

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 April 12, 2013

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, April 12, 2013 @ 12:03 PM in the Walnut Room located in the Best Western Hotel at Syracuse Hancock International Airport by Chair Mr. William Fisher.

Members Present:

Mr. William Fisher-Chair
Dr. Robert DiFlorio
Ms. Judy Flanagan
Mr. John Johnson Jr.
Mr. Patrick Mannion (left @ 1:15 pm)
Ms. Beth Rougeux (arrived @ 12:13 pm)
Mr. Donald Thompson
Ms. Eleanor Ware

Members Absent:

Hon. Khalid Bey
Dr. Donna DeSiato
Ms. Irene Scruton

Also Present:

Ms. Christina Callahan
Ms. Jennifer McIntyre
Ms. Cheryl Herzog
Mr. Tim Frateschi
Mr. John McCann
Mr. Steven Baldwin
Mr. Nick Johnson
Hon. Morris Sorbello

1. Roll Call

As noted above, all Members were present, except for the Hon. Khalid Bey, Dr. Donna DeSiato, and Ms. Irene Scruton.

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

A motion was made by Dr. DiFlorio and seconded by Mr. Johnson to accept the minutes as amended from the March 8, 2013 regular meeting.

The motion was approved 7 ayes, 0 nays.

Beth Rougeux joined the meeting at 12:13

3. Report of Officers

The Chairman's Report was read by Chair Fisher.

On Saturday 3/16, I received an updated Lease and Services Agreement from John McCann, whose revisions incorporated certain inboard from our March 8 meeting. On Monday 3/18, after discussing the previous draft with Mr. McCann, I received an updated draft, which was then sent to the City of Syracuse attorney, Joe Barry. This draft was subsequently reviewed by the City of Syracuse, as well as by Steve Baldwin (Baldwin Associates) and David Moynihan (Testone, Marshall & Discenza). During the weeks of March 18 and March 25, the attorneys engaged in correspondence and discussion regarding the March 18 draft agreement.

On Thursday 3/28 I attended a meeting with Bill Ryan, Christina Callahan, John McCann and Joe Barry. We discussed the Lease and Services Agreement and agreed that the agreement should be redrafted as two agreements, a Lease Agreement and a Services Agreement. We also discussed several issues that Mr. Barry had identified in the course of his review of the 3/18 draft.

On Mon 4/1, I was copied on an email from Steve Baldwin, who reported on updated information he had received from the FAA on the proposed outline for the pending application by the City and SRAA for transfer of the Airport Operating Certificate. This included a clear indication that the FAA would require the Lease Agreement and Services Agreement to be drafted separately from one another.

On Wed 4/3, I attended a meeting with Mayor Stephanie Miner, Bill Ryan, Christina Callahan, Bob Stamey (City Personnel Commissioner), John McCann and Joe Barry. We discussed the issues that Mr. Barry had raised in the meeting of March 28. On Fri 4/5, Mr. McCann provided me with a legal memorandum addressing the major issues discussed in the meeting of April 5.

On Thurs. 4/4, I received an analysis of the Airport's debt profile from Susan Schmelzer of Raymond James, a public finance firm that advises the City of Syracuse on its debt offerings.

On Thurs. 4/4, I received copies of the Aviation Department's revenue and expense budgets for the 2013/2014 fiscal year from Maureen Fogarty. On Sat 4/6, I sent a new version of the "Airport Debt Profile" schedule, updated to include the City's planned Bond Anticipation Notes, to Chris Callahan. On Mon. 4/8, I discussed the debt services schedules for Serial Bond and BANS with Commissioner Callahan. Our discussion focused on the City's plan to issue \$2.5 million in new debt in June 2013 for capital repairs and improvements to the airport garage, which will be financed as part of a new Bond Anticipation Note, as well as the potential debt services schedule for paying off the principal amount of the note planned for June 2013.

The Secretary's Report was given by Ms. Callahan. The report outlines the activities of the Syracuse Regional Airport Authority (SRAA) from the last meeting of March 8, 2013 through April 11, 2013.

- Updated SRAA information on www.syrairport.org as needed.
- Reviewed and processed 4 invoices from G4S totaling \$238,075.29
- Reviewed and processed one (1) invoice from Hancock & Estabrook in the amount of \$7,335.00
- RFP for Professional Auditing Services
Two proposals were received March 15. Members of the Audit RFP Committee reviewed the proposals, completed an evaluation/score sheet, and selected D'Arcangelo and Company, LLC.

4. Commissioner's Report

This report outlines the activities of the office of the Commissioner of Aviation for the period beginning on March 11, 2013 through April 11, 2013.

Air Service Development Update

Network 2013 Conference, San Antonio, Texas

Southwest Airlines: Discussions with representatives of Southwest addressed recent developments at SYR (i.e. the terminal expansion project, non-aeronautical revenue development, strong regional economic climate), and presented the case for the rationalization of Southwest services across upstate New York, including SYR. Southwest indicated that it will not be adding any new cities to its system until the AirTran/Southwest integration is completed. Accordingly, 2015 will be the first opportunity for Southwest service at SYR. Southwest also confirmed that SYR remains a market of interest, and that contact should be maintained over the coming 18 months.

Next steps: maintain periodic contact with Southwest. Provide updates to Karen Lewis (B. Rougeux).

Allegiant Airlines: Discussions with Allegiant focused on the timeline for the introduction of service at SYR. Allegiant noted that the final decision and launch date are driven by the aircraft delivery schedules, with have encountered some delays.

Next steps: Maintain regular contact with Allegiant to maintain SYR's position in the timeline and secure services as soon as possible. Regular calls to Eric Fletcher (C. Callahan).

Public Charters: Public Charters serves as a broker/agent between lift providers and tour operators or other service interests. Public Charters also is about to launch a booking engine

designed to find low fare services in connecting markets, and thereby give prominence to interline connecting services being provided by Public Charters (in conjunction with scheduled network carriers.) Interest was expressed in developing a scheduled charter program to SYR to Florida (i.e. Punta Gorda), with service potentially starting in November 2013. Public Charters will develop a program proposal (including cost) for consideration by SYR.

Next steps: Upon receipt of proposal, evaluate the feasibility of a scheduled charter program to Florida for the winter of 2013-14. Conference call scheduled for Friday, March 29, 2013 (C. Callahan and B. Parrella).

PeoplEXPRESS: PeoplEXPRESS is a new startup with the brand of the former airline of the same name. It is expected to close soon on the purchase of three B737-700 and three B737-800 aircraft, and an operating certificate has been acquired. Their initial focus cities will be Newport News VA and Pittsburgh PA, and Florida destinations will likely include St. Petersburg FL and West Palm Beach FL. Interest was expressed in the SYR-PIT market, as well as potential service non-stop to Florida.

Next steps: Provide additional information regarding the SYR-PIT opportunity and remain in contact as the airline initiates its first services.

Delta Air Lines: This meeting focused on getting Delta's assessment of how the various Delta services were performing. Delta indicated that they were very pleased with the performance of four of the non-stop services (ATL, MSP, DTW and JFK). The LGA service has been weak during the winter months, with load factors in the 60s, and strong during the summer, with load factors in the 80s. It was agreed that an advertising or promotion effort should be discussed further in anticipation of the next winter season to boost traffic. Delta also mentioned that DTW may experience an upgrade in equipment as the regional jet fleet undergoes improvements.

Next steps: Discuss with Delta the scope and timing of promotional activity regarding the LGA service.

American Airlines: American indicated that it is taking a fresh look at upstate New York services, and is considering such service to DFW. The restructuring of the company is resulting in a significant change in its regional service aircraft, as well as additional options regarding regional operating partners. These aircraft (i.e. CRJ 700 and A 319) are better suited to routes like SYR-DFW. American noted that although the SYR market is smaller than the Buffalo market, it was higher yields, making it an attractive opportunity. American requested additional information regarding the affinity between Central New York and the Dallas/Ft. Worth area, and other Texas communities.

Next steps: Develop an information package for American, and request a meeting at AA offices in Ft. Worth to present the full opportunity.

JetBlue: This meeting reviewed the status of prior discussions regarding potential new services to BOS and FLL. JetBlue indicated that SYR-BOS is still actively under consideration, and would be relatively easy to add since it does not require much aircraft time for such an operation. JetBlue also said that SYR-FLL is now of greater interest, with the buildup of services at FLL to the Caribbean, Central America and South America. However, construction of facilities at FLL is constraining expansion of services there; expansion of services will depend in part of the availability of gates and other facilities.

Next steps: Maintain regular contact with JetBlue to maximize prospects for the new services that have been discussed. Submit incentive offer for SYR-BOS service.

Common Council

March 18, 2013

A public hearing was held relative to the Ground Lease Agreement between the city of Syracuse and Syracuse Jet Real Estate Management, LLC for the proposed hangar and building development. The Common Council voted unanimously to approve the agreement.

The Syracuse Common Council approved the issuance and sale of bonds and the capital improvement project for structural repairs to the parking garage in the amount of \$2.5 million.

The Syracuse Common Council withdrew a request to amend the rate structure for parking rates at the open lot and parking garage. The request was to increase the daily rate by \$1.

The Syracuse Common Council withdrew a request to amend the off-airport car rental rates. The request was to raise the percentage of gross receipts from 8% to 10% (consistent with on-airport car rental companies), eliminate the \$25,000 exclusion, and charge an annual permit fee of \$500.

The Common Council authorized to City of Syracuse to adopt a Negative Declaration pursuant to the SEQR Act for the acquisition of a .06 acre parcel on Molly Road East in the Town of Dewitt.

The Common Council authorized the City of Syracuse to adopt a Negative Declaration pursuant to the SEQR Act for the construction of a Remain Over Night (RON) Apron and the extension of Taxiway A.

The Common Council authorized the purchase of without competitive bid, from Oxford Airport Technical Services, quarterly inspections and periodic repairs of the four baggage belt carousels at the airport at a total cost not to exceed \$16,272.00.

The Common Council authorized the purchase of without competitive bid, from Oxford Airport Technical Services, repairs made on an as needed bases of the four baggage belt carousels at the airport at a total cost not to exceed \$50,000.00.

The Common Council authorized the purchase of without competitive bid, from Oxford Airport Technical Services, quarterly inspections and period repairs of the six jetbridges at the airport at a total cost not to exceed \$29,000.00.

The Common Council authorized the purchase of without competitive bid, from Oxford Airport Technical Services, repairs made on an as needed basis of the six jetbridges at the airport, at a total cost not to exceed \$50,000.00.

Terminal Security Checkpoint Project

The effective date of the notice to proceed is August 31, 2011. As of and including today, 590 calendar days have elapsed, with 140 calendar days remaining for completion of all work. Current contract completion date without any approved extensions or adjustments is August 30, 2013.

Work continues in all seven areas of the project, with the focus on completion the new security checkpoint for a late spring opening.

Ambassador Program

A meeting was held with the Syracuse Convention and Visitors Bureau on April 10 to discuss the implementation of an Ambassador Program at the airport. Volunteers will be recruited by the SCVB, interviewed by the Department of Aviation, and those selected will be trained to interact with the flying public. Our intent is to have our Ambassadors assist passengers, provide information regarding flights, security, ground transportation, etc. The program is currently under development with implementation scheduled to begin with the opening of the security checkpoint.

Aurora of Central New York

A meeting was held with Aurora of Central New York on April 10 to discuss accessibility at the airport for the hearing, visually and mobility impaired. They have several recommendations on ways to improve accessibility, from videophones for the hearing impaired (which are in the process of being ordered), large print monitors to better view arrival and departure gates, auditory and visual flight announcements at the gates, more accessible ticket counters, readily available pens and paper pads to facilitate the communication with individuals who are hearing impaired, the use of color contrast along floor boards and doors to define space for those who are visually impaired, and audible kiosks for visually impaired persons. The Department made a commitment to research the costs associated with some of these improvements, and implement those which have little or no cost right away.

Department of Aviation

The Department of Aviation Monthly Progress Report was given by Ms. Callahan. The report outlines the key accomplishments that took place from the last meeting of March 8, 2013 through April 11, 2013 at the Department of Aviation.

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Daily cleaning of all sidewalks and roads located in front of the Terminal Building
- Responded to various work orders
- Re-cored brooms and changed cutting edges on plows
- Snow removal operations of all runways/taxiways/airport roads and sidewalks
- Maintained sand barrels for the airlines and Landmark Aviation.
- Aprons swept for sand and FOD (Foreign Object Debris)
- Mobile sweepers taken out weekly as weather permits

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

Captain Terry Krom

- Responded to 17 total alarms
- First quarter Refueler Inspection completed

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Maintained/Ordered stock as needed
- Performed building walk throughs
- Assignment reviews
- Met with vendors
- Met with Milliken regarding carpet warranty issues
- Received quotes for reupholstering torn seating in Gate 3 area

Finance/Accounting:

Maureen Fogarty (Airport Accounting Division)

- Invoicing of tenants
- Requisitioning/Purchasing
- Paying Vendors
- Auditing tenants
- Completed 2013-2014 Budget

G4S:

Michael Calkins (Site Supervisor)

- Challenges - 4787
- Arrests - 0
- Property Checks - 3401
- Pistol Verifications - 4
- Parking Tickets - 208
- Uniform Traffic Tickets (UTT) - 6
- Incidents - 267
- DR Reports - 11

Operations:

Mr. Antimo Pascarella (Airport Operations Officer)

- 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
- 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 Tricheator System.
- Conducted field inspections and airfield as well as roadside lighting inspections
- Collating de-icing fluid in (lagoon one) from all de-icing pads
- Plowed all emergency gates, fire roads and lagoons
- Obstruction tree removal in progress
- Monitored air pressure of the plugs in diversion structures
- Ramp summer driver training for new G4S and Maintenance staff
- Monitored wildlife
- Departmental inspections for damage from winter season to the fences, property and ruts in the taxi runway safety area
- Department of Environmental Conservation (DEC) Annual Inspection conducted on March 8, 2013. Inspection included review of the following items:
 - State Pollutant Discharge Elimination System (SPDES) Permit
 - Discharge Monitoring Reports (DMR) Forms
 - Physical inspection of airport outfalls
 - Physical inspection of all De-Icing Lagoons

Personnel:

Ms. Laurie Sabel (Personnel Administrator)

- Maintained the following records:
 - Leave approvals
 - Time sheets
 - Mileage logs
 - Leave calendar
- Scheduled necessary physical exams and drug testing for new hires and required personnel
- Scheduled employees for appointments with benefits coordinator
- Responded to grievances and maintained communication between the Department of Aviation and the union representatives
- Posted any vacant positions
- Interviewed and filled vacant positions
- OSHA Reporting completed

PR/Media/Communications:

Ms. Christina Callahan (Commissioner of Aviation), Ms. Jennifer McIntyre (Marketing Coordinator)

- Ms. Callahan, Ms. Fogarty and Ms. McIntyre attended the 2013 FAA Conference in Hershey, PA
- Activated Facebook account for Syracuse Hancock International Airport
- Activated Twitter account for Syracuse Hancock International Airport
- Spring 2013 edition of *The hancock flyer* was distributed on March 21, 2013

Projects:

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

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

- Air National Guard Barrier Removal
- Runway Obstruction Removal
- Airport Taxiway & Ramp Pavement
- Parking Garage Structural Repair
- Entrance Road Signage Improvement
- Airport Welcome Center
- Airport Emergency Operations Center
- South Concourse Doors & Frames Replacement
- Emergency Operations Center Design

Security:

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

- Trained and badged 23 individuals
- 48 threat assessments submitted to the Department of Homeland Security
- 23 sets of fingerprints submitted to the FBI
- Renewed 44 badges
- Annual TSA Security Inspection was performed on March 29, 2013. Included in the inspection the following items were reviewed:
 - Airport Security Plan (ASP)
 - Airport Security Coordinator (ASC) training certificates
 - Security Identification Display Area (SIDA) training records
 - Complete list of names of all airport tenants and employees, including level of access
 - Change of Condition Reports
 - Criminal history record checks
 - Threat Assessments
 - Annual Identification Media System audit for access ID'S, keys and vehicle permits.
 - Syracuse Transportation Security Clearing House monthly record audit
 - Airport Security Access System testing
 - Perimeter Fence Line
 - Training records for G4S employees
 - Records of G4S security incidents (calls for service)
 - Security Activity Records
 - Random road side checks
 - Patrol Logs

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
- Arranged quarterly project status meetings with consultants
- Arranged various travel requests
- 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
- Maintained files

Mr. Mannion left the meeting at 1:13 p.m.

5. New Business

Resolution #5-Authorizing an Agreement for Auditing Services Between the Syracuse Regional Airport Authority and D'Arcangelo & Co., LLP was moved by Ms. Ware and seconded by Dr. DiFlorio.

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

The resolution was adopted: 7 ayes, 0 nays.

Dr. DiFlorio discussed briefly about the drones and how it would benefit our area for jobs. Ms. Callahan informed the members she has been invited to the 174th to meet with Col. Semmel who will present their operational plan. Ms. Callahan will invite the 174th to the June meeting.

John Johnson spoke of the Federal Budget which includes a 4.7 million dollar hangar and expansion for the 174th at Fort Drum.

Chair Fisher spoke of the May 10th meeting of the Syracuse Regional Airport Authority to be held in Oswego. Morris Sorbello will work with Ms. McIntyre to set up the location.

A motion was made by Chair Fisher and seconded by Dr. DiFlorio to go into executive session to discuss matters regarding personnel.

The Authority Members, Ms. Callahan, Ms. McIntyre, Mr. McCann, Mr. Baldwin, Mr. Johnson went into executive session at 1:38 p.m.

Executive session ended at 1:58 p.m.

6. Adjournment

A motion was made by Chair Fisher and seconded by Mr. Thompson to adjourn the meeting.

The motion was approved: 7 ayes, 0 nays

The meeting was adjourned at 1:58 p.m.

DRAFT