Obstruction Removal Project.

Finance/Accounting:

Ms. Ro Bartolo (Supervisor Airport Accounting Division)

- Preparing for auditors (Independent)
- Staff participated in the Airport Emergency Plan Exercise in August 11, 2012
- 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 docket for AMR Corporation bankruptcy.
- Had Lease Agreement with KeyBank National Association for ATM and related equipment and facilities in the Terminal Building executed by Mayor.
- Returned fully executed First Amendment to Airport Use and Lease Agreement to Federal Express Corporation.
- Returned fully executed Facility Use and Lease Agreement to M and L Trucking, Incorporated.
- Returned fully executed Ground Lease Agreement to Us Airways, Inc. with request for missing or deficient insurance certificates and insurance policy provisions and/or endorsements.
- Reviewed In-Ter-Space Services, Inc. d/b/a Clear Channel Airports' proposed revisions to Advertising Concession Agreement with Commissioner of Aviation.
- Drafted revised Advertising Concession Agreement and sent it to Clear Channel Airports' Legal Department.
- Reviewed Delta Air Lines, Inc.'s proposed revisions to New Air Service Incentive Agreement and discussed with Commissioner of Aviation.
- Drafted revised New Air Service Incentive Agreement and added provisions regarding modifications to Gate 23.
- Reviewed response to Central Parking's motion for summary judgment in lawsuit alleging Living Wage Ordinance violations and Central Parking's proposed reply.
- Reviewed Enterprise's proposed revisions to First Amendment to Airport Rental Car Concession and Lease Agreement for swap of ready/return spaces in parking garage and approved the revisions.
- Had First Amendment to Airport Rental Car Concession and Lease Agreement with Enterprise executed by Commissioner of Aviation.
- Returned fully executed First Amendment to Airport Rental Car Concession and Lease Agreement to Enterprise.
- Reviewed returned First Amendment to Airport Rental Car Concession and Lease Agreement with Budget.
- Returned First Amendment to Airport Rental Car Concession and Lease Agreement to Budget for notarizing of signature and affixing corporate seal.
- Reviewed 174th Fighter Wing's proposed Mutual Aid Agreement.
- Drafted Mutual Aid Agreement between the City of Syracuse and the Department of Air Force, National Guard Bureau, NYANG 174th Attack Wing for Aircraft Rescue and Fire Fighting assistance.

- Reviewed AT&T Mobility's proposed revisions to Easement, Permission and Use Agreement concerning easement for Verizon for telecommunications through AT&T Mobility.
- Reviewed proposed legal description for Verizon Easement and made revisions to the legal description.
- Reviewed revised estoppel certificate for Aero Syracuse, LLC regarding re-financing it is securing for its cargo facilities and advised of language unacceptable to the City that had to be removed or revised.
- Reviewed revised Aero Syracuse, LLC estoppel certificate after offending language was removed.
- Had Aero Syracuse, LLC estoppel certificate executed by Commissioner of Aviation.
- Returned four originals of fully executed Aero Syracuse, LLC estoppel certificate to Aero Syracuse, LLC's attorneys.
- Edited offer for 6973 Kinne Street, LLC parcels.
- Signed and mailed offer for 6973 Kinne Street, LLC parcels.
- Reviewed PBA grievance regarding police officers working at the Airport.
- Telephone conference with outside counsel regarding PBA grievance.
- Reviewed petition and supporting papers for stay of arbitration on PBA grievance.
- Reviewed FAA Grant Offers and Agreements for Rehabilitate Deicing Pads (Construction) and Entrance Road Signage Improvement (Construction) Projects.
- Had FAA Grant Offers and Agreements for Rehabilitate Deicing Pads (Construction) and Entrance Road Signage Improvement (Construction) Projects executed by Commissioner of Aviation and attested by the City Clerk.
- Performed legal work assigned by the Corporation Counsel and/or requested by the Mayor.

Legislation:

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

 Drafted legislation request letter and ordinance for appropriation of \$155,000 from Aviation Enterprise Fund - Special Object of Expense - Capital Appropriations -Equipment for Fiscal Year 2012/13.

Operations:

Mr. Antimo Pascarella (Airport Operations Officer)

- Coordinated with the ATCT and the airlines to assist with diversions
- Participated in the Airport Emergency Plan Exercise on August 11, 2012
- Sent Purvis notifications regarding any/all airport related issues
- Oversaw and maintained Field Condition Reports

- Coordinated with the FAA and assisted with runway closures to get the new PAPIS for 28 installed
- Preparing for the ANG Barrier Removal Project and the Deice Pad Project
- Reviewed and maintained nightly airfield light checks to ensure that mandatory lights and signs are operating in compliance with the FAA regulations
- 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 Tricherator System.

Personnel:

Ms. Laurie Sabel (Personnel Administrator)

- Maintained the following records:
 - o Leave approvals
 - o Time sheets
 - o Mileage logs
 - o 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 new Delta Air Lines Minneapolis-St. Paul (MSP) service
- Gave multiple interviews regarding the new Delta Air Lines Minneapolis-St. Paul (MSP) service
- Gave interview on the Jim Reith show on September 13, 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:
 - o North Concourse Bathroom Upgrade
 - o Terminal Security Upgrade
 - o SRE Building Upgrade
 - o Sand Building Upgrade
 - o Maintenance Area Repaving
 - South Concourse Roof Replacement
 - o Air National Guard Barrier Removal
 - o De-Icing Pad Upgrade
 - o Runway Obstruction Removal
 - Airport Taxiway & Ramp Pavement
 - o Parking Garage Structural Repair
 - o Entrance Road Signage Improvement
 - o Airport Welcome Center
 - o Airport Emergency Operations Center
 - South Concourse Doors & Frames Replacement

Security:

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

- Participated in the Airport Emergency Plan Exercise on August 11, 2012
- Trained and badged 50 individuals
- 97 threat assessments submitted to the Department of Homeland Security
- 56 sets of fingerprints submitted to the FBI

Travel:

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

- Scheduled various meetings for the Commissioner of Aviation
- 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 calls for the Commissioner

- Processed all mail
- Filled out parking requests

Audit Committee Report



Audit Committee Meeting Report

August 9, 2012

These minutes outline the activities of the Syracuse Regional Airport Authority Audit Committee from the meeting held on August 9, 2012 in the Department of Aviation conference room located at Syracuse Hancock International Airport.

The meeting was called to order at 10:39 a.m. by Dr. Robert DiFlorio, Chair of the Audit Committee.

In attendance: Dr. Robert DiFlorio, Mr. Patrick Mannion, Dr. Donna DeSiato, Mr. William P. Fisher, Ms. Christina Reale, Mr. Joseph Bergh and Ms. Jennifer McIntyre

Dr. DiFlorio opened the meeting with a review of the April 5, 2012 Audit Committee Meeting minutes.

A motion was made by Mr. Mannion and seconded by Mr. Fisher to accept the April 5, 2012 meeting minutes. The minutes were unanimously approved.

Ms. Reale gave the Committee a demonstration of the Public Authorities Reporting Information System (PARIS). She reviewed the Investment Report and the Audit Report.

The Committee reviewed the sample RFP's for auditing services that were included in the meeting packets. Dr. DeSiato suggested requesting a copy of a sample RFP from Albany County Airport. She stated that she believes it would be helpful to request a sample from an airport. Ms. Reale stated that she will request copies of RFP's from the surrounding airports, draft a RFP, and email all of the documents to the Committee for their review. The Committee decided that the Audit Committee would serve as the RFP Committee for Auditing Services. Ms. Reale requested that the Committee waits until after the Syracuse Regional Airport Authority's Annual Meeting in September before it sends out the RFP. The Committee agreed to wait until October 2012. Ms. Reale stated that she will schedule a meeting in October to review the draft RFP and the Committee should have the RFP out by the end of the year.

Mr. Fisher stated that he is not sure if the Finance/Accounting Department that the airport currently has in place is robust enough to prepare what is needed for an auditor. He stated that because currently the transactions are at a minimum, the auditor should not have any problems, but once the Authority has an Operating Agreement with the City of Syracuse and the Aviation Enterprise Fund is transferred to the Authority, the Authority will need to hire a Chief Financial Officer (CFO). He stated that currently the City of Syracuse's Finance and Budget Departments assist the Aviation Department in many aspects, but once the Authority has an Operating Agreement the airport will have to do all of that work without the

assistance of those departments. Mr. Fisher stated that the Audit Committee needs to start thinking about how to staff the SRAA's Accounting/Finance department.

There was no other business to be discussed.

The meeting was adjourned at 11:23 a.m.

Respectfully submitted,

Dr. Robert DiFlorio, Audit Committee Chair

Finance Committee Report



Finance Committee Meeting Report

August 10, 2012

These minutes outline the activities of the Syracuse Regional Airport Authority Finance Committee from the meeting held on August 10, 2012 in the Walnut Room located in the Best Western Hotel at Syracuse Hancock International Airport.

The meeting was called to order at 10:40 a.m. by Ms. Judy Flanagan, Chair of the Finance Committee.

In attendance: Ms. Judy Flanagan, Mr. William Fisher, Mr. John Johnson, Ms. Christina Reale, and Mr. Joseph Bergh.

Ms. Flanagan opened the meeting with a review of the July 13, 2012 Finance Committee Meeting minutes.

A motion was made by Mr. Johnson and seconded by Ms. Flanagan to accept the July 13, 2012 meeting minutes. The minutes were unanimously approved.

The Committee reviewed and discussed the draft SRAA Investment Policy and Guidelines along with samples from Dormitory Authority of the State of New York (DSANY), Niagara Frontier Transportation Authority (NFTA) and the Albany County Airport Authority (ACAA). Ms. Flanagan suggested adding language that allows either the Treasurer or the Executive Committee to designate someone in place of the CFO, should the CFO position be vacant or the CFO is not available. Mr. Bergh suggested replacing all CFO references in the document with the word Treasurer until the Authority has a CFO on staff. The Committee agreed with Mr. Bergh's suggestion. Mr. Bergh stated that he will make the amendment and a resolution adopting the policy will be ready for the September 14, 2012 SRAA meeting.

The Committee reviewed the results from the survey that was performed by Central Parking. The survey was sent out by CenterState CEO. The response to the survey, from the CenterState membership was low. Ms. Reale suggested asking CenterState to send the survey out again with a note urging the membership to respond. Ms. Flanagan suggested adding more detailed information to the survey. Mr. Johnson urged the Authority to hire a consultant to provide a comprehensive study on the parking facilities like the Committee had discussed in previous meetings. Ms. Reale informed the Committee that the City of Syracuse will hire C&S to update the Airport Master Plan and C&S will provide the consultant for the study. Ms. Reale also stated that the possible funding for this project will not be available until after October 2012. Ms. Flanagan requested that Central Parking provide Ms. Reale with detailed information regarding the number of individuals utilizing the parking facilities. Ms. Reale stated that she would have a discussion with Central Parking to see what type of data they are currently tracking.

The Committee discussed parking strategies and supporting technologies. Ms. Flanagan suggested creating a mission statement regarding parking strategies.

Mr. Fisher wanted to make the Committee aware that he had a meeting with Mr. Bill Ryan regarding terms of the proposed Operating Agreement.

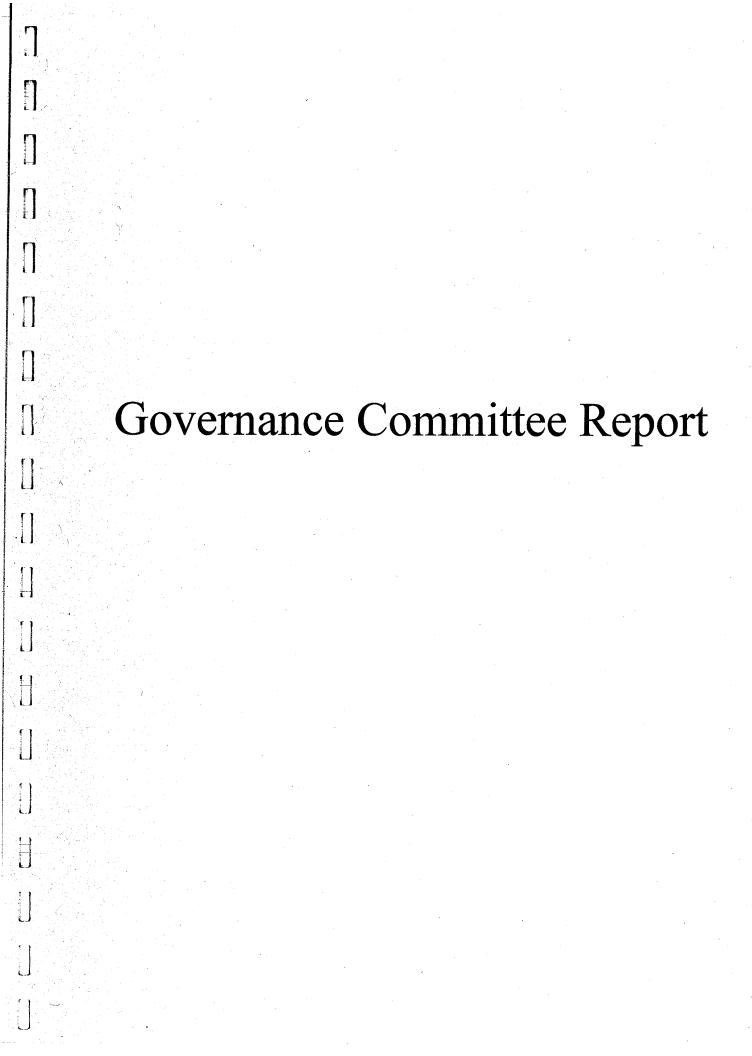
The Committee reviewed the SRAA monthly bank statement and the process for reviewing and submitting payment to G4S invoices.

There was no other business to be discussed.

The meeting was adjourned at 11:54 a.m.

Respectfully submitted,

Judy Flanagan, Finance Committee Chair





Governance Committee Meeting Report

August 16, 2012

These minutes outline the activities of the Syracuse Regional Airport Authority Governance Committee from the meeting held on August 16, 2012 in the Department of Aviation Conference Room at Syracuse Hancock International Airport.

The meeting was called to order at 11:51 a.m. by Ms. Irene Scruton, Chair of the Governance Committee.

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

A motion was made by Mr. Thompson and seconded by Ms. Rougeux to accept the July 19, 2012 meeting minutes. The minutes were unanimously approved.

The Committee reviewed the results of the Member Confidential Self-Evaluation Forms. Ms. Scruton stated that the results will be provided to the full Authority at the September 14, 2012 Annual Meeting.

The Committee reviewed the Annual Report outline. The Committee reviewed each item and the individual responsible for the item.

The Committee discussed the agenda for the Annual Meeting. Mr. Fisher inquired if the Authority has to adopt a resolution to accept the Annual Report. Mr. Bergh stated that the by-laws require any action taken by the Authority be adopted by resolution.

Mr. Fisher asked Mr. Bergh to research the requirements that need to be included in the Annual Meeting. Mr. Fisher stated that he would prefer to hold the Annual Meeting, adjourn that meeting and then hold the monthly meeting. Mr. Bergh stated that he would look into the requirements.

The Committee discussed the creation of a Human Resource Committee. The Committee decided that at the September 14, 2012 Regular SRAA meeting there would be a resolution creating the Human Resource Committee. Ms. McIntyre agreed to send an email to the Authority Members informing them that the Governance Committee has decided to create a Human Resource Committee and ask if any Member is interested in being a Human Resource Committee Member. Mr. Thompson stated that before the Committee starts to work on a Time & Attendance Policy it needs to first define the employees that the policy would pertain to.

The Committee reviewed the list of the employees that are not currently covered by a bargaining unit. Mr. Thompson informed the Committee that the Authority will need to decide which employees on that list will be transferred from the City of Syracuse to the Syracuse Regional Airport Authority. Ms. Reale

stated that the City of Syracuse administration needs to define what positions will be transferred from the City to the Authority.

There was no other business to be discussed.

The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Irene Scruton, Governance Committee Chair

Resolution Adopting Investment Policy for the SRAA

RESOLUTION ADOPTING INVESTMENT GUIDELINES 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 2925(1) of New York Public Authorities Law, as amended, requires the Authority to adopt comprehensive investment guidelines that detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority; and

WHEREAS, the New York State Authorities Budget Office requires that the Authority advise it and confirm that the Authority has investment guidelines; and

WHEREAS, Section 3.4 of the Charter of the Finance Committee of the Authority requires the Finance Committee to oversee the Authority's investments; and

WHEREAS, the Governance Committee of the Authority has reviewed draft Investment Guidelines for consideration by the Authority; and

WHEREAS, a draft Investment Guidelines has been submitted to and reviewed by the Authority; and

WHEREAS, the Authority has determined that said draft Investment Guidelines is in accord with Section 2925 of New York Public Authorities Law, as amended, and the requirements of the New York State Authorities Budget Office and meets the present needs of the Authority; NOW, THEREFORE,

BE IT RESOLVED, that the Syracuse Regional Airport Authority hereby adopts the draft
Investment Guidelines, as attached to and made a part of this Resolution, as the Syracuse
Regional Airport Authority Investment Guidelines, effective immediately; and
BE IT FURTHER RESOLVED, that the Syracuse Regional Airport Authority Investment
Guidelines be certified by the Secretary of the Authority and filed in the Office of the Authority.
Resolution Adopted Date:
Vote: Ayes Nays: Abstentions:
Signed:

Secretary



Syracuse Regional Airport Authority Investment Guidelines

Section 1. Scope and Purpose

Section 2925(1) of the New York Public Authorities Law, as amended, requires the Syracuse Regional Airport Authority (the "Authority") to adopt comprehensive investment guidelines that detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority. Accordingly, the Authority has established and adopted these Investment Guidelines (these or the "Investment Guidelines).

The Investment Guidelines apply to the investment of all moneys on behalf of the Authority or by the Authority on behalf of any entity or individual, including funds held by a trustee under financing documents authorized by the Authority (collectively referred to as the Authority's "investment program").

Section 2. Investment Program Objectives

The primary objectives of the Authority's investment program, in conformity with all applicable federal, state and other legal requirements, including any applicable bond resolutions (legal), are, in priority order, to:

adequately safeguard principal (safety);

• provide sufficient liquidity to meet the purposes for which the funds are being held (liquidity);

• obtain a reasonable rate of return, subject to any applicable requirements imposed by Federal Tax Law (yield); and

• maintain procedures that allow for maximum diversification of investment firms used by the Authority and to ensure opportunity for participation by minority and women owned investment firms in investment activity by the Authority and in the activities of investment firms engaged by the Authority to manage or invest funds under the supervision of the Authority.

Section 3. Delegation of Authority

The Authority shall review, amend as necessary, and approve the Investment Guidelines at least annually. The Authority may modify the Investment Guidelines at any time.

The Authority's responsibility for administration of the investment program is delegated to the Authority's Treasurer, who shall establish written procedures for the operation of the investment program consistent with these Investment Guidelines. These responsibilities shall include the evaluation of the investment program by monitoring the system of internal controls, verifying relevant matters related to the securities purchased or held as collateral at least semiannually and on an unscheduled basis, determining that the investment results are consistent with the Authority's objectives and reviewing any independent audits of the investment program.

Section 4. Prudence

The members and management of the Authority and other participants in the investment process shall seek to act responsibly as custodians of the public trust.

Investment decisions for the Authority shall be made with the judgment, care, skill, prudence and diligence, under the circumstances then prevailing, that a knowledgeable and prudent investor acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Section 5. Internal Controls

It is the policy of the Authority for all moneys collected by any officer, member, staff or employee of the Authority to transfer those funds to the Treasurer within one business day for deposit, or within the time period specified in law, whichever is shorter.

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with the Authority's authorization and recorded properly, and is managed in compliance with all applicable laws and regulations.

The Treasurer shall authorize investment transactions initiated by Authority staff only after determining that the investment transactions are in compliance with these Investment Guidelines.

Section 6. Permitted Investments

The following is a detailed list of the permitted investments of the Authority, all of which are consistent with the appropriate provisions of law relating to the Authority and any additional requirements pursuant to any contract with bondholders and noteholders:

- Certificates of deposit issued by a bank or trust company in the State of New York;
- Bonds and notes of the United States Government;
- Bonds and notes of the State of New York;
- Bonds and notes of any municipality or municipal corporation in the State of New York issued pursuant to law;
- Repurchase Agreements involving the purchase and sale of direct obligations of the United States Government.

Section 7. Diversification

In order to safeguard principal from imprudent risks, it is the policy of the Authority, where possible, to diversify a portfolio among the investment instruments which it may legally and prudently hold and also among investment firms with which it transacts business.

It is also the policy of the Authority to monitor the diversification of its investments by financial institution, investment instrument and maturity; and to provide quarterly reports of such diversification levels to the members of the Authority.

However, since the Authority is legally limited in the type of securities in which it may invest, the opportunity to diversify among investments is very limited. The terms of each investment will be consistent with the Authority's cash liquidity requirements.

Section 8. Standards for the Qualification of Investment Bankers, Brokers, Agents, Dealers and Other Investment Advisers and Agents Transacting Business with the Authority

The Authority shall transact business only with qualified, certified or licensed investment bankers, brokers, agents, dealers and other investment advisers and agents. The Authority staff, on the advice and consent of the Authority, shall consider the quality, reliability, experience, financial strength, size and any other factors which in the judgment of the Authority make an individual or firm qualified to transact business with the Authority.

Specifically, but without limitation, the following are considered qualified:

Broker, agents, dealers: Any bank or trust company organized under the laws of
any state of the United States of America or any national banking association or
government bond dealer reporting to, trading with, and recognized as a primary
dealer by the Federal Reserve Bank of New York (included in the then current

"List of the Government Securities Dealers Reporting to the Market Reports Division of the Federal Reserve Bank of New York").

- <u>Investment Advisers</u>: Any bank or trust company organized under the laws of any state of the United States of America or any national banking association or any firm or person which is:
 - Registered with the Securities and Exchange Commission under the Investment Advisor of 1940, and
 - Registered with the New York State Secretary of State as an Investment Advisor, and
 - Is a member in good standing with the Investment Counsel Association of America.
- <u>Custodian</u>: Any bank or trust company organized under the laws of any state of the United States of America or any national banking association.

Any criteria listed herein may be in addition to the requirements of any bond resolution pertaining to the funds to be invested under such bond resolution.

The Treasurer shall maintain a list of approved investment firms, which may serve as trustee, custodian or broker-dealer, may modify this list at any time as deemed appropriate and, based on the nature of the investment transaction, may establish limits on the types and amounts of investments that can be made with each trustee or custodian or executed with each broker-dealer.

The Authority's policy regarding conflicts of interest shall be followed regarding the investment of funds. No Authority member, senior Authority official, any officer or employee, is authorized to participate in the selection of institutions where the individual is an officer, a director or substantial stockholder.

Section 9. Collateral

For investments of funds of the Authority in certain permitted investments, collateral must be provided for the investment to be authorized by the Treasurer. The collateral requirements for permitted investments are as follows:

- 1. Certificates of Deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation (FDIC) and, when applicable, by bonds or notes of the United Sates, or bonds or notes of federal agencies, the principal and interest of which are guaranteed by the United States, or bonds or notes of the State of New York or any municipality or municipal corporation in the State of New York. Collateral shall be delivered to the Authority or a custodial bank with which the Authority has entered into a security/custodial agreement, in accordance with Section 10 of New York General Municipal Law, as amended.
- 2. Collateral shall not be required with respect to the direct purchase of bonds or notes of the State of New York or any municipality or municipal corporation located in the State of New York, bonds or notes of the United States, and bonds or notes of federal agencies, the

principal and interest of which are guaranteed by the United States Government and are pursuant to applicable law, the bonds or notes of the United States.

- 3. The securities purchased under a Repurchase Agreement must be direct United States Government obligations. The purchase price should be the present market value of the securities and not the face value.
- 4. Securities purchased through a Repurchase Agreement shall be valued to market at least weekly.
- 5. The market value of the collateral shall equal the value of the investment and its accrued interest at all times. The recorded value of the collateral backing any investment shall be adjusted to market at the time of the initial investment, and thereafter at least monthly to be certain that the principal amount of the market value of collateral is at least 100% of the investment.
- 6. The security/custodial agreement shall provide that eligible securities (in compliance with the Section 9(1) of these Investment Guidelines), are being pledged to secure Authority deposits together with agreed upon interest, if any, and costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Authority to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Authority, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Authority or its custodial bank.
- 7. The security/custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Authority, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The security/custodial agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The security/custodial agreement shall provide for the frequency or revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Authority a perfected interest in the securities.
- 8. In the event the market value of the collateral is less than 99% of the value of the original investment and accrued interest, the financial institution at which the investment was placed will be required to immediately move additional collateral to the custodian in order to be in compliance with the valuation requirements of these Investment Guidelines.
- 9. Failure of the financial institution to correct this situation within one (1) business day upon notice by the Authority or its custodian will result in the financial institution being held in default. Further, all investment activity with that financial institution will be suspended until the default is resolved.

Section 10. Delivery of Securities

- 1. Every Repurchase Agreement shall provide for payment to the seller only upon the seller's delivery of bonds or notes of the United States to the custodial bank designated by the Authority, or in the case of a book-entry transaction, when the bonds or notes of the United States are credited to the custodial bank's Federal Reserve System account. The seller shall not be entitled to substitute securities without written approval of the Authority's Treasurer or his/her designee. The custodial bank shall confirm all transactions in writing to insure that the Authority's ownership of the securities is properly reflected on the records of the custodial bank.
- 2. Payment shall be made by or on behalf of the Authority for bonds or notes of the State of New York, bonds or notes the principal and interest of which are guaranteed by the United States, direct obligations of the United States, certificates of deposit, and other duly authorized purchased securities upon delivery thereof to the custodial bank, or in the case of a book-entry transaction, when the purchased securities are credited to the custodial bank's Federal Reserve System account. All transactions shall be confirmed in writing.

Section 11. Written Contracts

Written contracts are required for Repurchase Agreements, Certificates of Deposit and custodial undertakings. With respect to the purchase of bonds or notes of the United States, the State of New York or other governmental entities, etc. in which moneys may be invested; the interests of the Authority will be adequately protected by conditioning payment on the physical delivery of purchased securities to the custodial bank's Federal Reserve System account. All purchases will be confirmed in writing to the Treasurer of the Authority or his/her designee.

It is therefore, the policy of the Authority to require written contracts as follows:

- 1. Written contracts shall be required for all Repurchase Agreements. Only credit worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the Authority, The written contract shall provide that only direct obligations of the United States may be purchased, and the Authority shall take delivery, through the Authority's custodian, of the purchased securities. No specific repurchase agreement shall be entered into unless a master repurchase agreement has been executed between the Authority and the trading partners.
 - 2. Written contracts shall be required for the purchase of all Certificates of Deposit.
 - 3. A written contract shall be required with any custodial bank.

All written contracts shall include such terms as required by any and all applicable laws and regulations, including but not limited to the Authority's Enabling Act, New York Public Authorities Law, as amended, New York General Municipal Law, as amended, New York Local Finance Law, as amended, and New York State Finance Law, as amended.

Section 12. Audit Requirements

The Authority shall require its independent auditor to review the Investment Guidelines and the Authority's policies and practices to determine whether:

- the Authority complied with any and all applicable laws and regulations;
- the Authority complied with these Investment Guidelines;
- investment assets were adequately safeguarded;
- adequate accounts and records were maintained which accurately reflect all transactions, including a report on them; and
- a system of adequate internal controls was maintained.

Securities purchased or held as collateral shall be verified at least semi-annually and on an unscheduled basis by the Authority's independent or internal auditors.

Section 13. Quarterly Reports

In accordance with Section 2925(5) of the New York Public Authorities Law, as amended, the Treasurer shall cause to be prepared and filed with the Authority a quarterly report on any new investments, the inventory of existing investments and the selection of investment bankers, brokers, agents, dealers or advisers or custodians.

Section 14. Annual Report

In accordance with Section 2925(6) of New York Public Authorities Law, as amended, the Authority shall annually prepare and approve an Annual Investment Report, which shall include the following:

- The Investment Guidelines as then currently amended;
- Amendments to the Investment Guidelines since the last investment report;
- The investment income records of the Authority;
- A list of the total fees, commissions or other charges paid to each investment banker, broker, agent, dealer and adviser rendering investment associated services to the Authority since the last investment report; and
- The results of the annual independent audit, pursuant to Section 2925 of New York Public Authorities Law, as amended, and any other applicable laws and regulations. Such Annual Investment Report may be part of any other annual report that the Authority is required to make.

After the close of the Authority's fiscal year, the Annual Investment Report shall be transmitted to the New York State Authorities Budget Office (ABO) using the Public Authorities Reporting Information System (PARIS), which will meet the Authority's statutory reporting requirements. The report shall be posted on the Authority's website at the time it is submitted.

Resolution Approving Annual
Report Required by the NY
Public Authorities Law &
Authorizing it to be Submitted,
Certified and Filed with the
NYS ABO and Certain City of
Syracuse Officials

RESOLUTION APPROVING THE ANNUAL REPORT FOR FISCAL YEAR 2011/12 REQUIRED BY NEW YORK PUBLIC AUTHORITIES LAW AND AUTHORIZING THE SECRETARY TO SUBMIT, FILE AND CERTIFY THE ANNUAL REPORT WITH THE NEW YORK STATE AUTHORITIES BUDGET OFFICE AND CERTAIN CITY OF SYRACUSE OFFICIALS

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 Authority is required by Section 2800(2) of the New York Public Authorities Law, as amended, to prepare, submit and file, not less than ninety (90) days following the end of the fiscal year, with the New York State Authorities Budget Office ("ABO") and the Mayor, Commissioner of Finance and President of the Common Council of the City of Syracuse an Annual Report for Fiscal Year 2011/12 setting forth the following concerning the Authority: its operations and accomplishments; its financial reports; its mission statement and measurements including its most recent measurement report; a schedule of its bonds and notes outstanding at the end of its fiscal year, together with a statement of the amounts redeemed and incurred during such fiscal year as part of a schedule of debt issuance that includes the date of issuance, term, amount, interest rate and means of repayment; a compensation schedule that shall include, by position, title and name of the person holding such position or title, the salary, compensation, allowance and/or benefits provided to any officer, director or employee in a decision making or managerial position of the Authority whose salary is in excess of one hundred thousand dollars; biographical information, not including confidential personal

information, for all directors and officers and employees for whom salary reporting is required; the projects undertaken by such authority during the past year; a listing and description of all real property of the Authority having an estimated fair market value in excess of fifteen thousand dollars that the Authority acquires or disposes of during the fiscal year; the Authority's code of ethics; an assessment of the effectiveness of its internal control structure and procedures; a copy of the legislation that forms the statutory basis of the Authority; a description of the Authority and its structure, including (i) names of committees and committee members, (ii) lists of meetings and attendance, (iii) descriptions of major Authority units, subsidiaries, (iv) number of employees, and (v) organizational chart; its charter, if any, and By-Laws; a listing of material changes in operations and programs during the reporting year; at a minimum a four-year financial plan, including (i) a current and projected capital budget, and (ii) an operating budget report, including an actual versus estimated budget, with an analysis and measurement of financial and operating performance; its member performance evaluations provided, however, that such evaluations shall not be subject to disclosure under Article 6 of the New York Public Officers Law; a description of the total amounts of assets, services or both assets and services bought or sold without competitive bidding; and a description of any material pending litigation in which the authority is involved as a party during the reporting year; and

WHEREAS, pursuant to Resolution No. 6 of 2012, the Governance Committee of the Authority has prepared, reviewed and recommended to the Authority the Annual Report for Fiscal Year 2011/12 for consideration by the Authority; said Annual Report consists of Governance Information (Authority-Related), Governance Information (Board-Related), Board of Directors List, Staff, Benefits List, Subsidiary/Component Unit List, Summary Financial Information, Current Debt, New Debt Issuances List, Schedule of Debt, Real Property

Acquisition/Disposal List, Personal Property Disposal List, Property Documents, Annual Report Data Submittal and Annual Report to the Community, dated September 14, 2012; and

WHEREAS, the Annual Report for Fiscal Year 2011/12, consisting of Governance Information (Authority-Related), Governance Information (Board-Related), Board of Directors List, Staff, Benefits List, Subsidiary/Component Unit List, Summary Financial Information, Current Debt, New Debt Issuances List, Schedule of Debt, Real Property Acquisition/Disposal List, Personal Property Disposal List, Property Documents, Annual Report Data Submittal and Annual Report to the Community, dated September 14, 2012, has been submitted to and reviewed by the Authority; NOW, THEREFORE,

BE IT RESOLVED, that the Syracuse Regional Airport Authority hereby approves the Annual Report for Fiscal Year 2011/12, consisting of Governance Information (Authority-Related), Governance Information (Board-Related), Board of Directors List, Staff, Benefits List, Subsidiary/ Component Unit List, Summary Financial Information, Current Debt, New Debt Issuances List, Schedule of Debt, Real Property Acquisition/Disposal List, Personal Property Disposal List, Property Documents, Annual Report Data Submittal and Annual Report to the Community, dated September 14, 2012, as attached to and made a part of this Resolution, as the Authority's Annual Report for Fiscal Year 2011/12; and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby authorized to submit, file and certify the Authority's Annual Report for Fiscal Year 2011/12 with the New York State Authorities Budget Office via the Public Authorities Reporting Information System ("PARIS"); and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby designated and authorized to submit and file the Authority's Annual Report for Fiscal Year 2011/12 with the

Mayor, Commissioner of Finance and President of the Common Council of the City of Syracus
as required by Section 2800(2) of the New York Public Authorities Law, as amended; and
BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

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	nttp://www.syrs 6 Are any Auth (***) No ************************************	the agency: se Department of Aviation uthority posted their mission the LURL link to the docume tyrs real com/mission-stateme	statement to their website?		·
	nttp://www.syrs 6 Are any Auth Yes No HYES, identify to City of Syracus 7 Has the Au Yes No HYES, provide inttp://www.sy	the agency: se Department of Aviation uthority posted their mission the LURL link to the docume tyrs real com/mission-stateme	statement to their website?		·
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Authority Hame Page	Search For Authority VI Annual Report Procurement Report Investment Report Certified Financial A
Governance Information (Authority- related)	Governance Information (Board-related) Syracuse Regional Airport Authorit
for a present of the second of	Fiscal Year End Date: 06/ Status: Una
Board of Directors Staff	VIEW GOVERNANCE INFORMATION (BOARD-RELATED) Governance Information (Board-Related) was created successfully.
Benefit Information	
Subsidiary/Component Unit Verification	= 1. Has the Board established a Governance Committee in accordance with Section 2824(?) of PAL?
Summary Financial Information	Yes No
Current Debt Real Property	* 2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?
Acquisition/Disposal Personal Property	Yes No
Disposal Property Documents	3. Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?
Annual Report Submittel	(Yes) No
	 4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established): julio //www.syrsrae.com/committees.aspx
	* 5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?
	Yes No 6. Provide a URL link to the minutes of the Roard and committee meetings held during the covered fiscal year:
	http://www.syrsrae.com/
	7. Has the Board adopted bylaws and made them available to Board members and staff?
Ì	Yes No
1	If yes provide the URL link to the document below: Altp://www.syrsras.com/by-laws.aspx
!	* 8. Has the Board adopted a code of ethics for Board members and staff?
	Yes No
	If Yes provide the URL link to the document below: The provide the URL link to the document below:
	9. Does the Board review and monitor the Authority's implementation of financial and management controls?
	Yes (No)
	 10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?
	Yes (No)
	 11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL:
	Salary and Compensation
i i	Yes (No)
	Time and Attendance
	Yes (No)
	Whistleblower Protection
	Yes No
	Defense and Indemnification of Board Hembers
	Yes No
	* 12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?
	Yes No
	13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL7
	No 14. Was a performance evaluation of the Board completed?

Yes No	
•	
15. Was compensation paid by the Authority made in accordance with employee or union contr	acts?
Yes No	
16. Has the Board adopted a conditional/additional compensation policy governing all employe	es?
Yes No	
If Yes, provide the URL link to the document below:	,L175617

Modify Delete

PARIS Enrollment Authority Home Page Budget Report	Search for Authority Annual Re	sport	Procurement Report	. 1	Investment Report	Version 3. Certified Financial Audit
Governance Information (Authority- related)	Board of Directors			ļ	Sv	racuse Regional Airport Authority (1220
Governance Information (Board- related)					_,	Fiscal Year End Date: 06/30/2012 Status: Unsubmitted
Staff		В	OARD OF DI	RECTOR	S LIST	
Benefit Information						
Subsidiary/Component Unit Verification	: Enter all filled and vacant board period for editing, select the 'Co	member positions. To en	nter a board member, sele	ct the 'New bull	on. To copy previously enl	ered data into the current reporting
Summary Financial Information	period for enting, select the Co	py Forward button.	[16] [2	Copy Forward		
Current Debt			New	opy rotward		
Real Property Acquisition/Disposal		and the second section is a section of the second section of the second section is a section of the second section of the second section is a section of the second section of the section of the second section of the sec	tion the personal species and section and the			iblic Authority Board Members
Personal Property	11 items found, displaying	all items.				
Disposal	Action		First Name	Chair	Appointed by	Term Exp. Date
•	Action	Last Name	First Name			Term Exp. Date
Property Documents	View Modify Delete	Last Name Bey	Khalid	No	Local	12/31/2014
•	View Modify Delete View Modify Delete	Last Name Bey DeSiato	Khalid Donna	No No	Local Local	12/31/2014 12/31/2016
Property Documents Annual Report	View Modify Delete View Modify Delete View Modify Delete	Last Name Bay DeSiato DiFlorio	Khalid Donna Robert	No No No	Local Local Local	12/31/2014 12/31/2016 12/31/2013
Property Documents Annual Report	View Modify Delete	Last Name Bey DeSiato Officio Fisher	Khalid Donna Robert William	No No No Yes	Local Local Local	12/31/2014 12/31/2016 12/31/2013 12/31/2014
Property Documents Annual Report	View Modify Delete	Last Name Bey DeSiato DiFlorio Fisher Finnagen	Khalid Donna Robert William Judy	No No No Yes No	Local Local Local Local Local	12/31/2014 12/31/2015 12/31/2013 12/31/2014 12/31/2015
Property Documents Annual Report	View Modify Delete	Last Name Bey DeSiato DEFlorio Fisher Fishar Johnson	Khalid Donna Robert Wilkern Judy John	No	Local Local Local Local Local Local Local	12/31/2014 12/31/2015 12/31/2013 12/31/2014 12/31/2015
Property Documents Annual Report	View Modify Delete	Last Name Bey DeSiato DiFlorio Fisher Fisharagen Johnson Mannion	Khalid Donna Robert William Judy John Patrick	No N	Local Local Local Local Local Local Local	12/31/2014 12/31/2015 12/31/2013 12/31/2014 12/31/2015 12/31/2015 12/31/2014
Property Documents Annual Report	View Modify Delete	Last Name Bey DeSiato DiFlorio Fisher Fisher Fishagen Johnson Mannion Flougeux	Khalid Donna Robert William Judy John Patrick Elizabeth	No N	Local	12/31/2014 12/31/2016 12/31/2013 12/31/2014 12/31/2015 12/31/2015 12/31/2014 12/31/2016
Property Documents Annual Report	View Modify Delete	Last Name Bey DeSiato DiFlorio Fisher Fisharagen Johnson Mannion	Khalid Donna Robert William Judy John Patrick	No N	Local	12/31/2014 12/31/2016 12/31/2013 12/31/2014 12/31/2015 12/31/2015 12/31/2014 12/31/2016
Property Documents Annual Report	View Modify Delete	Last Name Bey DeSiato DiFlorio Fisher Flanagen Johnson Mannion Rougeux Scruton Thompson	Khalid Donna Robert William Judy John Patrick Elizabeth	No N	Local	12/31/2014 12/31/2016 12/31/2013 12/31/2014 12/31/2015 12/31/2015 12/31/2014 12/31/2016 12/31/2016
Property Documents Annual Report	View Modify Delete	Last Name Bey DeSiato DiFlorio Fisher Fisher Johnson Mannion Rougeux Soruton	Khalid Donna Robert Wilkiam Judy John Patrick Elizabeth kene	No N	Local	12/31/2014 12/31/2016 12/31/2013 12/31/2014 12/31/2015 12/31/2015 12/31/2014 12/31/2016

PARIS : Enrollment								
Authority Home Page	Search for Authority							Version 3.1
Budget Report	An	nual Report	1	Procurement Report		Investment Repo		ertified Financial Audit
Governance Information (Authority- related)	Staff						Syracuse Regio	inel Airport Authority(1220
Governance Information (Board- related)	T processing to the second sec						Fiscal	Year End Date:06/30/2012 Status:Unsubmitted
Board of Directors				SEARCH	I STAFF			
17				Staff was updat	ed successfully.	•		•
Benefit Information				·				
Subsidiary/Component Unit Verification	Enter all staff of the Auth the 'Copy Forward' button	ority. To enter	a staff member, s	elect the 'New' bullon. To	copy previous!)	y entered data into	the current reportin	g period for ediling, select
Summary Financial Information	To view a list of all staff,					et 'Submit' To co	nduct a nadial dame	search, you must also
Current Debt	include the wildcard. For a	example, to reti	ieve a list of all s	staffmembers whose last :	rame contains t	he letter "s", you i	would enter "7s?" in	the 'Last Name' field. Any
Real Property Acquisition/Disposal	combination of search crit	teria can be en	tered to conduct	the search. All search res	uils are soried b	by 'Last Name' in i	scending order.	
Personal Property Disposal				st Name: ?	÷			
Property Documents			Fin	st Name:				
Annual Report Submittel			Annualized Salar	Group: y Range: \$	to \$			
		To	tal Compensatio	n Range: \$	to \$			
		s	ubmit Res	et New Bulk Lo	ad Copy F	orward No S	taff	
	Laborate the same Administration of the Special Conference of the Spec							Search Results 7
į	3 liems found, display	ion all ilems.						
	Action	Last Name	First Name	Title	Exempt	Group	Annualized Salary	Total Compensation
	View Modify Delete	Bergh	Joseph	Assistant Corp Counsel for Aviation	Yes	Professional	\$0.00	\$0.00
İ	View Modify Delete	Mohirye	Jennifer	Marketing Coordinator	Yes	Professional	\$0.00	\$0.00
:	View Modify Delete	Reale	Christina	Commissioner of Aviation	Yes	Executive	\$0.00	\$0.00
:								
i		Su	brnit Rese	t New Bulk Los	d Copy Fo	prward No S	taff	
!		L						
J 2	Click here for definitions							
i						or en in		

PARIS Enrollment Authority Home Page Search for Authority Budget Report Governance Benefits Felsketh (Authority-	Search for Authority Annual Report Benefits	Procurement Report	Investment Repart	Centitied Financial Audit	Versio	Version 3.1.6
Governance Information (Board- reloted)					Sylacuse Regional Airport Authority(1220) Fisco (Year End Innovantation on an	220)
Board of Directors Staff			BENEF	BENEFITS LIST	Status: Unsubmitted	altted
Strate dans / contract			The benefits data	The benefits data modified successfully.		
Unit Verification Summary Financial		d Members and for staff whose annualized sale obton on:	ry is greater than \$100,000. To ent	The tables below display benefits for all Board Members and for staff whose amuelized salary is greater than \$100,000. To enter or mudify this information, and to enswer the question at the bottom of the page, select "Modify."	s at the bottom of the page, select "Modify."	
Impirmation Current Debt Real Property Acoustition (Property	Any benefit available to board members. Extraordinary benefits available to staff a.	A ny benefit available to board members. Extraordinary benefits available to staff eaming over \$1.00,000 in annualized salary by virtue of their position.	y by virtue of their position.			
Personal Property Disposal Property Documents Annual Report	An extraordinary benefit should only be reported if it is proving • A car sasigned to a staff member for personal use, A financial parkage provided at retirement or the en	An extraordinary banefit should only be reported if it is provided for the exclusive use of a staff member. For example, you should report: • A car assigned to a staff member for personal use, • A financial package provided at retirement or the end of a contract that exceeds the normal conversion of unused vecation time, or • Some other benefit that is not also available to rank and file staff.	taff member. For example, you shoul s normal conversion of unused vecat	lid raport: tdon time, or		
	Do not report benefits that are equally everlable to a					

Name	THE PER	Severance	Payment for		lites and				16					
		Package	Unused Leave Memberships		Corporate Credit Cards	Loans	Loans Automobile	Transportation	Housing Allowance	Spoums / Dependent Life	Tuttion Amintance	Mutti-Year Employment Contract	None of These	Other
		Select All	Select Au	Select 6 1	110		l	.∦.		Immrance				
Bey,Khaild	Board of Directors		1	L	<u>I</u> L	Select A !!	Select A.II	Salect A18	Sefect All	Select A II	Select All	Select Alt	Select All	
DeSlato,Donna	Board of Directors												7	
DiFloria,Robert	Board of Directors												7	
Pisher,Willam P	Board of Directors												7	- 10
Flanagan,Judy C	Board of Directors												7	
ahnson,John B	Board of Directors												7	
Mennion, Patrick	Board of Directors												7	
Rougeux, Elizabeth	Board of Directors												7	
Scruton, frene	Board of Directors												7	
r hompson, Donald R	Roard of Directors												7	
Ware, Eleanor	Board of Directors												7	
		Select A III	Tales of										7	

Modify

Shaff use of a credit card for business travel,
 Access to a fleet vehicle owned by the authority and available to all staff for business use only, or
 The right of all staff to convert unused vacation time as a condition of employment.

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STAFF

= During the fiscal year, did the authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated with the authority after those individuals left the authority.

Modify

PARIS Enrollment	i e		Version 3.1.1
Authority Home Page	Search for Authority		Certified Financial Audit
Budget Report	Annual Report Procurement Report	Investment Report	
Governance Information (Authority- related)	Subsidiary Verification		Syracuse Regional Airport Authority(1220)
Governance Information (Board- related)			Fiscal Year End Date:06/30/2012 Status:Unsubmitted
Board of Directors	SUBSIDIARY/COMPON	VENT UNIT LIST	
Staff			as are assessed by this
Benefit Information	This list should include only those subsidiaries and component units that are active and v Authority.	vhose information is Included I	n the PARIS reports certified by this
	*Is this list accurate and complete?		
Summary Financial Information	Yes) No If an entity needs to be removed from the list, select the 'Delete Subsidiaries/component	unise' bulton. If an entity need	s to be added to the list, select the 'Add
Current Debt	Subsidiaries/Component Units' button. If the name of an entity currently in the list is inco	rrect, use the 'Requested Che	nges' column to enter modifications.
Real Property Acquisition/Disposal	*Are there other subsidiaries or component units of the Authority that are active, not inclindependently filing reports in PARIS?	uded in the PARIS reports sub	mitted by this Authority and not
Personal Property Disposal	Yes (10)		Chair Commission and the Authority
Property Documents	Be aware that changes will not be immediately reflected in the list. Requested changes will Budget Office, and will be reflected in the list for the next reporting period.	be reviewed by the Office of t	sie state comptioner and the free
Annual Report Submittal			[]
	Add Subsidiaries/Component Units Delete Sub	sidiaries/Component Units	Save
	No items found.		
	Name of Subsidiary/Component Unit	Status	Requested Changes

	arch for Authority	Investment Report Certified Financial
Budget Report	Annual Report Procuren	ent Report Investment Report Certified Financial
Governance Information (Authority-	ummary Financial Information	
related)		Syracuse Regional Airport Author
Governance		Fiscal Year End Date: 06
Information (Board-		Status: Un
related)		
Board of Directors		
Staff	SUMMARY	INANCIAL INFORMATION
Benefit Information		114 4162 12 214 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
Subsidiary/Component		
Unit Verification		
		Modify Delete
5.50 (ALLES A DATE DESCRIPTION OF THE PARTY OF THE	
Current Debt	SUMMARY STATEMENT OF NE	ASSEIS
Real Property Acquisition/Disposal		
	Amets	
Personal Property Disposal	Ourrent Assets	\$8,157.55
Property Documents	Cash and cash equivalents	0.00
Annual Report	Investments	0.00
Submittal	Receivables, net	0.00
	Other assets	8,157.55
	Total Current Assets	Upon in a
į	Noncurrent Assets	0.00
	Restricted cash and investments	0.00
:	Long-term receivables, net	0.00
i	O ther assets	
	Capital Assets Land and other nondepreciable pro	O.OD
		0.00
	Bulldings and equipment Infrastructure	0.00
	Accumulated depreciation	0.00
	Net capital assets	0.00
	Total Moncurrent Assets	0.00
1	INTEL MORCESTER ASSES	
;	Total Assets	8,157,55
:	1441,714422	
i		
1	<u>Liabilities</u>	
	Current Liabilities	
	Accounts payable	0.00
,	Pension contribution payable	0.00
	Other post-employment benefits	0.00
	Accrued liabilities	0.00
	Deferred revenues	0.00
:	Bonds and notes payable	0.00
,	Other long-term obligations due within	one year . 0.00
	Total Current Liabilities	0.00
	Noncurrent Liabilities	0.00
1	Pension contribution payable	0.00
:	Other post-employment benefits	0.00
	Bonds and notes payable	. 0.00
i	Long term leases	0.00
:	O ther long-term obligations	0.00
,	Total Noncurrent Liabilities	
:	Total Liabilities	0.00
i ·	FOLET FIRMINGS	
4	Mak Annah Printtide's	
	<u>Net Assets (Deficit)</u> Net Assets	
į.	Invested in capital assets, net of relate	debt 0.00
:	envested in capital assets, net of relate	0.00
	Unrestricted	. 0.00
į	Omesdicted	
į	Total Net Amets	\$0.00
į		
ļ		
i	SUMMARY STATEMENT OF REV	NUES, EXPENSES AND CHANGE IN NET ASSETS
;		•
	Operating Revenues	
İ	Charges for services	\$D.00
	Rental & financing income	0.00
	Other operating revenues	0.00
!	· · · · · · · · · · · · · · · · · · ·	
	Total Operating Revenue	0.00
İ	•	
1	Operating Expenses	•
1		

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	·
Operating Expenses	
Salaries and wages	0.00
Other employee benefits	0.00
Professional services contracts	0.00
Supplies and materials	0.00
Depreciation & amortization	0.00
	0.00
Other operating expenses	
Total Operating Expenses	0.00
socal Operating Expenses	
Assert Town Name of Control	0.00
Operating Income (Loss)	
Nonoperating Revenues	0.00
Investment earnings	0.00
State subsidies/granta	0.00
Federal subsidies/grants	0.00
Municipal subsidies/grants	0.00
Public authority subsidies	0.00
Other nonoperating revenues	0.00
	0,00
Total Monoperating Revenue	0.00
Honoperating Expenses	
Interest and other financing charges	0.00
Subsidies to other public authorities	0.00
Grants and donations	0.00
Other nonoperating expenses	0.00
Total Nonoperating Expenses	0.00
Income (Loss) Before Contributions	0.00
Capital Contributions	0.00
l ' '	
Change in net assets	0.00
Het assets (delicit) beginning of year	0.00
Other net assets changes	0.00
Net assets (deficit) at end of year	\$0.00
	•
Click here for definitions	

PARIS Enrollment	
Authority Home Page	Search for Authority Version 3,1.6
Budget Report	Anaval Report Procurement Report Investment Report Certified Financial Audit
Governance Information (Authority- related)	Current Debt Syracuse Regional Airport Authority (1220)
Governance Information (Board- related)	Fiscal Year End Date: 06/30/2012 Status: Unsubmitted
Board of Directors	
Staff	CURRENT DEBT
Benefit Information	
Subsidiary/Component Unit Verification	* Required Field
Summary Financial Information	If both questions below are answered "No," select "Save" and exit the Current Debt function.
New Debt Issuances	If Question 1 is "Yes" and Question 2 is "No," select "Save" and then select the "Schedule of Debt" link and complete the schedule of debt function.
Schedule of Debt	
Real Property Acquisition/Disposal	If both questions are answered "Yes," select "Save," then select the "New Debt Issuances" link to complete the new debt function, and then select the "Schedule of Debt" link and complete the schedule of debt function.
Personal Property Disposal	
Property Documents	-1. Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?
Annual Report Submittal	Yes (NO) 2. If yes, has the Authority issued any debt during the reporting period? Yes (NO)
	Save

PARIS Enrollment		. 1				Version 3.1.6
74201101117	Search for Authorit		1	nent Report	Investment Report	Certified Financial Audit
Budget Raport	l l	Annual Report	Precure	Henr Report		7
Governance Information (Authority- related)	New Debt Issuare	CEA			Syra	cuse Regional Airport Authority (1220) Fiscal Year End Date: 06/30/2012
Governance Information (Board- related)						Status: Unsubmitted
Board of Directors						
Staff			NEW D	EBT ISSUANC	ES LIST	
Benefit Information					,	
Subsidiary/Component Unit Verification						
Summary Financial Information						
818 (27) (24)						
++ +*, +,	! ! ,					New Debt Issuances List
Schedule of Debt	No items four	nd				
Real Property	Action	Type of Debt	Program	Total Amount	Bond Closing Date	Project Name
Acquisition/Disposal						
Personal Property Disposal						· ·
Property Documents						
Annual Report Submittal	Click here for del	inklons				

PARIS Enrollment	•	and the second s					Version 3.1
	Search for A		1		. i	Certified Fin	
Budget Report	1	Annual Report Procurs	ment Report	Investment Rej	our ;	Centilentin	ander A but
Governance Information (Authority- related)	Schedule of	f Debt			Suracijee	Regional Almort	3 (Authority (1220
Governance Information (Board- related)						iscal Year End Da	ate: 06/30/2012 us: Unsubmitted
Board of Directors	!	•					
Staff	1	SC	CHEDULE OF	DERT			
Benefit Information	i	50	MEDULE OF	וטבטו			
Subsidiary/Component Unit Verification							
Summary Financial Information	Action	Type of Debt (1)	State Author	ization Start of Fiscal	New Debt Issuances (\$)	Debt Retired (\$)	Outstanding End of Fiscal Year (\$)
the total end		State Obligation					
New Debt Issuances		State Guaranteed					
THE STATE OF STATE OF		State Supported			***************************************		
Real Property Acquisition/Disposal	; 	State Contingent Obligation					
Personal Property	 	State Contingent Obligation	 }				
Disposal		Other State Funded	CONTRACTOR STREET				
Property Documents		Other state runned					
Annual Report		Authority Obligation					
Submittel		General Obligation		—— 			
		Revenue				***************************************	
		Other Non-State Funded					
	 	Other Non-State Funded					
!		Conduit					
i		Conduit Debt					
		Conduit Debt - Pilot Increment Financing					
;		Conduct Deat - Proceedings of the Conduction	Total:	0.00	0.00	0.00	0.00
1	لحسسا	L _{ace}	Total:	0.00]			
; !			Refresh				
	(1) Do not n	report First Instance Advances/Appropriated Loans here					
į	Click here fo	ic definitions					

Property Documents Annual Report Submittel

PARIS Enrollment Version 3.1.6 Authority Home Page | Search for Authority | Certified Financial Audit Budget Report froqes launna Governance Information (Authority-related) Real Property Acquisition/Disposal Syracuse Regional Airport Authority (1220) Fiscal Year End Date: 06/30/2012 Governance Information (Board-related) Status: Unsubmitted Board of Directors REAL PROPERTY ACQUISITION/DISPOSAL LIST Staff Benefit Information Subsidiary/Component Unit Verification This authority has indicated that it had no real property acquisitions or disposals during the reporting period. Summary Financial Information No Transactions Current Debt Personal Property Disposal

PARIS : Enrollment Authority Home Page : Budget Report	Version 3.1.1 Annual Report Precurement Report Investment Report Cartified Financial Audit
Governance Information (Authority- related)	Personal Property Disposal Syracuse Regional Airport Authority (1220)
Governance Information (Board- related)	Fiscal Year End Date: 06/30/2012 Status: Unsubmitted
Board of Directors	
Staff	PERSONAL PROPERTY DISPOSAL LIST
Benefit Information	PERSONAL FROI ERVI BUSI GOILE
Subsidiary/Component Unit Verification	This authority has indicated that it had no personal property disposals during the reporting period.
Summary Financial Information	No Disposals
Current Debt	, no orașestos
Real Property	to the control of the control of the control of the control of the control of the control of the control of the

Property Documents Annual Report Submittal

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PARIS Enrollment	Version 3.1.6
Authority Honte Page	Search for Authority
Budget Raport	Annual Report . Procurement Report Investment Report Certified Financial Audit
Governance Information (Authority- related)	Property Documents Syrecuse Regional Airport Authority(1220)
Governance Information (Board- related)	Fiscal Year End Date:06/30/2012 Stetus:Unsubmitted
Board of Directors	VIEW PROPERTY DOCUMENTS
Staff	Property Documents was updated successfully.
Benefit Information	
Subsidiary/Component Unit Verification	1. In accordance with Section 2896(3) of PAL, the authority is required to prepare a report at least annually of all real property of the authority. Has this report been property?
Summary Financial Information	Yes (No)
Current Debt	If Yes, provide the URL link to the document below:
Real Property Acquisition/Disposal Personal Property	2. Has the authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?
Disposal	Yes (No)
, tetata tanah	1f Yes, provide the URL link to the document below:
Annual Report Submittal	3. In accordance with Section 2896(1) of PAL, has the authority named a contracting officer who shall be responsible for the authority's compliance with and enforcement of such guidelines? Yes (160)
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PARIS Enrollment					
Authority Home Page	Search for Authority				Version 3.1.
Budget Report	Anaual I	teport	Procurement Report	Investment Re	port Certified Financial Audit
Governance Information (Authority- related)	Data Submittel	·			ू Syracuse Regional Airport Authority (1220)
Governance Information (Board- related)					Fiscal Year End Date: 06/30/2012 Status: Unsubmitted
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Current Debt	By checking this box, I cont	irm that this Annual R	eport is complete and, that to	o the best of my knowledge and b	elief after reasonable inquiry, the information been discussed with and approved by the board.
Real Property Acquisition/Disposal	provined refer is accurate				
Personal Property Disposal		note that come of th	e noticise and amcedures re-	nuited under the Public Authoriti	scal year ending June 30, 2012. Please is Law have not yet been adopted as the
Property Documents	Additional Comments	Authority has not as	isumed control over, or mana s, debt or real property.	gement of Syracuse Hancock Int	ernational Airport, including, but not
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Resolution Approving Audit
Report Required by the NY
Public Authorities Law and
Authorizing it to be Submitted,
Certified and Filed with the
NYS ABO and Certain City of
Syracuse Officials

RESOLUTION APPROVING THE AUDIT REPORT FOR FISCAL YEAR 2011/12 REQUIRED BY NEW YORK PUBLIC AUTHORITIES LAW AND AUTHORIZING THE SECRETARY TO SUBMIT, FILE AND CERTIFY THE AUDIT REPORT WITH THE NEW YORK STATE AUTHORITIES BUDGET OFFICE AND CERTAIN CITY OF SYRACUSE OFFICIALS

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 Authority is required by Section 2802(2) of the New York Public
Authorities Law, as amended, to prepare, submit and file with the New York State Authorities
Budget Office ("ABO") and the Mayor, Commissioner of Finance and President of the Common
Council of the City of Syracuse an Audit Report for Fiscal Year 2011/12, consisting of a copy of
the annual independent audit report, performed by a certified public accounting firm in
accordance with generally accepted auditing standards and management letter and any other
external examination of the books and accounts of the Authority other than copies of the reports
of any examinations made by the state comptroller, not less than ninety (90) days following the
end of the fiscal year; and

WHEREAS, the Authority has not yet contracted with a certified public accounting firm to perform an independent audit for Fiscal Year 2011/12; and

WHEREAS, pursuant to Resolution No. 6 of 2012, the Audit Committee of the Authority has prepared, reviewed and recommended the Audit Report for Fiscal Year 2011/12 for consideration by the Authority; said Audit Report consists of a document entitled "Enter

Financial Documents" and a letter advising that an independent audit has not been conducted; and

WHEREAS, the Audit Report for Fiscal Year 2011/12, consisting of a document entitled "Enter Financial Documents" and a letter advising that an independent audit has not been conducted, has been submitted to and reviewed by the Authority; NOW, THEREFORE,

BE IT RESOLVED, that the Syracuse Regional Airport Authority hereby approves the Audit Report for Fiscal Year 2011/12, consisting of a document entitled "Enter Financial Documents" and a letter advising that an independent audit has not been conducted, as attached to and made a part of this Resolution, as the Authority's Audit Report for Fiscal Year 2011/12, until the Authority contracts with a certified public accounting firm to perform an independent audit for Fiscal Year 2011/12 and receives from a certified public accounting firm an independent audit report and management letter for Fiscal Year 2011/12; and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby authorized to submit, file and certify the Authority's Audit Report for Fiscal Year 2011/12 with the New York State Authorities Budget Office via the Public Authorities Reporting Information System ("PARIS"); and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby designated and authorized to submit and file the Authority's Audit Report for Fiscal Year 2011/12 with the Mayor, Commissioner of Finance and President of the Common Council of the City of Syracuse as required by Section 2802(2) of the New York Public Authorities Law, as amended; and BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Resoluti	on Adopted	Date:		•
Vote: A	yes	Nays:	Abstentions:	.•
Signed:			·	
	Secretary			

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October 1, 2012

To whom it may concern:

Please be advised that the Syracuse Regional Airport Authority has not had an independent audit conducted as of the filing of this report. The legislation enabling the creation of the SRAA was signed into law in August 2011. The Audit Committee was established, and is currently drafting a Request for Proposals for Auditing Services. The RFP while require an audit of the fiscal year ending June 30, 2012.

The finalized audit will be filed with the ABO via PARIS upon completion.

Resolution Approving
Procurement Report Required
by the NY Public Authorities
Law and Authorizing it to be
Submitted, Certified and Filed
with the NYS ABO and Certain
City of Syracuse Officials

RESOLUTION APPROVING THE PROCUREMENT REPORT FOR FISCAL YEAR 2011/12 REQUIRED BY NEW YORK PUBLIC AUTHORITIES LAW AND AUTHORIZING THE SECRETARY TO SUBMIT, FILE AND CERTIFY THE PROCUREMENT REPORT WITH THE NEW YORK STATE AUTHORITIES BUDGET OFFICE AND CERTAIN CITY OF SYRACUSE OFFICIALS

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 Authority is required by Section 2800(2)(a)(16) of the New York Public Authorities Law, as amended, to prepare, submit and file, not less than ninety (90) days following the end of the fiscal year, with the New York State Authorities Budget Office ("ABO") and the Mayor, Commissioner of Finance and President of the Common Council of the City of Syracuse an Procurement Report for Fiscal Year 2011/12, consisting of a description of the total amounts of assets, services or both assets and services bought or sold without competitive bidding, including (i) the nature of those assets and services, (ii) the names of the counterparties, and (iii) where the contract price for assets purchased exceeds fair market value, or where the contract price for assets sold is less than fair market value, a detailed explanation of the justification for making the purchase or sale without competitive bidding, and a certification by the chief executive officer and chief financial officer of the public authority that they have reviewed the terms of such purchase or sale and determined that it complies with applicable law and procurement guidelines; and

WHEREAS, pursuant to Resolution No. 6 of 2012, the Finance Committee of the Authority has prepared, reviewed and recommended the Procurement Report for Fiscal Year 2011/12 for consideration by the Authority; said Procurement Report consists of Procurement Information, Procurement Transactions and the duly executed Engagement Letter between the Authority and Hancock Estabrook, LLP; and

WHEREAS, the Procurement Report for Fiscal Year 2011/12, consisting of Procurement Information, Procurement Transactions and the duly executed Engagement Letter between the Authority and Hancock Estabrook, LLP, has been submitted to and reviewed by the Authority; NOW, THEREFORE,

BE IT RESOLVED, that the Syracuse Regional Airport Authority hereby approves the Procurement Report for Fiscal Year 2011/12, consisting of Procurement Information,

Procurement Transactions and the duly executed Engagement Letter between the Authority and Hancock Estabrook, LLP, as attached to and made a part of this Resolution, as the Authority's Procurement Report for Fiscal Year 2011/12; and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby authorized to submit, file and certify the Authority's Procurement Report for Fiscal Year 2011/12 with the New York State Authorities Budget Office via the Public Authorities Reporting Information System ("PARIS"); and

BE IT FURTHER RESOLVED, that the Chair and Treasurer of the Authority are hereby authorized to make or execute any certification required by the New York State Authorities Budget Office with respect to any procurements set forth in the Procurement Report; and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby designated and authorized to submit and file the Authority's Procurement Report for Fiscal Year 2011/12

with the Mayor, Commissioner of Finance and President of the Common Council of the	City of
Syracuse as required by Section 2800(2)(a) of the New York Public Authorities Law, as	
amended; and	

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

Resolution Adopte	d Date:		<u> </u> •
Vote: Ayes	Nays:	Abstentions:	 '
Signed:		•	
Secretary			

Authority Home Page				Version 3				
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	3. Does the Authority e	ellow for exceptions to the procurement gu	idelines?					
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į	Yes No	assign credit cards to employees for travel	and/or business purchases?	•				
		equire prospective bidders to sign a non-c	ollusion agreement?					
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	 6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts? 							
1	Yes No	ra:						
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		signate a person or persons to serve as the The Procurement Lobbying Act"?	e authorized contact on a specific procureme	nt, in accordance with Section 139-j(2)(a) of the				
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	period, in accordance with	Section 139-j(10) of the State Finance La	aw?					
!	Yes (No)							
	If Yes, was a record n	made of this impermissible contact?						
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- 1	Yes No	ations have occurred, in accordance with S	ection 139-)(9) of the State Finance CBM?					
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Procurement Report Submittal	Status: Unsubmitted
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	Procurement Legal services in connection with the Security Personnel Services A greenent
	Security residence agreement
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	Type of Procurement: Legal Services
	Award Process: Authority Contract - Non-Competitive Bid
	Award Date: 11/15/2011
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:	Pair Market Value: 15,00.00
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i	Contact Us Terms of Service Privacy Policy



November 15, 2011

JANET D. CALLAHAN
jeallahan@hancocklaw.com

William P. Fisher, Chair Syracuse Regional Airport Authority Syracuse International Airport 1000 Col. Eileen Collins Blvd. Syracuse, New York 13212

Re: Engagement Letter for Syracuse Regional Airport Authority

Dear Mr. Fisher:

We are pleased that we will be providing legal services to the Syracuse Regional Airport Authority (the "Authority"). The content of this Engagement Letter sets forth the terms of representation that apply to our services. If you have any questions, please feel free to contact me.

- 1. SERVICES PROVIDED. Hancock Estabrook, LLP will provide legal services to the Authority with regard to any agreements between the Authority and the City of Syracuse. Legal services as used in this Agreement include consultation, advice, negotiations and litigation where appropriate.
 - 2. FEES AND COSTS. In return for our legal services, we will charge fees as follows:

For general legal advice, attendance at meetings and public hearings and consultation on matters not including litigation, our hourly rates will be \$180 for partners, \$160 for associates and \$100 for paralegals.

For drafting policies, by-laws, reports, contracts, regulations and other legal documents, our hourly rates will be \$200 for partners, \$175 for associates and \$100 for paralegals.

For representation in connection with litigation labor and employment matters and environmental matters, our hourly rates will be \$225 for partners, \$185 for associates and \$100 for paralegals.



I will be the responsible attorney on this matter. Rates are reviewed each January and may be adjusted at that time. While one attorney will be primarily responsible for the conduct of your matter, we use a team approach. Other attorneys or paralegals may be given assignments relating to this matter, as appropriate. You will be billed for our legal services in quarter hour increments, portal to portal. Expenses we incur in connection with this matter, including but not limited to photocopying, postage and express delivery expenses, will be itemized and included on your monthly billings.

- 3. RETAINER. We agree with respect to this representation to waive our usual requirement of a retainer.
- 4. BILLINGS. We will send you bills monthly. All balances billed are due within 30 days of the date of the billing statement. In the event a bill remains unpaid beyond 30 days, you agree that we may, in our sole discretion, suspend or cease any work or services with respect to your matter until the balance is brought current.
- 5. DISCHARGING US. You may discharge us at any time by written notice effective when we receive it. Unless specifically agreed otherwise, we will provide no further services and advance no further costs on your behalf after receiving the notice. If we are your attorneys of record in any proceeding, we will send you a substitution of attorneys form which you agree to execute and return immediately. You will remain obligated to pay us at the agreed rates for all services provided up to the date of discharge, and to reimburse us for all costs advanced up to the date of discharge.
- 6. OUR WITHDRAWAL. If we decide there has been an irretrievable breakdown in the attorney/client relationship or a material breach of this Agreement or if a bill remains unpaid beyond 30 days, we may, if no lawsuit has yet been commenced on your behalf, withdraw from representation. If a lawsuit is pending, we may apply to the court to withdraw as your attorneys. If that happens, you will be provided with notice and an opportunity to be heard in court. If you owe any fees or expenses at the time of our withdrawal, we may, in addition to any other remedy, seek a lien on any money or property that is awarded to you in the action brought on your behalf.
- 7. FEE DISPUTES. In the event of a dispute involving a fee, you have the right to elect to resolve that dispute by arbitration in Onondaga County, under Part 137 of the Rules of the Chief Administrator of the Courts and the arbitration rules promulgated by the Onondaga County Bar Association.

Again, I sincerely appreciate the opportunity for Hancock Estabrook to address the Authority's legal needs. I will ensure that Hancock Estabrook meets your needs as efficiently as



William P. Fisher November 15, 2011 Page 3

possible while providing the Firm's usual high quality service.

To indicate your understanding and acceptance of the terms set forth in this Engagement Letter, please sign and return a copy.

Very truly yours,

HANCOCK ESTABROOK, LLP

Janet D. Callahan Managing Partner

JDC/kam

I HAVE READ AND UNDERSTAND THIS ENGAGEMENT LETTER AND ACCEPT ITS TERMS.

SYRACUSE REGIONAL AIRPORT AUTHORITY

William P. Fisher, Chair

Resolution Approving Investment Report Required by the NY Public Authorities Law and Authorizing it to be Submitted, Certified and Filed with the NYS ABO, the NYS Department of Audit and Control and Certain City of Syracuse Officials

RESOLUTION APPROVING THE INVESTMENT REPORT FOR FISCAL YEAR 2011/12 REQUIRED BY NEW YORK PUBLIC AUTHORITIES LAW AND AUTHORIZING THE SECRETARY TO SUBMIT, FILE AND CERTIFY THE INVESTMENT REPORT WITH THE NEW YORK STATE AUTHORITIES BUDGET OFFICE, THE NEW YORK STATE DEPARTMENT OF AUDIT AND CONTROL AND CERTAIN CITY OF SYRACUSE OFFICIALS

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 Authority is required by Section 2925 of the New York Public
Authorities Law, as amended, to prepare, submit and file, not less than ninety (90) days
following the end of the fiscal year, with the New York State Authorities Budget Office
("ABO"), the New York State Department of Audit and Control and the Mayor and
Commissioner of Finance of the City of Syracuse an Investment Report for Fiscal Year 2011/12,
consisting of the investment guidelines, amendments to such guidelines since the last investment
report, an explanation of the investment guidelines and amendments, the results of the annual
independent audit, the investment income record of the Authority and a list of the total fees,
commissions or other charges paid to each investment banker, broker, agent, dealer and adviser
rendering investment associated services to the Authority since the last investment report; and

WHEREAS, the Authority has not prepared an Investment Report that complies with the requirements of Section 2925 of New York Public Authorities Law, as amended, as set forth in the preceding clause, due to the fact that the Authority has not yet contracted with a certified

public accounting firm to perform an independent audit for Fiscal Year 2011/12 and the Authority has neither invested any of the funds of the Authority nor retained any professionals to invest the funds of the Authority; and

WHEREAS, pursuant to Resolution No. 6 of 2012, the Finance Committee of the Authority has prepared, reviewed and recommended the Investment Report for Fiscal Year 2011/12 for consideration by the Authority; said Investment Report consists of a document entitled "View Investment Information"; and

WHEREAS, the Investment Report for Fiscal Year 2011/12, consisting of a document entitled "View Investment Information", has been submitted to and reviewed by the Authority; NOW, THEREFORE,

BE IT RESOLVED, that the Syracuse Regional Airport Authority hereby approves the Investment Report for Fiscal Year 2011/12, consisting of a document entitled "View Investment Information", as attached to and made a part of this Resolution, as the Authority's Investment Report for Fiscal Year 2011/12; and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby authorized to submit, file and certify the Authority's Investment Report for Fiscal Year 2011/12 with the New York State Authorities Budget Office via the Public Authorities Reporting Information System ("PARIS"); and

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby designated and authorized to submit and file the Authority's Investment Report for Fiscal Year 2011/12 with the New York State Department of Audit and Control and the Mayor and Commissioner of Finance of the City of Syracuse as required by Section 2925(7)(b) of the New York Public Authorities Law, as amended; and

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

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Vote: Ayes	Nays:	Abstentions:
Signed:		·
Secretary		

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Resolution Amending
Organizational By-Laws to
Establish a HR Committee as a
Standing Committee of the
Authority

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RESOLUTION AMENDING THE AUTHORITY'S ORGANIZATIONAL BY-LAWS TO FORM A HUMAN RESOURCES COMMITTEE AND ESTABLISH IT AS A STANDING COMMITTEE

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 authorize the Authority to form standing committees from its membership as it deems desirable to advise the Authority on any matter incident to the function of the Authority; and

WHEREAS, the Authority has determined that it is desirable to form a Human Resources Committee from its membership to advise the Authority on all employment and personnel-related matters and establish said Human Resources Committee as a standing committee; and

WHEREAS, the Authority has determined that it wishes to amend Section 6.3 of its existing Organizational By-Laws to add a new Section 6.3.4 to form the Human Resources Committee and establish it as a standing committee; 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

WHEREAS, Section 8.1 of the of the existing Organizational By-Laws provides that the By-Laws of the Authority shall be amended only with the approval of a majority of the members of the Authority at a regular or special meeting; NOW, THEREFORE,

BE IT RESOLVED, that the Authority hereby amends Section 6.3 of the Authority's Organizational By-Laws, as adopted, to add a new Section 6.3.4 following the existing Section 6.3.3, with the new Section 6.3.4 to read as follows:

Section 6.3.4 Human Resources Committee.

The Authority shall appoint and constitute a Human Resources Committee comprised of not less than three (3) members, who shall constitute a majority on the committee, and who shall possess the necessary skills to understand the duties and functions of the Human Resources Committee. The purpose of the Human Resources Committee shall be to assist the Authority by (1) keeping the Authority informed of current best practices in human resources and labor management; (2) reviewing human resources and labor management trends for their applicability to the Authority; (3) updating the Authority's human resources and labor management principles and practices; (4) overseeing all employment and personnel-related matters for the Authority; and (5) any other tasks assigned to it by the Human Resources Committee Charter.

; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately; and BE IT FURTHER RESOLVED, that all provisions of the Organizational By-Laws of the Syracuse Regional Airport Authority unchanged by this Resolution, including those parts of Section 6.3 not amended by this Resolution, shall remain in full force and effect and shall be regarded for all purposes as having been in effect continuously; and

BE IT FURTHER RESOLVED, that this amendment to the Organizational By-Laws of the Syracuse Regional Airport Authority be certified by the Secretary of the Authority and filed in the Office of the Authority.

Resolution Adop	ted Date:	
Vote: Ayes	Nays:	_ Abstentions:
Signed:		
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Resolution Adopting HR Committee Charter

RESOLUTION ADOPTING SYRACUSE REGIONAL AIRPORT AUTHORITY HUMAN RESOURCES COMMITTEE CHARTER

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, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 6.3 of the Organizational By-Laws of the Authority requires the Authority to adopt a charter for each of its standing committees and the Human Resources Committee has been established as one of the Authority's standing committees; and

WHEREAS, a draft Human Resources Committee Charter has been submitted and reviewed by the Authority; and

WHEREAS, the Authority has determined that said draft Human Resources Committee Charter meets the requirements of Section 6.3 of the Organizational By-Laws of the Authority, the New York State Authorities Budget Office's recommended governance practices and the present needs of the Authority; NOW, THEREFORE,

BE IT RESOLVED, that the Syracuse Regional Airport Authority hereby adopts the draft Human Resources Committee Charter, as attached to and made a part of this Resolution, as the Human Resources Committee Charter for the Syracuse Regional Airport Authority Human Resources Committee, effective immediately; and

BE IT FURTHER RESOLVED, that this Human Resources Committee Charter be certified by the Secretary of the Authority and filed in the Office of the Authority.

Resolution Adopted Date:				
Vote: A	Ayes	Nays:	Abstentions:	
Signed:				 •
	Secretary			

HUMAN RESOURCES COMMITTEE CHARTER

This Human Resources Committee Charter was adopted by the **Syracuse Regional Airport Authority** (the "Authority"), a public benefit corporation established under the laws of the State of New York, on this 14th day of September, 2012.

ARTICLE I PURPOSE

Section 1.1 Pursuant to Article VI, Section 6.3.4 of the Authority's By-Laws, the purpose of the Human Resources Committee is to assist the Authority by:

- 1. Keeping the Authority informed of current best practices in human resources and labor management;
- 2. Reviewing human resources and labor management trends for their applicability to the Authority;
- 3. Updating the Authority's human resources and labor management principles and practices;
- 4. Overseeing all employment and personnel-related matters for the Authority; and
- 5. Any other tasks assigned to it by this Charter.

ARTICLE II ORGANIZATION OF THE COMMITTEE

Section 2.1 Composition of Committee; Appointment of Members.

The Human Resources Committee shall be established as set forth in and pursuant to Article VI, Section 6.3.4 of the Authority's By-Laws. The Human Resources Committee shall consist of at least three (3) members of the Authority. The Authority will appoint the Human Resources Committee members and the Chair of the Authority will designate the Human Resources Committee Chair.

Section 2.2 Qualifications of Committee Members.

Human Resources Committee members shall be prohibited from being an employee of the Authority or an immediate family member of an employee of the Authority. In addition, Human Resources Committee members shall not engage in any private business transactions with the Authority or receive compensation from any private entity that has material business relationships with the Authority, or be an immediate family member of an individual that engages in private business transactions with the Authority or receives compensation from an entity that has material business relationships with the Authority.

Ideally, all members on the Human Resources Committee shall be knowledgeable or become knowledgeable in matters pertaining to human resources and labor management.

ARTICLE III DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCES COMMITTEE

Section 3.1 Responsibilities.

To accomplish the objectives of good labor relations, the Human Resources Committee has responsibilities related to: (a) the Authority's human resources and labor management principles and practices; (b) evaluation of the Authority's human resources and labor management policies; and (c) overseeing all employment and personnel-related matters for the Authority.

Section 3.2 Duties.

The Authority has delegated to the Human Resources Committee the power and authority necessary to discharge its duties, including the right to:

- 1. Meet with and obtain any information it may require from Authority staff.
- 2. Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the Committee deems necessary.
- 3. Solicit at the Authority's expense, persons having special competencies, including legal, accounting or other consultants as the Committee deems necessary to fulfill its responsibilities. The Human Resources Committee shall have the authority to negotiate the terms and conditions of any contractual relationship subject to the Authority's adopted procurement guidelines per Section 2879 of New York Public Authorities Law, as amended, and to present such contracts to the Authority for its approval.

Section 3.3 Human Resources and Labor Management Principles and Practices.

The Human Resources Committee shall:

- 1. Develop and recommend human resources and labor management principles and practices for adoption by the Authority.
- 2. Based upon these human resources and labor management principles and practices, draft and recommend a Personnel Manual for adoption by the Authority.

Section 3.4 Employment Positions.

The Human Resources Committee shall:

1. Develop and provide recommendations to the Authority regarding employment positions with the Authority, the management structure of the Authority and other positions or titles the Authority should create and hire persons to fill.

- 2. Draft and recommend civil service titles and job descriptions for adoption by the Authority.
- 3. Conduct employment searches on behalf of the Authority, including interviewing candidates, negotiating salary and other benefits and making hiring recommendations to the Authority.

Section 3.5 Evaluation of the Authority's Human Resources and Labor Management Policies.

The Human Resources Committee shall:

- 1. Review on a regular basis, and recommend to the Authority updates as necessary to the Authority's human resources and labor management principles, practices and policies.
- 2. Develop and recommend to the Authority any required revisions to the Authority's written policies prohibiting employment discrimination, retaliation, harassment and/or any other unlawful employment practices.
- 3. In consultation with the Governance Committee, develop and recommend to the Authority any required revisions to the Authority's equal opportunity and affirmative action policies.
- 4. Develop and recommend to the Authority any required revisions to the Authority's written policies regarding workplace safety and drugs and alcohol.

Section 3.6 Other Duties and Responsibilities of the Human Resources Committee.

The Human Resources Committee shall:

- 1. Present annually to the Authority a written report of how it has discharged its duties and met its responsibilities as outlined in this Charter.
- 2. Obtain any information and training needed to enhance the Human Resources Committee members' understanding of the current best practices in human resources and labor management trends.
- 3. Review the Human Resources Committee's Charter annually, reassess its adequacy, and recommend any proposed changes to the Authority. The Human Resources Committee Charter will be updated as applicable laws, regulations and human resources and labor management standards change.
- 4. Annually review, assess and make necessary changes to the human resources and labor management principles and practices and the Personnel Manual.

5. Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the Charter.

Section 3.7 Reports

The Human Resources Committee shall:

- 1. Report its actions and recommendations to the Authority at regular meetings of the Authority.
- 2. Report to the Authority, at least annually, regarding any proposed changes to the Human Resources Committee Charter, human resources and labor management principles and practices and the Personnel Manual.
- 3. Provide a self-evaluation of the Human Resources Committee's duties and responsibilities on an annual basis.

Section 3.8 Resources.

The Authority will ensure that the Human Resources Committee has sufficient resources to carry out its duties and responsibilities.

ARTICLE IV MEETINGS

Section 4.1 Number.

The Human Resources Committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the duties and responsibilities outlined in the Charter.

Section 4.2 Attendance.

Members of the Human Resources Committee are expected to attend each committee meeting, in person or via videoconference. The Human Resources Committee may invite other individuals, such as members of management, in-house or outside counsel and technical experts to attend meetings and provide pertinent information, as necessary.

Section 4.3 Meeting Agendas.

Meeting agendas will be prepared for every meeting and provided to the Human Resources Committee members along with briefing materials five (5) business days before the scheduled Human Resources Committee meeting. The Human Resources Committee will act only on the affirmative vote of a majority of the members at a meeting or by unanimous consent. Minutes of these meetings will be recorded.

Section 4.4 Rules of Procedure.

All meetings of the Human Resources Committee shall be conducted in accordance with Roberts Rules of Order, current edition.

Section 4.5 Open Meetings Law.

Meetings of the Human Resources Committee are subject to the provisions of the Open Meetings Law of the State of New York and shall be conducted in compliance therewith. Where matters are ones that are authorized to be taken up in executive session, the Human Resources Committee shall meet in executive session in accordance with the provisions of the Open Meetings Law of the State of New York and any other applicable laws and regulations.

Resolution Appointing Members of the HR Committee

2012

RESOLUTION APPOINTING MEMBERS TO SYRACUSE REGIONAL AIRPORT AUTHORITY HUMAN RESOURCES COMMITTEE

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, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, the Authority has amended Section 6.3 of its Organizational By-Laws to form a Human Resources Committee and establish it as a standing Committee; and

WHEREAS, Sections 6.3 and 6.3.4 of the Organizational By-Laws of the Authority requires the Authority to appoint members of the Authority to the Human Resources Committee; NOW, THEREFORE,

BE IT RESOLVED, that the Syracuse Regional Airport Authority hereby appoints the following members of the Authority to the Authority Human Resources Committee:

William Fisher
Donald Thompson
Eleanor Ware

; and

BE IT FURTHER RESOLVED, that per Section 6.3 of the Organizational By-Laws of the Authority, the Chair of the Authority has designated Donald Thompson as Chair of the Authority Human Resources Committee; and

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

Kesoiu	uon Adopted	Date:		•
Vote:	Ayes	Nays:	Abstentions:	
Signed:	·		· 	
_	Secretary			

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