

# SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT  
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## **Minutes of the Regular Meeting of the Syracuse Regional Airport Authority May 6, 2016**

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 6, 2016 @ 12:05 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. William Fisher.

### **Members Present:**

Mr. William Fisher-Chair  
Hon. Khalid Bey  
Dr. Shiu-Kai Chin  
Mr. Patrick Mannion  
Ms. Beth Rougeux  
Mr. Bill Simmons  
Mr. John B. Johnson Jr.  
Ms. Irene Scruton  
Mr. Michael Shusda

### **Members Absent:**

Dr. Donna DeSiato  
Mr. Michael Quill

### **Also Present:**

Ms. Christina Callahan  
Mr. Trent Amond  
Ms. Cheryl Herzog  
Ms. Patty Jeschke  
Ms. Linda Ryan  
Mr. R. John Clark

### **Roll Call**

As noted, all Board members were present, except for Dr. DeSiato and Mr. Quill

### **Reading and Approval of the Minutes**

A motion was made by Dr. Chin and seconded by Mr. Mannion and was unanimously approved to accept the minutes from the March 11, 2016 meeting.

The motion was approved 9 ayes, 0 nays.

## **Syracuse International Airshow - Presentation**

Ms. Callahan gave an in-depth presentation regarding the 2016 Air Show. Mr. Simmons asked if airport will still be open for commercial flights. Ms. Callahan shared yes. Ms. Rougeux commended everyone for such a great job. Ms. Rougeux also asked if there has been any discussion regarding buses coming from downtown to show. Ms. Callahan stated that we have not. Some discussion regarding other options for lower-income visitors.

Ms. Callahan introduced Mr. Mike Calkins of G4S. He shared Air Show Security Plan. Dr. Chin asked about pictures with a commercial RPA. Ms. Callahan shared that it is not permitted for five miles circumference – it is part of what the security and tower will monitor. Chair Fisher asked about plan for extreme weather or other types of emergency or cancellation. Ms. Callahan introduced Fire Capt. Krom of ARFF to explain the emergency plan and layout for Air Show. Chair Fisher asked about where people would be sent in case of severe storms. Capt. Krom explained they would push the crowd toward the building for safety. Capt. Krom explained open car lots would not be safe. Dr. Chin asked what type of medical events would be considered “normal” for these types of event. Capt. Krom shared they are typically sun issues, dehydration, bee stings, minor falls. All can be addressed right here without having to transport patient. Motor vehicle accidents in parking lots can also be issue. These are minor issues as it is typically slow moving accidents and can be mitigated right at scene. Dr. Chin asked about petty thefts. Mr. Calkins explained this is not usually an issue. Ms. Rougeux stated she is very impressed with the amount of work and effort that has been put into this. Ms. Callahan shared that Jennifer Sweetland has been the Air Show Manager and has done a tremendous job keeping in line with the timeline and making sure that all areas of show are taken care of. Ms. Callahan thanked Lt. Col. Poole of the 174th, Capt. Raub, of NYS Police, and Jeff Hopson of DOA for their efforts. Ms. Callahan shared that everyone has put an extreme amount of effort into this. The Board applauded all involved.

### **Resolutions:**

- **Resolution Approving Selection of General Airport Consultants** was moved by Dr. Chin, seconded by Ms. Scruton and was unanimously approved. Ms. Callahan described the process for selecting the General Airport Consultants. Chair Fisher shared that the Finance Committee also reviewed the selection process with Dr. DeSiato, who was a member of the selection committee. It was noted that consideration of the MWBE portion of the proposals was very important. Chair Fisher also stated that the results names four consultants but does not reward specific dollars or contracts. General Airport Consultants will compete for future work. The four companies are named in the Resolution. Chair Fisher stated that Resolution will be voted on with an amendment clarifying the four consultants selected.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Adopting Ground Transportation Rules and Regulations of the Authority** was moved by Ms. Scruton, seconded by Mr. Bey and unanimously approved. Mr. Amond discussed the document and the creation of it. It was presented to the Finance Committee, and Dr. Chin shared they reviewed and were in agreement with document. Ms. Scruton asked about the specific dollars listed for fines/insurance levels. If those are changed, does the whole agreement have to be changed? No. Mr. Amond/Mr. Clark explained the document is written so that unless there are substantial changes, the agreement would not have to be rewritten.

There was no further discussion regarding the resolution.  
The resolution was adopted: 9 ayes, 0 nays

- **Resolution Adopting the 2016/2017 Capital Improvement Program**  
It was moved by Dr. Chin, seconded by Mr. Shusda and unanimously approved. Chair Fisher introduced the Resolution stating we are not yet reviewing the 16-17 budget but do have the 2016/2017 Capital Improvement Program. The Finance Committee had a very thorough discussion with management. Mr. Amond presented the 2016/2017 Capital Improvement Program. Ms. Rougeux asked about the awards the state has offered to Airports. Mr. Amond explained what has been shared with them. Ms. Callahan stated that the Advocacy Group, NYAMA, has worked very hard to get that money. Mr. Martelle, the President of NYAMA was in audience and talked about the program. Mr. Fisher suggested that going forward there should be a multi-year CIP plan that gets adopted by Board. Mr. Johnson asked about timing of new concourse flooring. Mr. Amond stated should be started by end of year.

There was no further discussion regarding the resolution.  
The resolution was adopted: 9 ayes, 0 nays

**Executive Session:** The members in attendance went in to Executive Session to discuss proposed, pending or current litigation; financial credit and employment history of a particular person or corporations; and a proposed standard lease of real property by the Authority. The motion was made by Mr. Simmons and seconded by Ms. Rougeux. Board members, Ms. Callahan, Mr. Amond and Mr. R. John Clark went into executive session at 1:11 p.m.

Executive session ended at 2:20. No action was taken.

Mr. Mannion, Mr. Bey and Mr. Simmons were excused after Executive Session.

- **Resolution Authorizing the Executive Director to enter into FBO Agreement with Syracuse Jet Real Estate Management** was moved by Mr. Johnson, seconded by Dr. Chin and unanimously approved. Chair Fisher stated the Board had discussion with counsel and CFO during Executive Session. There are no further questions.

The resolution was discussed in Executive Session.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 6 ayes, 0 nays

### **New Business**

- a) 2016/2017 Budget – Budget is coming – Mr. Amond explained that there is a copy of draft budget in packet. If you have any questions, please call Mr. Amond. Final version budget will be brought to next meeting
- b) Labor Management Meeting (4/15/16) - Ms. Callahan explained the Authority was invited to attend to give Union Members update on transferring to the Authority. She stated that she gave a strong message that we would like them to come over to Authority.
- c) Aviation Budget Presentation to Common Council (4/21/16) - Ms. Callahan explained she presented the Aviation Budget to Common Council. She also gave them a brief overview of the past five years at the airport.
- d) Airport Update to Town of DeWitt Board (4/25/16) - Ms. Callahan shared that she and Ms. Scruton presented Airport update to Town of DeWitt Board. Ms. Scruton thanked Ms. Callahan for doing a fantastic job.

### **Adjournment**

A motion was made by Ms. Rougeux and seconded by Ms. Scruton to adjourn the meeting.  
The motion was approved: 6 ayes, 0 nays  
The meeting was adjourned at 2:36 p.m.