

**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, March 10, 2017, 11:00 a.m. – 1:00 p.m.  
Syracuse Hancock International Airport  
Board Room**

1. Roll Call (2 Minutes)
2. Reading and Approval of Minutes from the January 27, 2017 Special and February 3, 2017 Regular Meetings (3 Min)
3. New Business (25 Minutes)
  - Resolution approving the selection of a General Airport Consultant to provide engineering, design and construction management services for the Terminal Improvement Project
  - Resolution creating the position of Director of Airport Security
  - Resolution Accepting Audit for Fiscal Year ending June 30, 2016
  - Resolution amending SRAA Procurement Policy
  - Resolution authorizing Executive Director to Accept Grant Offer from New York State Department of Transportation for the Terminal Improvement Project
  - Resolution approving the selection of a security firm to provide airport security personnel services
4. Presentation by Enterprise Holdings (operators of Alamo, Enterprise and National) (20 Minutes)
5. Old Business (35 Minutes)
  - Executive Session
6. Management Report (15 Minutes)
7. Committee Reports (10 Minutes)
  - HR
  - Finance
  - Audit
8. Adjournment

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

# SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT  
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## **Minutes of the Special Meeting of the Syracuse Regional Airport Authority January 27, 2017**

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, January 27, 2017 @ 4:32 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. Patrick Mannion.

Mr. Mannion welcomed the new SRAA Board Members, Mr. Michael Lazar representing the DeWitt Town and Mr. Mark Venesky representing Town of Cicero.

### **Members Present:**

Mr. Patrick Mannion – Chair  
Mr. William Fisher  
Mr. Michael Quill  
Ms. Beth Rougeux  
Mr. John B. Johnson Jr.  
Mr. Michael Lazar  
Dr. DeSiato  
Dr. Shiu-Kai Chin  
Mr. Mark Venesky  
Mr. William Simmons

### **Members Absent:**

Mr. Khalid Bey

### **Also Present:**

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

### **Roll Call**

As noted, all Board members were present, except for Mr. Khalid Bey, Ms. Beth Rougeux (arrived at 4:34 p.m.), Mr. William Simmons (arrived at 4:43 p.m.) and Dr. DeSiato (arrived 5:02 p.m.)

The Chair explained the meeting was called due to the fact that there has been a lot that has happened in the past 6-8 months regarding the new terminal project and State Grant. Please ask any question you may have. If we can't answer, we will get the information back to you.

Mr. Mannion introduced Ms. Callahan and Mr. Amond to present information regarding the upcoming Terminal Improvement project. Ms. Callahan stated they will follow the guideline of the agenda. The Power Point presentation is attached for easy reference.

Mr. Amond gave a recap of the original submission of grant application to the state and the changes that have since occurred. The original plan was to replace the front canopy, replace front façade to glass walls, and redesign the interior of terminal. Mr. Amond shared how the original plan and costs were derived. In January, 2017, the SRAA staff was able to review the submissions that won the original awards, and it was determined that the state was looking for a "WOW factor" for submissions. Since then, Mr. Amond and Ms. Callahan have reviewed the first round of winners and the renderings they submitted. Ms. Callahan has spoken to a number of people, including some at the State level to understand what the State is looking for in submissions. Ms. Callahan stated that it was rather quiet after the first round of winners were announced and then, when the Governor's office shared there would be a next round, everything ramped up quickly.

Ms. Callahan reviewed the different project components.

1. Begin at main entrance and repaving Eileen Collins Blvd. up to monument
2. Reconfigure the traffic lands to improve passenger drop-off and pick-up and pedestrian access.
3. Remove existing canopy between the Terminal and Garage and replace it with a dramatic, upswept canopy extending from the Terminal.
4. The Terminal Façade will be opened up with glass window walls. We are trying to incorporate, as much as we can, a sustainable design with natural light and solar panels- similar to the glass curtain wall area on secure side overlooking ramps where many enjoy sitting there and watching aircraft activity.
5. Renovating the main lobby into a Grand Hall and becoming the Landmark of the center terminal. New concession kiosk in lobby, grand central staircase. Airline ticket counters will be redesigned and replaced to ensure compliance with ADA requirements and future needs. Rental counters will be relocated to ground transportation center – you'll see this in many terminals where they are separate and apart from the main terminal and closer to ground transportation – combined with all ground transportation options.
6. Both concourses will be renovated with new flooring, seating and all new areas that passengers use while waiting for flights.

Goal and vision is to transform the airport and position ourselves to be the airport of the future, factoring in not only the necessary elements of terminal design but the passenger experience.

Slight change of funding sources. Ms. Callahan explained how/why the costs have changed. Regarding the cash flow, we have not received the actual grant offer from the DOT. There are different bureaus of the State that have been involved. Now that the announcement has been made, the offer is at the Aviation Bureau. We have a lot of experience with the Aviation Bureau

– they facilitate the standard ongoing DOT Grants with our AIP program. They are having some difficulty understanding the program, as they were not involved in the beginning. Ms. Callahan stated that she has been in communication with Aviation Bureau and is expecting the offer within the next couple of weeks.

Ms. Callahan shared financial information regarding the project. It is likely that we will need some sort of bridge financing to assist with the time between payment of contractors and receipt of reimbursement either from the State of FAA. Also, researching line of credits, rates, etc. As we get further information on how the grant is going to work we will have a better idea of how to proceed. When we get to that point, we will bring to the Finance Committee. Mr. Mannion expressed that he presumed this is common practice for airports that have received Awards. Ms. Callahan stated that is true.

Mr. Johnson asked if on the State Funding, is there any Legislative action that is required? Ms. Callahan shared that the funds are already appropriated and no Legislative action will be needed. How much of the funds that State awarded us will come from the Federal level. Ms. Callahan is not aware. Mr. Johnson explained his concern with monies coming in and the 2017-2018 budget. Mr. Fisher stated this is from 2016 budget.

Ms. Rougeux asked if the SRAA is going to borrow all \$35 million up front. Ms. Callahan stated “No, we are waiting to see how the State handles these awards. Ms. Callahan explained the State is going to hire someone to oversee all these projects to review everything from design, drawings, payment apps, etc. On smaller projects, the airport’s experience has been that the State has reimbursed us within 3-4 weeks. We don’t have the specifics on how the Airport is going to be reimbursed for this big project.

Ms. Rougeux inquired what the State is asking for when the Grant Offer is issued. Ms. Callahan explained that they are taking the Airport’s original application with the changes that were made.

Mr. Fisher asked if there will be a Grant Disbursement Agreement with the Grant Offer. Ms. Callahan if that is the standard practice with this Grant.

Ms. Callahan stated it is important to note that the Governor stated he wants this project completed in 2 years. Ms. Callahan would like to understand from the SRAA Board what portions of the project are important recognizing that there may be some phases involved. We are not going to rush to get the job done. Ms. Callahan’s goal today is to answer your questions, understand from the Board there is a consensus to move forward with the project and hear from you what you think some of the priorities should be.

Ms. Callahan talked about selection of Project Consultant.

The Airport will assemble project team which includes key staff members and the Chair will later discuss the Board’s involvement.

Mr. Johnson asked if this is a good use of the money to redo the façade which will be hidden behind the parking garage. Mr. Fisher stated that the Board needs to look at what is going to happen to the parking garage. There was some discussion about the garage and the changes

that are being made. Chair Mannion shared that the Board has spent a good part of the last year talking about parking. Although they both may not be reconciled at the same time, overall feeling is we should keep it as part of the process. Mr. Fisher discussed the hotel as part of the improvements. Some discussion about using this opportunity to consider all areas, and do it right.

Ms. Rougeux asked about the energy efficient part of project. Ms. Callahan shared that it will depend on cost and how important it is to the SRAA Board.

Mr. Simmons asked what the SRAA uses for Airport Forecasting for potential growth. Ms. Callahan shared there is a master plan that was completed about 7 years ago.

Ms. Callahan explained our focus is not to lose service and to make smaller increments in services. There was discussion on where the flying public comes from in the Syracuse Airport.

Ms. Callahan shared what the staff at the airport feels is important.

- a) The canopy removed with new canopy installed.
- b) Replace saw tooth roof in the center portion of the roof
- c) Replace the façade and renovate the center lobby.

Chair Mannion asked where the ticket counter fall in this project. Ms. Callahan expressed that it depends on whether the Airport can convince the FAA that the Airline Counters are eligible for Federal Funding. If they are not, we may not have enough money to complete at this time. They will be phased in. Mr. Amond stated that the new façade will help

Mr. Fisher noted that the Governor promised that certain things will be done and we better keep that in mind while furthering project. Ms. Rougeux asked what Ms. Callahan thought may not be incorporated in the beginning. Ms. Callahan expressed maybe the Aviation History Museum, the Ground Transportation Center. The feeling is the public restrooms really should be done. Mr. Fisher read from Governor's bullet points that were announced.

Mr. Fisher explained the next step is to get the renderings, costs, etc. and then evaluate what we can/cannot do. When evaluating the project needs, Mr. Venesky questions what the "users" get out of this?" "What can we do to get people to fly out of the airport?" Everything else would be secondary. Discussion about the condition of the Airport Facility.

Chair Mannion proposes to create an Ad-Hoc Committee to work more closely on this project with the Executive Director and staff. Chair suggested that Mr. Venesky, Mr. Fisher, Dr. Chin and Mr. Robb (from the Regional Advisory Board) be part of the Ad-Hoc committee. Will present it as a Resolution next week.

Chair Mannion also stated that for next week's meeting there is going to be a Resolution to have a bidding process for the primary consultant for this project. The bidding would consist of the four General Contractor's that have been previously approved to do work at Airport. Mr. Fisher feels that the architectural company – Gensler – should stay on as architects. They are nationally known and have done much of the design. Mr. Fisher suggests since this is the first big project for the SRAA Board, the SRAA attorney review the processes to be sure we are doing the bidding, procurements, etc., appropriately.

## **Adjournment**

A motion was made by Ms. Rougeux and seconded by Dr. DeSiato to adjourn the meeting.

The motion was approved: 10 ayes, 0 nays

The meeting was adjourned at 5:30 p.m.

DRAFT

## **Minutes of the Regular Meeting of the Syracuse Regional Airport Authority February 3, 2017**

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, February 3, 2017@ 11:10 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. Patrick Mannion.

### **Members Present:**

Mr. Patrick Mannion – Chair  
Mr. William Fisher  
Ms. Beth Rougeux  
Mr. John B. Johnson Jr.  
Dr. Shiu-Kai Chin  
Mr. Mark Venesky  
Mr. Michael Lazar  
Mr. Bill Simmons

### **Members Absent:**

Dr. Donna DeSiato  
Mr. Khalid Bey  
Mr. Michael Quill

### **Also Present:**

Ms. Christina Callahan  
Mr. Trent Amond  
Ms. Patty Jeschke  
Ms. Linda Ryan  
Mr. R. John Clark  
Mr. John Carni  
Ms. Jennifer Sweetland

### **Roll Call**

As noted, all Board members were present, except for Dr. Donna DeSiato (arrived at 11:18 a.m.), Mr. Michael Quill and Mr. Khalid Bey

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

A motion was made by Mr. Johnson and seconded by Ms. Beth Rougeux and was unanimously approved to accept the minutes from the November 10, 2016 meeting.

The motion was approved 8 ayes, 0 nays.

**Thank you to SRAA Board Members:** Chair Mannion thanked Mr. Michael Shusda for his service of the past year. Mr. Shusda expressed his appreciation and enjoyment as being part of the Board. Chair Mannion thanked Ms. Irene Scruton for her years of service. Her leadership since the inception of the Board has been tremendous. Ms. Scruton thanked the Board, and stated it has been an honor to serve. She also thanked the leadership team here at the Airport for being so supportive and doing such a great job.

### **New Business Part 1:**

#### **Resolutions:**

- **Resolution Approving the 2017 slate of members on the Authority's standing committees to include the Audit, Finance, Governance and Human Resources Committee** was moved by Dr. Chin, seconded by Ms. Rougeux and was unanimously approved. There was no further discussion regarding the resolution. Chair Mannion thanked all for offering to serve.

There was no further discussion/questions regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

- **Resolution Designating Mr. Bill Fisher Chair of the Governance Committee** was moved by Mr. Johnson, seconded by Ms. Rougeux and unanimously approved.

There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

- **Resolution Creating Special Advisory Committee for the Terminal Improvement Project and Appointing Members to Said Special Advisory Committee** was moved by Mr. Simmons, seconded by Mr. Lazar and unanimously approved. Chair Mannion stated this was discussed at the special meeting on January 27, 2017 to designate a group of people to work closely with management and staff leadership on the 2017 Terminal Improvement Project. The committee would be responsible to report back to Board

On the committee would be Chair Patrick Mannion, Mr. Bill Fisher, Dr. Shiu-Kai Chin, Mr. Michael Lazar and Mr. Gary Robb from the Regional Advisory Board.

There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays



- **Resolution Approving Modifications of Concourse Flooring and Seating Renovation Project as Previously Approved** was moved by Mr. Johnson, seconded by Ms. Scruton. Mr. Amond has previously discussed with finance committee and updated the Board. Mr. Amond shared that the original concourse renovation was priced/designed prior to learning about the grant. Now with the Terminal Improvement Project, the concourse project was revised to have design/furnishings more in line with the Terminal Improvement Project – and all be similar from front to back. Dr. Chin stated the finance committee unanimously approved the suggestion of the revisions and scope of work.

There was no further discussion regarding the resolution.

The resolution was adopted: 7 ayes, 0 nays, 1 Abstention (Mr. Venesky is new, feels he isn't qualified vote.)

**Parking Facilities Presentation:** Ms. Callahan reminded Board members there were many questions and a lot of discussion regarding the presentation on the Parking Facility at November Board meeting. The Management Team are providing the findings of the analysis and questions they have received from the Board. Later today, some of the reports that are referred to today, will be put in Dropbox for you to review. The Management Team is not asking Board to make any decisions today. The Management Team asks that you give this a lot of thought, review information given and hopefully we'd like to make a decision in which way the Board would like to go at the meeting in March. Mr. Amond presented information regarding building new vs. rehabilitating current structure and how to handle rental car facility (whether to leave in current rehabilitated garage vs. a new structure). Mr. Fisher questioned if Mr. Amond included open lot parking in the synopsis. Mr. Amond said it is strictly about the Parking Garage. Mr. Johnson asked how many open spaces were on the roof – less than ¼ of total garage space. Question was asked what the cost to park in open lot is versus garage. It is \$10/day open lot vs. \$12/day garage. There was some discussion on parking in garage vs. open lots. Mr. Amond reviewed financial costs/comparisons and impact on SRAA financials. Ms. Callahan asked the Board Members to please review all information in Dropbox again and if you have any questions, please let her know. Regarding car rentals, are we maximizing spaces and what are number of uses in garage? Mr. Fisher asks that the Board look at the revenues brought in by the garage – which is a huge contribution to our revenues.

**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 acquisition and or lease of real property by the Authority. It was noted that no formal action would be taken during the Executive Session. The motion was made by Dr. Chin and seconded by Dr. DeSiato. Board members, Ms. Callahan, Mr. Amond, Mr. Carni and Mr. R. John Clark went into executive session at 12:15 p.m.

Chair Mannion was excused from meeting at 1:00. Mr. Fisher will Chair the remaining part of meeting.

Executive session ended at p.m. No action was taken.

**Management Report:** Ms. Callahan updated the SRAA Board on a number of items to include: Board Service, Legislative Regulatory Compliance, Board Development, Media, Special Projects and Air Service Development. The information will be put on Dropbox.

**Committee Reports:** There are two committee reports in packet. Governance and HR from October 2016.

### **Adjournment**

A motion was made by Mr. Simmons and seconded by Dr. DeSiato to adjourn the meeting.

The motion was approved: 9 ayes, 0 nays

The meeting was adjourned at 1:35 p.m.

DRAFT

**RESOLUTION APPROVING SELECTION OF GENERAL AIRPORT  
CONSULTANT TO PROVIDE ENGINEERING, DESIGN AND  
CONSTRUCTION MANAGEMENT SERVICES FOR TERMINAL  
IMPROVEMENT PROJECT**

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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, Section 2799-ggg (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the Authority has been identified as a recipient of an approximately \$35.8 million grant from the State of New York (the "Grant") to be administered through its Department of Transportation ("NYSDOT") in conjunction with certain other funds to be received from the County of Onondaga along with funds of the Authority all totaling approximately \$45.8 million for the renovation of the terminal at Syracuse Hancock International Airport (the "2017 Terminal Improvement Project"); and

WHEREAS, by Resolution No. 3 of 2017 the Board of the Authority created a Special Ad Hoc Committee ("Committee") to monitor and advise the Board with regard to the status of the 2017 Terminal Improvement Project;

WHEREAS, by Resolution No. 12 of 2016 the Board previously approved the selection of four (4) General Airport Consultants to provide routine design, engineering and construction management services for the Authority, to wit: C&S Companies (“C&S”), AECOM, Arcadis Design and Consultancy (“Arcadis”) and Clough Harbor Associates (“CHA”) being collectively referred to hereinafter as the “Approved Providers”;

WHEREAS, in order to ensure the timely and successful completion of the 2017 Terminal Improvement Project the Committee solicited qualifications and proposals for the administration of the 2017 Terminal Improvement Project from the Approved Providers;

WHEREAS, based upon the submissions received from the Approved Providers the Committee voted on the selection of a single Approved Provider to administer the 2017 Terminal Improvement Project and determined that C&S was the unanimous choice of the Committee;

WHEREAS, the Committee has recommended to the Board that C&S be selected to provide design, engineering and construction management services in connection with the 2017 Terminal Improvement Project;

WHEREAS, each of the General Airport Consultant (“GAC”) agreements with the Approved Providers contains a payment cap of \$2 Million for routine design, engineering and construction management services, and given the scope and unique nature of the 2017 Terminal Improvement Project, the Committee has also recommended that fees to be charged to the Authority by C&S in connection with the 2017 Terminal Improvement Project not be charged against or allocable to the \$2 Million cap in the GAC Agreement with C&S.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, by the Board of the Syracuse Regional Airport Authority that C&S Companies is hereby selected and approved to provide design, engineering and construction

management services to the Authority in connection with the 2017 Terminal Improvement Project, and it is further

RESOLVED, that C&S fees for such services shall not be charged against or allocable to the \$2 Million cap under its GAC Agreement with the Authority.

**Resolution Adopted Date: March 10, 2017.**

**Vote: Ayes \_\_\_\_ Nays: \_\_\_\_ Abstentions: \_\_\_\_.**

**Signed: \_\_\_\_\_.**  
**Secretary**

Return to Agenda

**RESOLUTION AUTHORIZING THE CREATION OF THE POSITION  
OF DIRECTOR OF AIRPORT SECURITY  
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 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

**WHEREAS**, the Authority desires to create the position of Director of Airport Security, which position the Authority believes is necessary to assist the Authority in performing its obligations and duties under the Enabling Act, and its future contractual responsibilities to keep, maintain and operate the Syracuse Hancock International Airport; and

**WHEREAS**, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

**WHEREAS**, at its February 16, 2017 meeting, the Human Resources Committee concurred with the recommendation of the Executive Director to create the position Director of Airport Security.

**NOW, THEREFORE**, after due deliberation having been had thereon, it is hereby

**RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby creates the position of Director of Airport Security, and it is further

**RESOLVED**, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

**RESOLUTION ADOPTED**

**DATE:**    **March 10, 2017**

**VOTE:**    **Ayes \_\_\_ Nays \_\_\_ Abstentions \_\_\_**

**SIGNED:** \_\_\_\_\_  
*Secretary*

**Resolution No.**

**2017**

**RESOLUTION APPROVING THE FISCAL YEAR END 2016  
DRAFT AUDIT OF 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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, Section 2799-vvv of the Enabling Act requires that the accounts of the Authority be subject to the supervision of the State Controller and that an annual audit be performed by an independent certified public accountant; and

WHEREAS, in compliance with said provision of the Enabling Act, the Authority engaged the independent certified public accounting firm of D'Arcangelo & Co. to audit the Authority's accounts and prepare a draft audit for the fiscal year ending June 30, 2016; and

WHEREAS, D'Arcangelo & Co. performed such audit and prepared a draft audit for Fiscal Year End 2016; and

WHEREAS, in connection with its meeting on March 2, 2017, the Audit Committee reviewed the draft audit and conferred with said auditors, and has recommended that the Authority approve the draft audit for Fiscal Year End 2016.

WHEREAS, D'Arcangelo & Co. further presented the draft audit for Fiscal Year End 2016 to the Board at its March 10, 2017 regular meeting and responded to questions posed by Board members.

NOW, THEREFORE, after due deliberation having been had thereon,



IT IS HEREBY RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby approves and adopts the draft audit for the Authority's Fiscal Year End 2016 prepared by D'Arcangelo & Co.; and

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

**RESOLUTION ADOPTED**

**DATE:**    **March 10, 2017**

**VOTE:**    *Ayes* \_\_\_\_ *Nays* \_\_\_\_ *Abstentions* \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*



**EXECUTIVE SUMMARY OF AUDIT**

**June 30, 2016**

Prepared by D'Arcangelo and Co., LLP

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**D'Arcangelo & Co., LLP**  
Certified Public Accountants & Consultants  
*powered by excellence, proven by results*

**SYRACUSE REGIONAL AIRPORT AUTHORITY  
EXECUTIVE SUMMARY OF AUDIT  
TABLE OF CONTENTS**

	<u>Page</u>
Required Communication with Governance	1
Basic Financial Statements	2
Uniform Guidance Report	2
New York State Department of Transportation Single Audit Report	3
Reports Required by Passenger Facilities Guide for Public Agencies	3
Financial Highlights	4-6

**SYRACUSE REGIONAL AIRPORT AUTHORITY  
EXECUTIVE SUMMARY OF AUDIT  
FOR THE YEAR ENDED JUNE 30, 2016**

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**Required Communication with Governance**

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Auditor's Letter on Required Communication to the Board Members (SAS #114).

A letter that specifically addresses certain required communication to the Board Members in accordance with professional standards – there were **no comments of concern** to be reported regarding the following:

- Significant Accounting Policies
- Accounting Estimates
- Difficulties Encountered in Performing the Audit
- Corrected and Uncorrected Misstatements
- Disagreements with Management
- Management Representations
- Managements Consultation with Other Accountants
- Other Audit Findings or Issues
- Other Information in Documents Containing Audited Financial Statements

This letter identified comments regarding the following:

**Status of Prior Year Comment:** Although management has shown improvement with the timeliness of recording year end journal entries, the Authorities Budget Office requires annual audited financial statements to be submitted no later than 90 days after the Authority's fiscal year end. In addition, a final reconciliation of rates and charges required a prior period adjustment on the financial statements.

Disposition of Prior Year Comments:

- See Prior Year Comment

Auditor's Letter on Required Communication for Significant Areas in Need of Improvement (SAS#115)

The letter identifies comments regarding the following:

**Significant Deficiencies:**

- See Status of Prior Year Audit Findings and Recommendations

**Material Weaknesses:**

- None noted in current year.

**SYRACUSE REGIONAL AIRPORT AUTHORITY  
EXECUTIVE SUMMARY OF AUDIT  
FOR THE YEAR ENDED JUNE 30, 2016**

Report Title	Description of Report and Findings
<b>Basic Financial Statements</b>	
Independent Auditor's Report	<p><b>Unmodified Opinion</b> on the Authority's basic financial statements for the year ended June 30, 2016.</p> <p><b>No matters noted</b> with regard to Management's Discussion and Analysis in relation to the basic financial statements taken as a whole.</p>
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.	Report on the Authority's compliance with laws and regulations that may have a direct and material effect on the basic financial statements, and on the Authority's internal control structure, policies and procedures based on the auditor's understanding of the internal control structure and assessment of control risk obtained as part of the audit of the basic financial statements. This report <b>identified an internal control weakness that was required to be reported under <u>Government Auditing Standards</u></b> (See Status of Prior Year Findings and Recommendations).
Independent Accountant's Report on Compliance with Section 2925 (3)(f) of the New York State Public Authorities Law.	Report on Authority's compliance with Section 2925(3)(f) of the New York State Public Authorities Law, an examination in accordance with attestation standards established by the AICPA and standards applicable to attestation engagements contained in Government Auditing Standards. <b>The Authority complied, in all material respects, with the applicable requirements.</b>
<b>Uniform Guidance Report</b>	
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.	<p>Report on each major program's compliance and internal controls that could have a direct and material effect on these programs. The Uniform Guidance identifies 12 compliance areas that are required to be tested in addition to other laws, regulations, contract, and grant agreements. This report <b>identified no material instances of noncompliance and no material internal control weaknesses</b> regarding compliance required by the Uniform Guidance.</p> <p>Unmodified Report on the Schedule of Expenditures of Federal Awards in relation to the basic financial statements taken as a whole.</p> <p>The federal award program expenditures totaled \$6,628,594. We identified the following program as a major program:</p> <p><u>U.S. Department of Transportation</u> <b>Airport Improvement Program</b>                      \$ <u>6,628,594</u></p>
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.	

**SYRACUSE REGIONAL AIRPORT AUTHORITY  
EXECUTIVE SUMMARY OF AUDIT  
FOR THE YEAR ENDED JUNE 30, 2016**

**New York State Department of Transportation Single Audit Report**

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Independent Auditor's Report on Compliance and on Internal Controls over State Transportation Assistance Expended based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

Report on compliance with the types of compliance requirements described in the preliminary Draft Part 43 of the New York State Codification of Rules and Regulations (NYSCRR) that could have a direct and material effect on the State Transportation Assistance programs tested for the year ended June 30, 2016.

**Unmodified Opinion** on the Authority's compliance requirements that could have a direct and material effect on each of its State Transportation Assistance Programs tested for the year ended June 30, 2016.

**Unmodified Report** on the Schedule of State Transportation Assistance Expended Required by Draft Part 43 in relation to the financial statements taken as a whole.

Federal Grantor/Pass-Through Grantor/Program Title

Matching Grants for the FAA Airport Improvement Program (030):

**Master Agreement** \$ 368,255

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**Reports Required by the Passenger Facilities Guide for Public Agencies**

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Independent Auditor's Report on Compliance for the Passenger Facility Charge Program and on Internal Control Over Compliance and the Schedule of Expenditures of Passenger Facility Charges Required by the Passenger Facility Charge Audit Guide for Public Agencies.

Report on compliance requirements described in the Passenger Facility Charge Audit Guide for Public Agencies (the Guide), issued by the Federal Aviation Administration.

**Unmodified Opinion** on the compliance requirements described in the Guide, issued by the Federal Aviation Administration that could have a direct and material effect on the passenger facility charge program for the year ended June 30, 2016.

**Unmodified Report** on the Schedule of Expenditures of Passenger Facility Charges in relation to the financial statements taken as a whole.

The passenger Facility charge expenditures totaled \$491,136 for the year ended June 30, 2016. We identified the following project required to be audited based on compliance requirements of the Guide:

**Passenger Terminal Security Access and Improvements.** \$ 491,136

**SYRACUSE REGIONAL AIRPORT AUTHORITY**  
**EXECUTIVE SUMMARY OF AUDIT**  
**FOR THE YEAR ENDED JUNE 30, 2016**

**FINANCIAL HIGHLIGHTS**

The following information in Tables A-1 and A-2 illustrate the Authority's financial position and results of operations, respectively, as of and for the years ended June 30, 2016 and 2015.

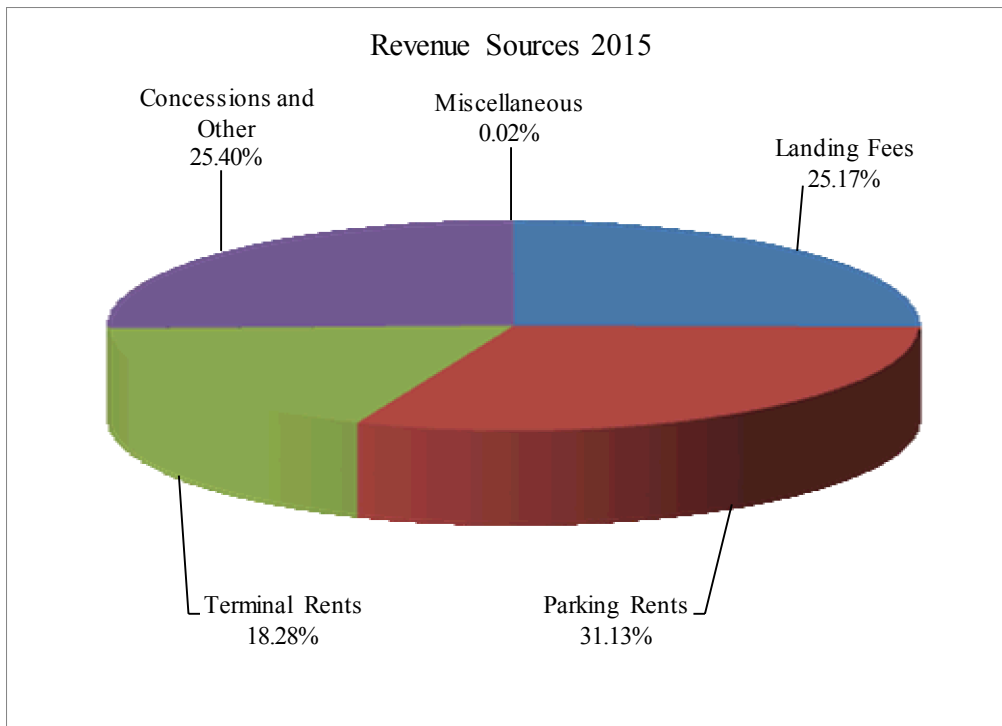
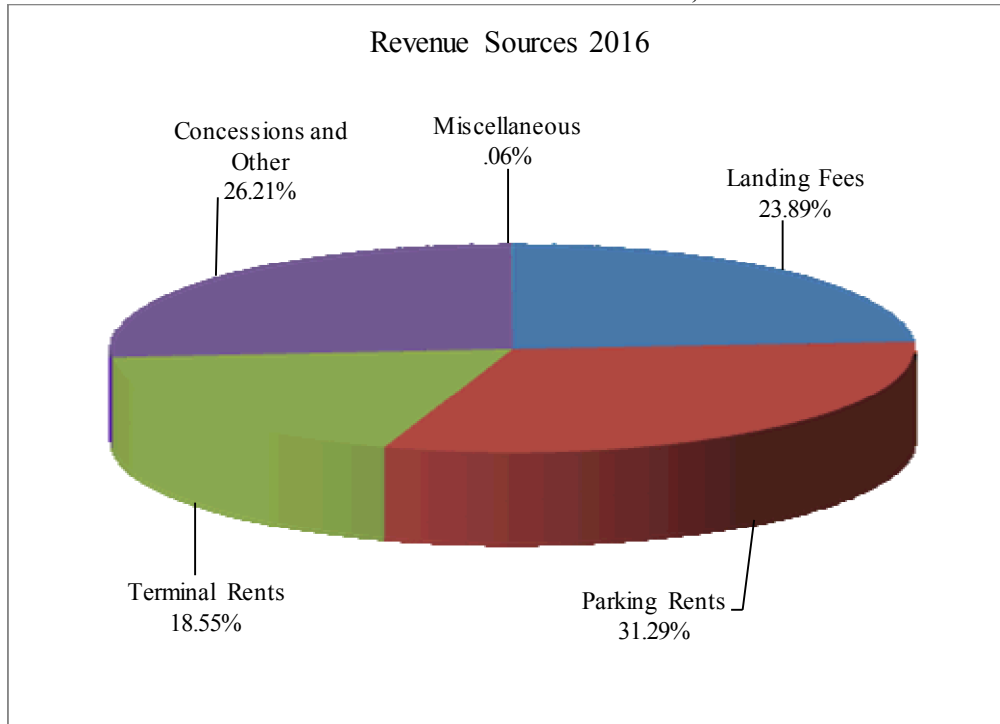
	2016	(Restated) 2015	Increase (Decrease)	Percentage Change
Current and Other Assets	\$ 50,264,764	\$ 47,798,773	\$ 2,465,991	5.2%
Capital Assets, Net of Accumulated Depreciation	<u>3,586,308</u>	<u>4,475,880</u>	<u>(889,572)</u>	(19.9%)
Total Assets	<u>53,851,072</u>	<u>52,274,653</u>	<u>1,576,419</u>	3.0%
Deferred Outflows of Resources	<u>464,038</u>	<u>51,535</u>	<u>412,503</u>	800.4%
Total Assets and Deferred Outflows	<u>\$ 54,315,110</u>	<u>\$ 52,326,188</u>	<u>\$ 1,988,922</u>	3.8%
Current Liabilities and other	<u>\$ 9,326,331</u>	<u>\$ 6,119,205</u>	<u>\$ 3,207,126</u>	52.4%
Deferred Inflows of Resources	<u>138,556</u>	<u>168,340</u>	<u>(29,784)</u>	(17.7%)
Net Position				
Net Investment in Capital Assets	3,586,308	4,475,880	(889,572)	(19.9%)
Restricted	21,647,908	21,201,020	446,888	2.1%
Unrestricted	<u>19,616,007</u>	<u>20,361,743</u>	<u>(745,736)</u>	(3.7%)
Total Net Position	<u>44,850,223</u>	<u>46,038,643</u>	<u>(1,188,420)</u>	(2.6%)
Total Liabilities, Deferred inflows and Net Position	<u>\$ 54,315,110</u>	<u>\$ 52,326,188</u>	<u>\$ 1,988,922</u>	3.8%

	2016	(Restated) 2015	Increase (Decrease)	Percentage Change
<b>Revenues</b>				
<b>Operating Revenues</b>				
Landing Fees	\$ 6,443,196	\$ 6,972,651	\$ (529,455)	(7.6%)
Parking Rents	8,439,000	8,620,450	(181,450)	(2.1%)
Terminal Rents	5,004,195	5,060,904	(56,709)	(1.1%)
Concessions and Other	7,070,031	7,032,096	37,935	0.5%
Miscellaneous	<u>14,126</u>	<u>4,594</u>	<u>9,532</u>	207.5%
Total Revenues	<u>\$ 26,970,548</u>	<u>\$ 27,690,695</u>	<u>\$ (720,147)</u>	(2.6%)
<b>Expenditures</b>				
<b>Operating Expenditures</b>				
Cost of Service	\$ 3,853,289	\$ 4,864,901	\$(1,011,612)	(20.8%)
Administration	6,248,622	5,619,243	629,379	11.2%
Aviation Fund Lease	6,065,713	6,510,644	(444,931)	(6.8%)
Aviation Fund Contractual	11,497,408	11,352,363	145,045	1.3%
Depreciation	<u>474,847</u>	<u>516,389</u>	<u>(41,542)</u>	(8.0%)
Total Expenditures	<u>\$ 28,139,879</u>	<u>\$ 28,863,540</u>	<u>\$ (723,661)</u>	(2.5%)
Net Operating Loss	<u>\$ (1,169,331)</u>	<u>\$ (1,172,845)</u>	<u>\$ 3,514</u>	

## FINANCIAL HIGHLIGHTS

The Authority's allocation of Revenues and Expenditures for the year ended June 30, 2016 and 2015 is illustrated by the following charts in Tables A-3 and A-4:

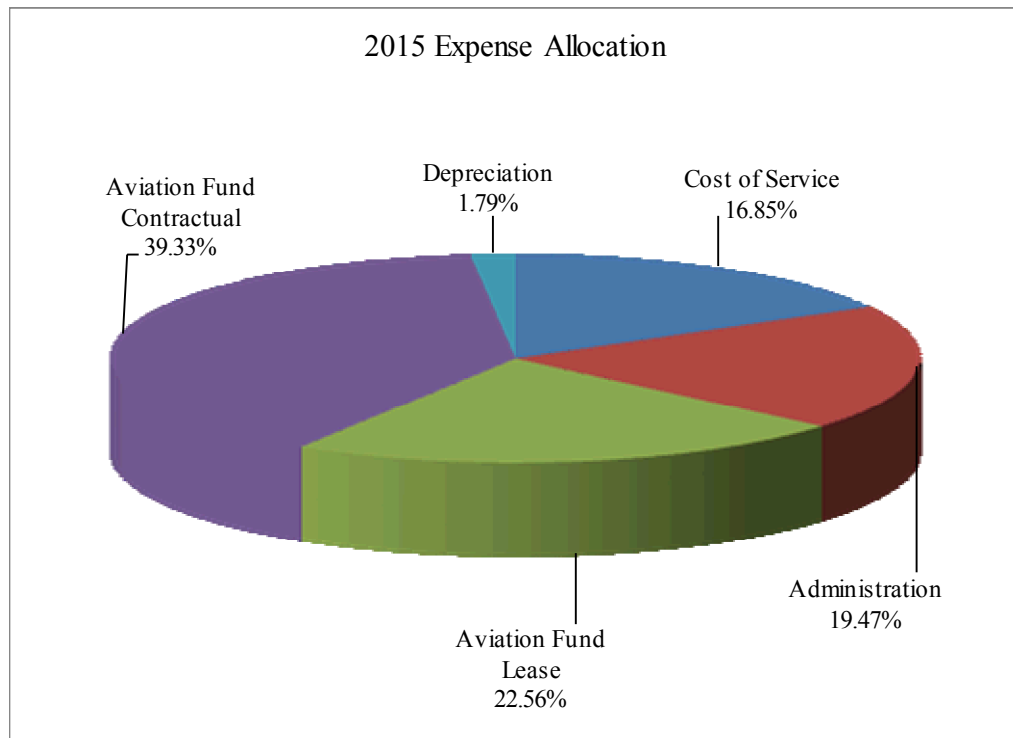
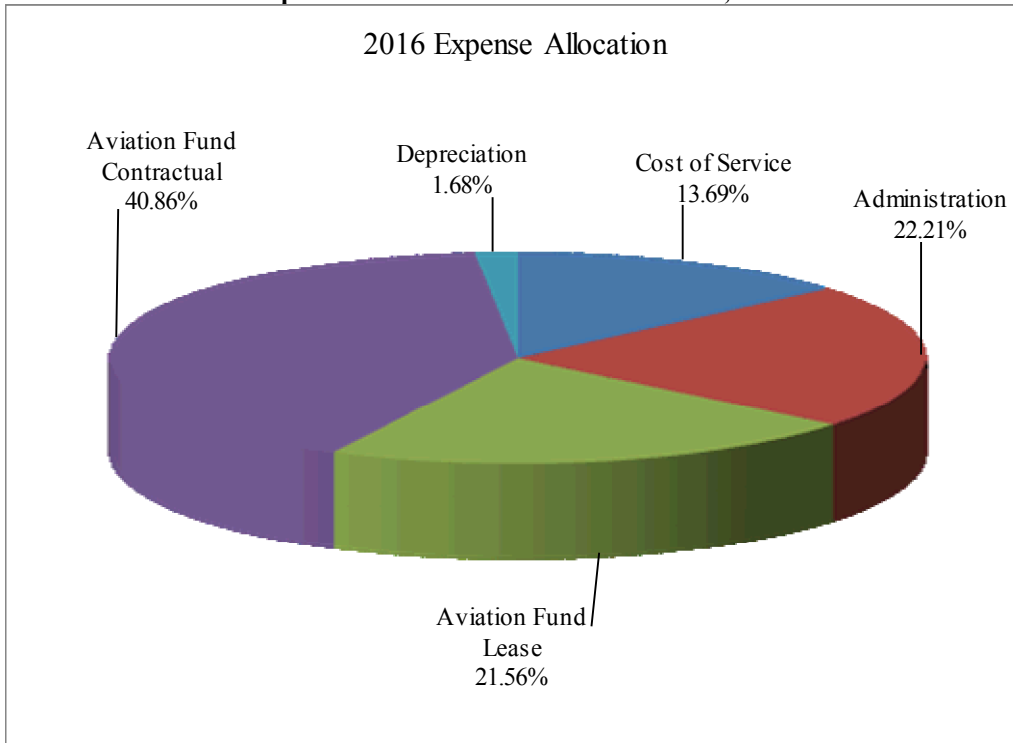
**Table A-3 Revenue for the Year Ended June 30, 2016 and 2015**





FINANCIAL HIGHLIGHTS

Table A-4 Expenditures for the Year Ended June 30, 2016 and 2015



[Return to Agenda](#)

**RESOLUTION APPROVING AMENDMENTS TO PROCUREMENT POLICY  
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**, under the Enabling Act, the Authority is required to adopt certain policies regarding its operations and the conduct of its business; and

**WHEREAS**, the Authority has previously adopted a policy regarding its procurement of goods, equipment and services, and related items (the “**Procurement Policy**”); and

**WHEREAS**, it is also the policy of the Authority to review its policies from time to time and to revise such policies as necessary, and as authorized by the Enabling Act and other regulations to which the Authority is subject to; and

**WHEREAS**, management of the Authority has reviewed the Procurement Policy and determined that certain changes are warranted regarding procurement of goods, equipment, services and related items in instances when such goods, equipment, services and related items are only available from sole or limited source suppliers, or when strict adherence to the procurement policy would not be in the best interests of the Authority; and

**WHEREAS**, amendments to the Procurement Policy in this regard have been proposed by Authority management (the “**Proposed Amendments**”) and circulated to the Board of the Authority for review and consideration, and the Board of Authority has determined that the Proposed Amendments are appropriate and necessary.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Authority hereby adopts the Proposed Amendments, as reflected in the revised Procurement Policy attached hereto and made a part of this Resolution, effective immediately; and

**BE IT FURTHER RESOLVED**, that the Procurement Policy of the Syracuse Regional Airport Authority as amended be certified by the Secretary of the Authority and filed in the Offices of the Authority.

**RESOLUTION ADOPTED**

**DATE:**    **March** \_\_\_\_, **2017**

**VOTE:**    *Ayes* \_\_\_\_    *Nays* \_\_\_\_    *Abstentions* \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*



## **SYRACUSE REGIONAL AIRPORT AUTHORITY PROCUREMENT AND CONTRACTING POLICY**

### **I) GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CONTRACTING FOR LAND OR CONCESSION LEASES FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

Among the powers granted to the Syracuse Regional Airport Authority ("Authority") under Article 8, Title 34 of the New York Public Authorities Law ("Enabling Act") is the power to "enter into contracts . . . and to execute all instruments necessary and convenient to accomplishing its corporate purpose."<sup>1</sup> It shall be the practice of this Authority to adopt such policies and procedures as are designed to promote the prudent and economic use of public monies and facilitate the acquisition of goods and services having the best value under any given set of circumstances.<sup>2</sup> Apart from the provision in the Authority's Enabling Act dealing with contracts for construction<sup>3</sup> there are no statutory requirements for local public authorities to competitively bid procurement contracts.

Therefore, the Syracuse Regional Airport Authority hereby formally adopts the following written procurement and contracting policy (Policy) applicable to all purchases of goods, equipment, services, concessions, and leases for land. This Policy is meant to actively promote competitive procurement of all goods, equipment, and services, with the limited exceptions as set forth herein. It is also designed to optimize revenue from land and concession leases. The Executive Director, Chief Fiscal Officer, and staff are required to comply with this Policy and to retain the necessary documentation as required herein to substantiate such compliance.

### **II) DEFINITIONS**

A) "Best Value" means the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors.<sup>4</sup> Non-price factors may be addressed to determine Best Value. Non-price factors include, but are not limited to: reliability of a product; efficiency of operation; difficulty/ease of maintenance; useful lifespan; ability to meet needs regarding timeliness of performance and experience of a service provider with similar contracts.<sup>5</sup>

**B) "Construction Contracts"** mean contracts to perform the erection, construction, reconstruction, or alteration of buildings or other structures.

**C) "Quotations" or "Quotes"** means any written or verbal offer containing information regarding price, quantity, and a description of a good, equipment, or service. All Quotes communicated to the Authority shall be documented. Bid or quote solicitation must include shipping, handling and other ancillary charges, if applicable.

**D) "Professional Services Contract"** means a contract or agreement to provide a personal service of a consulting, professional, or technical nature to the Authority for a fee, commission, or other compensation by a person or organization. Such Professional Services shall be in relation to the Authority's operation, management, and administration of its offices or personnel; acquisition, construction, management, operation, maintenance, or disposition of facilities under its ownership or control; or dissemination of publications or other information. Professional Services of a consulting, professional, or technical nature include, but are not limited to, legal, accounting, management consulting, planning, training, statistical, research, public relations, architectural, engineering, surveying, or other similar Professional Services.

**E) "Responsible" or "Responsibility"** means the financial ability, legal capacity, integrity, and past performance of a business entity and as such terms have been interpreted relative to public procurement.<sup>6</sup>

**F) "Responsive"** means a bidder or other offeror meeting the minimum specifications or requirements as prescribed in a solicitation for commodities or services.<sup>7</sup>

**G) "Revenue Contract"** means a written agreement under which the Authority receives revenue for: the lease of space within an Authority owned building; land owned or operated by the Authority; or the provision of services on airport premises.

**H) "Supervisor"** means an Authority employee who holds a position of trust and power to act on behalf of the Authority.

### **III) PURCHASES OF GOODS, EQUIPMENT, OR SERVICES**

**A)** For the purchase of goods, equipment, or services involving an expenditure of \$150.00 or less, competitive quotes are not required. Such purchases must be approved by a Supervisor.

**B)** For purchase of goods, equipment, or services involving an expenditure of more than \$150.00, but less than \$5,000.01 the Authority's Executive Director or his/her designee may seek a verbal or telephone quote from different vendors, i.e. provider or providers of the goods, services or equipment that best meet the standards of efficiency, timeliness, practicality, and convenience. Given these objectives, a price quote from a single vendor will be sufficient. Such expenditures must be approved by a Supervisor and either the Fiscal Officer or the Deputy Commissioner of Aviation.

**C)** For purchase of goods, equipment, or services involving an expenditure of more than \$5,000.00, but less than \$50,000.01, the Authority's Executive Director or his/her designee shall seek written quotes from not less than three vendors, shall document and retain those quotes for a

period of at least one year, and shall select the vendor offering the Best Value from those who respond to the request for quotations. Such expenditures must be approved first by either the Fiscal Officer or the Deputy Commissioner of Aviation and then by either the CFO or the Executive Director.

**D)** Except as otherwise expressly provided herein, all purchases of goods, equipment, or services by the Syracuse Regional Airport Authority involving an expenditure of more than \$50,000.00<sup>8</sup> shall be made pursuant to a formal, open competitive bidding process as set forth herein and shall be awarded on the basis of Best Value as defined in section II(A). The Authority reserves the right to reject all bids and re-advertise for new bids in the manner provided by this Procurement Policy. Such expenditures must be approved first by the CFO and then by the Executive Director.

**E)** All purchases of goods, equipment, or services by the Syracuse Regional Airport Authority involving an expenditure of more than \$100,000.00, and which were not previously included in the annual budget approved by the Authority's Board, must be approved first by the Executive Director and then by the Board of the Authority.

**F)** Where the Authority is a partial contributor to the acquisition of a good, equipment, or service, the Authority shall work in consultation with the other funding parties. Procurement methods satisfactory to all the involved parties shall be agreed to and implemented prior to the acquisition of a good, equipment, or service. Procurement methods may include solicitation from a single vendor. If the Authority's portion of the funding exceeds \$50,000.00, the acquisition of a good, equipment, or service shall be made pursuant to a formal, open competitive bidding process. The competitive bid process will consist of the solicitation from not less than three vendors and in consultation with the other funding parties, the contract will be awarded on the basis of Best Value as defined in section II(A).

#### **IV) PROFESSIONAL SERVICE CONTRACTS**

**A)** For professional services having a value of \$5,000 or less and a term of 1 year or less the Authority's Executive Director or his/her designee shall seek written proposals from different providers that best meet the Authority's goals of efficiency, timeliness, practicality, and convenience. Given these objectives, a proposal from a single provider will be sufficient. These agreements may be approved by the CFO or the Executive Director.

**B)** For professional services having a value of \$35,000.00 or less and a term of 3 years or less, the Authority's Executive Director or his/her designee shall seek written proposals from not less than three providers, shall document and retain those proposals for a period of at least one year, and shall select the provider offering the Best Value. Such agreements must be approved first by the CFO and then the Executive Director.

**C)** Professional service agreements having a value of more than \$35,000.00 but less than \$100,000.00, or a term of more than 3 years, shall be made pursuant to a formal, open competitive Request for Proposal process as set forth herein. Such agreements must be approved first by the CFO and then by the Executive Director.

**D)** Professional service agreements having a value of more than \$100,000.00, or a term of more than 3 years, shall be made pursuant to a formal, open competitive Request For Proposal (RFP) process as set forth herein. Such agreements must be approved first by the Executive Director and then by the Authority's Board.

**E)** The award of a professional services agreement following a formal RFP process will be based on the proposal that provides the Best Value to the Authority given the evaluation criteria contained in the RFP. The Authority may reject any proposal if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the provider justifies such rejection in view of the work to be performed.<sup>9</sup>

**F)** Where the Authority utilizes an agent/broker to secure specialized media resources on its behalf (e.g. television time, radio time, newspaper ads, etc), those media resources may be obtained based upon the agent's/broker's recommendation in order to provide the broadest dissemination of Authority messages and the Authority may contract directly for such services based upon that plan or recommendation. The agent/broker shall consider competitive prices, effectiveness of message dissemination and other relevant factors to provide the most effective message presentation within the resources budgeted.

#### **IVA) PROFESSIONAL SERVICE CONTRACTS (GENERAL AIRPORT CONSULTANTS)**

**A)** Periodically the Authority will issue Requests for Qualifications (RFQs) for firms wishing to be designated General Airport Consultants (GACs). A General Airport Consultant provides architectural, engineering, and planning services for FAA grant-eligible projects and for non-eligible projects. The Authority will select one or more firms as GACs for an upcoming period and present that recommendation to the Board for approval by resolution.

**B)** For projects with an estimated total project cost of \$5,000,000 or less, the Authority's Executive Director may issue a Work Order to any of the approved GACs which she or he has determined to be best qualified for the particular project.

**C)** For projects with an estimated total project cost of \$5,000,001 to \$10,000,000, the Authority's Executive Director shall recommend to the Board's Finance Committee that 1) a Work Order be issued to any of the approved GACs which have been determined to be best qualified for the particular project or 2) to conduct a "mini-RFQ" amongst the approved GACs to determine the best qualified GAC for the particular project. Upon the concurrence of the Finance Committee, the Executive Director shall issue such Work Order or conduct a "mini-RFQ."

**D)** For projects with an estimated total project cost of \$10,000,001 or greater, the Authority will conduct a "mini-RFQ" amongst the approved GACs to determine the best qualified GAC for the particular project. The Finance Committee, along with the Executive Director, CFO, and Aviation Project Officer shall serve as the "mini-RFQ" Review Committee. Based on the "mini-RFQ" process, the Review Committee shall recommend to the Board that a Work Order be issued to any of the approved GACs which have been determined to be best qualified for the particular project. Upon a resolution of the Board approving the recommendation, the Executive Director shall issue such Work Order.

E) The Executive Director, or her/his designee, will provide to the Finance Committee, no less than twice annually, a report showing all Work Orders issued to General Airport Consultants under the current GAC agreements.

## **V) CONSTRUCTION CONTRACTS**

A) For construction contracts having a value of \$25,000.00 or less, the Authority's Executive Director or his/her designee may seek verbal or telephone bids from different vendors that best meet the Authority's standards of efficiency, timeliness, practicality, and convenience. Given these objectives, a price quote from a single vendor is sufficient. These contracts may be approved by the CFO or the Executive Director.

B) For construction contracts having a value of more than \$25,000.00, but less than \$50,000.01, the Authority's Executive Director or his/her designee shall seek written bids from not less than three vendors, shall document and retain those quotes for a period of at least one year, and shall select the vendor offering the Best Value. Such contracts must be approved first by the CFO and then by the Executive Director.

C) Construction contracts having a value of more than \$50,000.00, but less than \$100,000.01 shall be made pursuant to a formal, open competitive bidding process as set forth herein. Such contracts must be approved first by the CFO and then by the Executive Director.

D) Construction contracts having a value of more than \$100,000.00 shall be made pursuant to a formal, open competitive bidding process as set forth herein. Any contract in excess of \$500,000.00 shall be let in conformity with section one hundred thirty-five of the state finance law.<sup>10</sup> Such contracts must be approved first by the Executive Director and then by the Authority's Board.

E) Award of Construction Contracts. The Authority shall not award any construction contract except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable. The Authority may reject any bid if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.<sup>11</sup>

## **VI) REVENUE CONTRACTS**

A) Revenue contracts having a value of \$10,000.00 or less and a duration of one year or less may be executed by either the CFO or the Executive Director.

B) Revenue contracts having a value greater than \$10,000.00 but less than \$100,000.01 and a duration of five years or less must be executed by both the CFO and the Executive Director, after legal review.

C) Revenue contracts having a value greater than \$100,000.00 or a duration of more than five years will be awarded based on a formal RFP process. The successful contract will be executed by the Executive Director following approval by the Authority's Board.



**D)** The award of a revenue contract following a formal RFP process will be based on the Proposal that provides the Best Value to the Authority given the evaluation criteria contained in the RFP. The Authority may reject any proposal if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the provider justifies such rejection in view of the services to be provided.

## **VII) EXCEPTIONS TO COMPETITIVE BIDDING AND RFP PRACTICES**

### **A) Emergencies<sup>12</sup>**

Notwithstanding any of the other provisions in this Policy, if any public emergency, accident, or other unforeseen occurrence, affecting the life, health, safety or property of the Authority and/or its officers, members, staff, or the general public require immediate action and cannot await a formal, open competitive bidding process or any other kind of competitive process, the Executive Director or his/her designee may temporarily waive any or all requirements set forth herein.

### **B) Sole Source**

1) There are times when the purchase of certain goods, equipment, or services, the purchase of certain professional services, or the award of certain revenue contracts, is unique and that the vendor is the only vendor from whom the good/service can be obtained.

2) When goods, services, or equipment, professional services, or revenue contracts which would otherwise under this policy require multiple quotes or a formal bid or RFP process, are procured under this “sole source” exception, the Executive Director or CFO shall document the rationale for such exception and retain that documentation pursuant to the Authority’s Record Retention Policy.

### **C) Not in the Best Interest of the Authority<sup>13</sup>**

1) There are times when the purchase of certain goods, equipment, or services, the purchase of certain professional services, or the award of certain revenue contracts, is required to: comply with federal regulations; to interface with existing systems; by virtue of the unique operating environment of the Airport; or due to the impracticability of obtaining competitive quotes. The Board of the Authority, in its sole discretion, has determined that in such instances the solicitation of alternative proposals or an RFP process will not be in the best interest of the Authority.

2) When goods, services, or equipment, professional services, or revenue contracts which would otherwise under this policy require multiple quotes or a formal bid or RFP process, are to be procured under this “best interest” exception, the Executive Director or CFO shall give all members of Authority’s Finance Committee at least five (5) business days advance notice of such proposed procurement via email. The Executive Director or CFO shall also document the rationale for such exception and retain that documentation pursuant to the Authority’s Record Retention Policy.

### **D) Surplus and Second-Hand Supplies.<sup>14</sup>**

Surplus and second-hand supplies, material, or equipment may be purchased by the Authority without competitive bidding from the Federal Government, the State of New York or from any other political subdivision, district or public benefit corporation.

#### **E) Purchases Through Other Government Contracts<sup>15</sup>**

1) Notwithstanding the provisions of this Policy, the Authority is authorized to make purchases of goods, equipment, or services, when available, utilizing the County of Onondaga's, State of New York or any other political subdivision, district, or public benefit corporation of New York's, or United States of America's existing, current competitive procurement lists directly. Any goods or services on such lists are hereby considered Best Value.

2) The sole exception to paragraph 1 of this section is when formal bids have previously been received by the Authority for the purchase of goods, equipment, supplies, or services, and an additional purchase cannot be made with the same terms, conditions and specifications and at a lower price through the County of Onondaga or State of New York. When there are multiple local vendors for the same product at the same price under these State or County contract lists, the Authority's policy is to distribute purchases among all of these vendors and thereby equitably distribute business opportunities to as many vendors as practical.

#### **VIII) FORMAL BIDDING AND RFP PROCESS<sup>16</sup>**

A) Advertisements for bids and requests for proposals shall be published in the official Authority newspapers and website designated for such purpose. Any advertisement shall contain a statement of the time by which all bids and proposals must be received, and the method by which they must be submitted. Authority staff shall take any additional measures practical to maximize the response to the bids and requests for proposals and thereby increase competition.

B) At least ten working days shall elapse between the first publication of such advertisement and the date so specified for the opening and reading of the bids and proposals.

#### **IX) SUPPORT FOR MINORITY AND WOMEN-OWNED BUSINESSES**

The Syracuse Regional Airport Authority is subject to the requirements of Article 15-A of New York Executive Law<sup>17</sup>, which encourages contracts with minority and women-owned businesses when awarding contracts in purchasing goods, services and equipment, and, in procuring goods, equipment and services, the Authority shall comply with Article 15-A of New York Executive Law and all rules and regulations promulgated thereto.

#### **X) STATEMENT OF NON-COLLUSION REGARDING BIDS AND PROPOSALS SUBMITTED TO THE AUTHORITY**

Every bid or proposal subject to the formal bid or RFP process required by this Policy, made to the Authority to provide goods, equipment, or services shall contain a detailed statement subscribed by the bidder or proposer, under penalty of perjury, certifying that the prices were arrived at independently without collusion, consultation, communication or agreement; that the prices have not been disclosed and will not knowingly be disclosed by the bidder or proposer

prior to the opening; and that no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition. No contract shall be awarded where the statement of non-collusion required herein is not properly completed and submitted with the bid or proposal.

#### **XI) ETHICS AND CONFLICT OF INTEREST**

Each successful bidder or proposer of a formal bid or RFP process under this Policy shall submit to the Authority, prior to acceptance of a contract relative thereto, a statement affirming that the contractor, its officers and employees do not have a conflict of interest relative to supplying the goods, equipment or services and the Authority.

#### **XII) ANNUAL REVIEW<sup>18</sup>**

The Finance Committee of the Board shall annually review this Policy and report to the Authority's Board.

**Adopted by Resolution No. 29 of 2011, November 10, 2011**

**Amended by Resolution No. 2 of 2014, March 14, 2014**

**Amended by Resolution No. 15, May 9, 2014**

**Amended by Resolution No. 17, September 11, 2015**

**Amended by Resolution No. \_\_\_\_\_, \_\_\_\_\_, 2017**

**Appendix A – Procurement and Contracting**

Thresholds	Quotes/Bids	Approvals	
		1 <sup>st</sup>	2 <sup>nd</sup>
<b>Goods/Equipment/Services</b>			
\$150 or less	None	Supervisor	
\$151 - \$5,000	Verbal/at least one	Supervisor	Fiscal Officer or Dep Comm
\$5,001 - \$50,000	Written/at least three	Fiscal Officer or Dep Comm	CFO or Exec Dir
\$50,001 and over	Formal Bid Process	CFO	Exec Dir
over \$100,000 & not budgeted	Formal Bid Process	Exec Dir	Board
<b>Professional Services</b>			
\$5,000 or less and	Written/at least one	CFO or Exec Dir	
1 year or less			
\$35,000 or less and	Written/at least three	CFO	Exec Dir
3 years or less			
over \$35,000 or	Formal RFP Process	CFO	Exec Dir
over 3 years			
over \$100,000 or	Formal RFP Process	Exec Dir	Board
over 3 years			
<b><u>Professional Services (GAC)</u></b>			
<u>\$5M or less</u>	<u>No additional</u>	<u>Exec Dir</u>	
<u>Over \$5M - \$10M</u>	<u>No additional</u>	<u>Exec Dir</u>	<u>Finance Committee</u>
<u>Over \$10M</u>	<u>Mini-RFQ</u>	<u>Exec Dir</u>	<u>Board</u>
<b>Construction Contracts</b>			
\$25,000 or less	Written/at least one	CFO or Exec Dir	
\$25,001 - \$50,000	Written/at least three	CFO	Exec Dir
\$50,001 - \$100,000	Formal Bid Process	CFO	Exec Dir
over \$100,000	Formal Bid Process	Exec Dir	Board
(over \$500,000 in compliance	w/State Finance Law §135)		

<b>Revenue Contracts</b>	<b>e.g., Concession/Airline/ Terminal or Land Lease</b>		
\$10,000 or less and	Written	CFO or Exec Dir	
1 year or less			
\$100,000 or less and	Written/Legal Review	CFO	Exec Dir
5 years or less			
Over \$100,000 or	Formal RFP Process	Exec Dir	Board
over 5 years			

<sup>1</sup> Public Authorities Law, §2799-ggg(11)

<sup>2</sup> See, e.g., GML, §104-b(1)

<sup>3</sup> Public Authorities Law, §2799-sss

<sup>4</sup> See, e.g., State Finance, §163(1)(j)

<sup>5</sup> NYS Office of the State Comptroller, “Seeking Competition in Procurement,” p. 8, May 2013.

<sup>6</sup> See, e.g., State Finance, §163(1)(c)

<sup>7</sup> See, e.g., State Finance, §163(1)(d)

<sup>8</sup> See, e.g., State Finance Law, §163(6)

<sup>9</sup> See, e.g., Public Authorities Law, §2799-sss

<sup>10</sup> Public Authorities Law, §2799-sss

<sup>11</sup> Public Authorities Law, §2799-sss

<sup>12</sup> See, e.g., GML, §103(4)

<sup>13</sup> See, e.g., GML, §104-b(2)(g)

<sup>14</sup> See, e.g., GML, §103(6)

<sup>15</sup> See, e.g., GML, §103(16); State Finance Law, §163(3)(a)(4) and (4)(e)

<sup>16</sup> See, e.g., GML, §103(2)

<sup>17</sup> Public Authorities Law, §2799-bbb(7)

<sup>18</sup> See, e.g., GML, §104-b(4)

Return to Agenda

**RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE  
GRANT AGREEMENT WITH NEW YORK STATE DEPARTMENT OF  
TRANSPORTATION FOR 2017 TERMINAL IMPROVEMENT PROJECT**

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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, Section 2799-ggg (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance, renovation and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the Authority has been identified as a recipient of an approximately \$35.8 million grant from the State of New York (the "Grant") under its Upstate Airport Economic Development and Revitalization Program ("Airport Revitalization Program") to be administered through its Department of Transportation ("NYSDOT") in conjunction with certain other funds to be received from the County of Onondaga, the Federal Aviation Administration and funds of the Authority all totaling approximately \$48.8 Million for the renovation of the terminal at Syracuse Hancock International Airport (the "2017 Terminal Improvement Project" or "Project"); and

WHEREAS, the Authority's Executive Director, along with management representatives of other Upstate airport grant recipients under the Airport Revitalization Program, met with the

Governor and NYSDOT representatives on February 28, 2017 in Albany, New York and at such meeting were advised that airport projects to be funded under the Airport Revitalization Program would have to be completed on an expedited basis; and

WHEREAS, the Authority received the Aviation Project Funding Agreement (“APFA”) which provides the terms and conditions upon which the Grant would be disbursed from NYSDOT on March 1, 2017 and Authority representatives and NYSDOT representatives met at the Authority offices on March 3, 2017 for the initial Project meeting at which time the Authority’s representatives were advised that the APFA would have to be executed by the Authority within approximately ten (10) days of the initial Project meeting; and

WHEREAS, at the initial Project meeting Authority and NYSDOT representatives discussed various aspects of the APFA including grant reimbursement mechanics and timing, Project scope, title to the improvements, DBE participation and related matters and Authority representatives requested certain clarifications, modifications and additions to the APFA; and

WHEREAS, NYSDOT responded to Authority requests on March 6, 2017 with a revised APFA which addressed some but not all Authority requests, most notably that the NYSDOT Contracts Office does not include payment/reimbursement timeframes in its agreements due to certain portions of that process not being in the control of NYSDOT, and further advised that while several issues may remain outstanding that execution of the APFA by the Authority should not be delayed;

WHEREAS, after consultation with the Board’s Ad Hoc Special Committee for the Project, and Authority management having advised that it believes it has sufficient funding and or borrowing capability to cover reasonable time frames between the funding of various phases of the Project by the Authority and reimbursement of those payments by NYSDOT, and having conferred

with counsel regarding the potential risks of proceeding with the Project on the current terms and conditions of the APFA.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby  
RESOLVED, by the Board of the Syracuse Regional Airport Authority, that the Executive Director is authorized to execute the Airport Project Funding Agreement in its current form, and with the advice of counsel, to seek to obtain such other and further amendments to the Agreement as may be beneficial to the Authority and ensure the timely completion of the Project and reimbursement to the Authority.

**Resolution Adopted Date: March \_\_, 2017.**

**Vote: Ayes \_\_\_\_ Nays: \_\_\_\_ Abstentions: \_\_\_\_.**

**Signed: \_\_\_\_\_.**  
**Secretary**

Return to Agenda



**RESOLUTION APPROVING SELECTION OF SECURITY FIRM TO PROVIDE AIRPORT SECURITY PERSONNEL SERVICES AND NEGOTIATION AND EXECUTION OF SECURITY PERSONNEL SERVICES AGREEMENT**

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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, Section 2799-ggg (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, by Resolution No. 8 of 2012 the Authority previously engaged G4S Secure Solutions, Inc. ("G4S") to provide security personnel services at the Airport pursuant to a contract which will expire on June 30 2017;

WHEREAS, in anticipation of the expiration of the G4S contract and by RFP No. 2016-09 the Authority, through its RFP Committee, solicited proposals from various other security personnel services firms in order to have a contract for security personnel services in place upon expiration of the G4S contract;

WHEREAS, in response to the RFP, the Committee received proposals from the following firms: Global Security Associates; G4S Secure Solutions; Jess Security; Securitas Aviation USA and US Security Associates (collectively the "Proposers");

WHEREAS, the Committee reviewed the submissions received from the Proposers and interviewed representatives of the four (4) Proposers whose submissions satisfied the requirements of the RFP, and based upon such submissions and interviews, voted by individual ballot at the Committee's regular meeting on March 8, 2017 and unanimously voted to recommend that Securitas Aviation USA be awarded the contract for security personnel services at the Airport;

WHEREAS, at the Board's regular meeting March 10, 2017 the Committee recommended to the Board that Securitas Aviation USA be selected to provide security personnel services at the Airport and the Executive Director has advised the Board of the experience, qualifications and reputation of the Proposers in general and Securitas in particular and answered those questions posed by members of the Board regarding the RFP process and the recommendations of the RFP Committee;

WHEREAS, the Executive Director has further requested that the Board authorize the Executive Director, with the advice of counsel, to negotiate and enter into definitive agreement for security personnel services agreements with Securitas and designate a liaison and point of contact for such negotiations and all services to be performed under such agreement.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, by the Board of the Syracuse Regional Airport Authority that Securitas Aviation USA is hereby selected and approved to provide security personnel services to the Authority; and it is further

RESOLVED, that the Executive Director, with the advice of counsel and subject to the requirements of the Procurement Policy, is hereby authorized to negotiate the terms of definitive

three (3) year Security Personnel Services Agreements with Securitas, which term may be extended for an additional two (2) years at the Authority's discretion, and it is further

RESOLVED, that subject to the successful negotiation of an agreement substantially in conformance with the terms of the RFP, the Procurement Policy and other information provided to the Board and with the advice of counsel, the Executive Director is hereby authorized to execute on behalf of the Authority, a Security Personnel Services Agreement with Securitas Aviation USA.

**Resolution Adopted Date: March \_\_, 2017.**

**Vote: Ayes \_\_\_\_ Nays: \_\_\_\_ Abstentions: \_\_\_\_.**

**Signed: \_\_\_\_\_.**  
**Secretary**

Return to Agenda



## **Human Resources Committee Meeting Minutes**

**February 16, 2017**

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the Department of Aviation Conference Room on Thursday, February 16, 2017.

The meeting was called to order at 11:02 a.m. by Ms. Beth Rougeux.

### **I. Roll Call**

In attendance: Ms. Beth Rougeux, Dr. Shu-Kai Chin (late), Mr. William Fisher, Mr. Michael Quill, Mr. Mark Vanesky (late), Ms. Christina Callahan, Mr. Trent Amond, Mr. John Clark, Mr. John McCann, Ms. Laurie Sabel  
Not present: Mr. William Simmons

### **II. Approval of Minutes from Previous Meeting**

Approval of the minutes from previous meeting(s) was postponed until members who were delayed could arrive. The minutes from August 4, 2016, approval having been deferred due to lack of a quorum, were reviewed. A motion was made to approve by Mr. Quill and seconded by Dr. Chin and approved. The minutes from the meeting of October 28, 2016 being reviewed, a motion was made to approve by Ms. Rougeux and seconded by Mr. Quill and approved.

### **III. Old Business**

#### **A. Status of Union Negotiations**

The status of the discussions with the collective bargaining groups was taken out of order. It was noted that the Local 1773 had been approached regarding negotiations. Mr. McCann stated that he had spoken to the attorney who had said there was no interest at this time. Ms. Callahan stated that she had some doubt that the membership had been consulted prior to the rejection of talks. She stated she intends to have an informational meeting with union members, starting with the Local 400, to update everyone about the ongoing interest on the part of the Authority to bring them on board and to make an agreement that would be beneficial to all parties. Ms. Rougeux asked for clarification regarding the side letter allowing employees to bid back, within a certain period of time, to a City title. This was never signed by the Unions and therefore, is not in effect. The other elements of the negotiation are the "Service Agreement", the "Lease Agreement", and the "Enabling Legislation". The enabling legislation states that positions covered under a CBA would be covered under a new CBA upon transfer. Transfers of titles will take place only by agreement until the end of the Service Agreement in 2024.

B. Status of Staffing and Salary Analysis

Ms. Callahan informed the Committee that the SRAA participated in the most current Airport Council International (ACI) Salary Survey. Additionally, she advised the Committee that the Authority is looking for a firm to independently conduct a study to evaluate the staffing and salaries to identify any areas which may need adjustment.

**IV. New Business**

A. Review of Retirement Eligible Employees

The Committee reviewed a list of the Airport employees, both City and SRAA, who are eligible or will become eligible for retirement within the next five (5) years.

B. Executive Session

Ms. Rougeux invited a motion to enter Executive Session to discuss the appointment, employment and/or discipline of particular persons or corporations by the Authority as well as proposed, pending, or current litigation. The motion was made by Mr. Fisher, seconded by Dr. Chin. The Committee entered Executive Session at 11:37.

C. The Committee emerged from Executive Session and a motion was made by Mr. Fisher that the Committee accept management's recommendation and pass along the HR Committee's recommendation to the Board that the SRAA create a position under the title of Airport Security Director. The motion was seconded by Dr. Chin and approved. Further discussion taking place about the possibility of whether the position should be filled immediately, it was decided that the decision to fill the position would be reserved until a later date.

**Adjournment**

A motion to adjourn being made by Dr. Chin and seconded by Mr. Quill the meeting adjourned at 11:55 a.m.



## **Finance Committee Meeting Minutes**

**February 3, 2017**

These minutes outline the activities of the Syracuse Regional Airport Authority (SRAA) Finance Committee from the meeting held on February 3, 2017 in the Syracuse Regional Airport Conference Room located at Syracuse Hancock International Airport.

The meeting was called to order at 10:20 a.m. by Dr. Shiu-Kai Chin.

### **I. Roll Call**

In attendance: Dr. Shiu-Kai Chin, Ms. Beth Rougeux, Mr. William Fisher, Mr. Michael Lazar, Ms. Christina Callahan, Mr. Trent Amond, Ms. Jennifer Sweetland, Ms. Maureen Fogarty, Ms. Linda Ryan and Mr. John Clark.

Absent: Mr. John Johnson and Mr. Patrick Mannion

### **II. Approval of Minutes from the Previous Meeting**

Dr. Chin opened the meeting with a review of the May 6, 2016 Finance Committee meeting minutes.

A motion was made by Mr. Fisher and seconded by Ms. Rougeux to accept the May 6, 2016 meeting minutes. The minutes were unanimously approved.

### **III. Old Business**

Mr. Amond reviewed the Status of Agreements report with the Committee.

Ms. Rougeux inquired with Ms. Callahan on the status of the month to month agreement with Syracuse Regional Airport Taxi (SRAT). Ms. Callahan informed Ms. Rougeux that the agreement is month to month because the airport is waiting to hear what is going to happen with Uber and Lyft. She stated that because SRAT has the manpower and vehicles on hand at the airport, management has decided to keep the agreement month to month at this point.

Mr. Amond reviewed the YTD Financials with the Committee.

Mr. Amond updated the Committee on the Concourse Project. He informed the Committee that this project was originated a few years ago and designed to replace the flooring and seating in the two concourses. Mr. Amond stated that there is a resolution that will be going to the Board for approval at the February 3, 2017 Regular meeting that includes an increase of cost for the project. He informed the Committee that the project costs were originally lower because the intention was to just replace the carpeting and seating in the concourses with similar materials, but the costs increased due to the Airport's desire to coordinate the design of this project with the Terminal Improvement Project, which will be funded by the recently announced \$35.8 million grant that the airport was awarded. This broader project includes a redesign of the pre-security portion of the Terminal. Mr. Amond stated that the original project cost was estimated to cost \$1 million and with the changes based on the new design, the bids came in at \$2.6 million. He stated that the funding for the project will come primarily from the new Provision for Plant Replacement, Renewal and Special Maintenance (PRRSM) accounts that were setup in accordance with the new Airport Use Agreement. Mr. Amond stated that based on Ms. Fogarty's calculations, there will still be a positive balance in the PRRSM accounts, even after the revised cost of this project. Mr. Amond stated that if for some reason there isn't enough money in the PRRSM accounts to cover this project, the airport can borrow from its discretionary fund. Mr. Amond stated that the airport discretionary fund has a very healthy balance.

Mr. Fisher asked Mr. Amond if there are 100% construction documents and bid specifications, and if the bid process has been completed and reviewed by the architect. Mr. Amond informed the Committee that the entire process was completed in December 2016 and award is pending approval of the increase from the Board.

Ms. Rougeux asked Mr. Amond how the airport would cover costs for the larger project if the PRRSM accounts are depleted for this project and the airport needs additional money. Mr. Amond stated that the PRRSM accounts are meant to be flexible and that there are discretionary funds to cover any shortage. Ms. Callahan stated that before the PRRSM accounts were established, the airport would have used money from the discretionary fund.

The Committee agreed to recommend the resolution to the Board at the February 3, 2017 meeting.

#### **IV. New Business**

Mr. Amond informed the Committee that the airport has been increasingly focused on MWBE requirements through New York State requirements and working with Omni Procurement Solutions to increase our percentages and improve our performance. He stated that over the past few months, a new requirement has been added for Service Disabled Veterans Owned Businesses (SDVOB). Mr. Amond stated that the airport management would like to obtain Omni Procurement Solutions to assist the airport with this added requirement. He stated that the intention is to bring to the Committee a Best Interest Exception to the Procurement Policy to retain Omni Procurement Solutions for assistance with the SDVOB requirement. Mr. Amond stated that no action was necessary at this time and that the Committee will get additional information emailed to them early next week.

Ms. Callahan informed the Committee that as a follow-up to last week's conversation regarding the selection of consultants for large scale projects, management has developed a mini RFQ and will be sending it out to the airport's four consultants today. She stated that she has been working with the

Terminal Project Committee to develop the scope. Ms. Callahan would recommend incorporating this mini RFQ process for all projects over \$10 million that also require approval from the Syracuse Common Council. She stated that she isn't looking for a decision from the Committee today, but would like the Committee to consider it because there will be a number of projects that will need to be advanced that are AIP funded, but are much smaller dollar amounts. Ms. Callahan stated that she would like the Committee to define some parameters for when the airport should issue a mini RFQ, due to time constraints and the short construction season. She stated that the airport already has four consultants that have been vetted and approved by the Board and the work is assigned based on the expertise of the firm and the specific project.

There was no other business to be discussed.

**V. Adjournment**

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Dr. Shiu-Kai Chin

Finance Committee Chair

DRAFT





## **Audit Committee Meeting Minutes March 2, 2017**

These minutes outline the activities of the Syracuse Regional Airport Authority (SRAA) Audit Committee from the meeting held on March 11, 2016 in the Department of Aviation Conference Room located at Syracuse Hancock International Airport.

The meeting was called to order at 11:07 a.m. by Dr. Donna DeSiato, Chair of the Audit Committee.

### **I. Roll Call**

In attendance: Dr. Donna DeSiato, Mr. Patrick Mannion, Ms. Christina Callahan, Mr. Trent Amond, Ms. Cheryl Herzog, Mr. R. John Clark and Mr. Chip Clark

### **II. New Business**

#### **a. Review of Audit for Fiscal Year Ending June 30, 2016**

Ms. Callahan stated that D'Arcangelo completed the audit for June 30, 2016. Ms. Callahan invited Mr. Chip Clark from D'Arcangelo to present the audit summary and answer any questions. Mr. Clark distributed and reviewed the Executive Summary of the June 30, 2016 audit to the Committee. Mr. Clark noted a deficiency in the timeliness of the year end closing procedures. Mr. Clark indicated that when they came out for the audit there was still closing going on, and entries were being made throughout the audit process. Mr. Clark stated that when they arrive for an audit they like to see a full close, so there are no material adjustments happening though out the process. Mr. Clark recommends that procedures be improved to ensure that when the audit procedures are being performed all entries have been made. Mr. Fisher asked if entries were still going on during the audit. Mr. Amond stated that two things were going on, we were still making entries on our side but the City had a part to finalize the numbers that Mr. Clark gives the City to sign off. Mr. Amond stated we can control the first part but not the second. Dr. DeSiato asked management if we could improve the time of the closing procedures. Ms. Callahan stated we can on our side. Mr. Fisher stated that a formal request should be sent to the City requesting them to move towards a more rapid closing of their own books for our reporting purposes. Mr. Clark stated that the single audit file needs to be filed by March 31, 2016. Ms. Callahan stated that if this

Committee is comfortable to approve the audit, the recommendation will go to the Board at today's meeting.

The Committee entered into Executive Session at 11:40 a.m.

Executive Session ended at 11:59 a.m.

Dr. DeSiato made a motion to agree to accept the Audit and recommended it to go to the board for approval. The motion was seconded by Mr. Mannion and was unanimously approved.

**III. Old Business**

There was no old business to discuss.

**IV. Adjournment**

The meeting was adjourned at 12:03 p.m.

Respectfully submitted,  
Dr. Donna DeSiato, Audit Committee Chair