



Regular Meeting

Friday, May 6, 2016

12:00 p.m.

Syracuse Hancock International Airport

Syracuse Regional Airport Authority

Board Room

**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, May 6, 2016, 12:00 p.m. – 2:00 p.m.  
Syracuse Hancock International Airport  
Board Room**

1. Roll Call
2. Reading and Approval of Minutes from the March 11, 2016 Regular Meeting
3. Old Business/Executive Session
4. Resolutions
  - a. Resolution Approving Selection of General Airport Consultants
  - b. Resolution Adopting Ground Transportation Rules and Regulations of the Authority
  - c. Resolution authorizing the Executive Director to enter into FBO Agreement with Syracuse Jet Real Estate Management
  - d. Resolution Adopting the 2016/2017 Capital Improvement Program
5. Syracuse International Airshow - Presentation
6. New Business
  - a. 2016/17 Budget and CIP Review
  - b. Labor Management Meeting (4/15/16)
  - c. Aviation Budget Presentation to Common Council (4/21/16)
  - d. Airport Update to Town of DeWitt Board (4/25/16)
7. Standing Committee Reports/Supporting Materials/Correspondence
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.

## **Minutes of the Regular Meeting of the Syracuse Regional Airport Authority March 11, 2016**

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 11, 2016 @ 12:12 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  
Mr. Michael Quill  
Ms. Beth Rougeux  
Mr. Bill Simmons  
Dr. DeSiato  
Mr. John B. Johnson Jr.  
Mr. Michael Shusda

### **Members Absent:**

Ms. Irene Scruton

### **Also Present:**

Ms. Christina Callahan  
Mr. Trent Amond  
Ms. Cheryl Herzog  
Ms. Patty Jeschke  
Ms. Heather Malinowski  
Ms. Linda Ryan  
Mr. R. John Clark  
Hon. Morris Sorbello (RAB)

### **Roll Call**

As noted, all Board members were present, except for Ms. Irene Scruton

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

A motion was made by Mr. Shusda and seconded by Ms. Rougeux and was unanimously approved to accept the minutes from the February 12, 2016 meeting.

The motion was approved 10 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 Chair Fisher and seconded by Mr. Mannion. Board members, Ms. Callahan, Mr. Amond and Mr. R. John Clark went into executive session at 12:14 p.m.

Executive session ended at 1:06. No action was taken.

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

**Resolutions:**

- **Resolution Authorizing the Creation of the Position of Director of Airport Operations for the Syracuse Regional Airport Authority** was moved by Mr. Simmons, seconded by Ms. Rougeux and was unanimously approved.

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

- **Resolution Authorizing the Creation of the Position of Director of Terminal/Landside Operations for the Syracuse Regional Airport Authority** was moved by Mr. Simmons, seconded by Dr. DeSiato and unanimously approved.

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

- **Resolution Authorizing the Creation of the Position of Director of Airfield Maintenance for the Syracuse Regional Airport Authority** was moved by Ms. Rougeux, seconded by Dr. Chin and unanimously approved.

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

- **Resolution Authorizing the Creation of the Position of Assistant Director of Terminal/Landside Operations for the Syracuse Regional Airport Authority** was moved by Dr. Chin, seconded by Dr. DeSiato and unanimously approved.

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

- **Resolution Approving the Fiscal Year End 2015 Draft Audit of the Syracuse Regional Airport Authority** was moved by Dr. Chin, seconded by Mr. Johnson and unanimously approved.

The Resolution was presented by Mr. Chip Clark of D'Arcangelo & Co., LLP. Mr. Clark met with the Audit Committee prior to this meeting. Mr. Clark reviewed a summary of audit with the Board.

Dr. Chin asked about closing procedures and who has control over them. It is shared between SRAA and City of Syracuse. Dr. DeSiato explained that the Audit Committee discussed putting strategies in place for what we control and also having some type of communication with the City.

Mr. Simmons asked if the deficiency has any effect on our credit rating. No.

Chair Fisher discussed the need for the GASB 45 requirement of health care for retirees. SRAA doesn't account for yet, but will need to plan on it for the future.

Chair Fisher explained the audit committee met with the accountant separately from management. There are not any great concerns. There were a couple of minor ideas the Committee will discuss with management but it is nothing they need to discuss now.

The resolution was adopted: 8 ayes, 0 nays

Chair Fisher thanked Mr. Clark for coming.

- **Resolution Amending Syracuse Airport Authority Governance Committee Charter** was moved by Dr. DeSiato, seconded by Ms. Rougeux and unanimously approved.

The Resolution was presented by Chair Fisher and Attorney R. John Clark. Chair Fisher explained Ms. Scruton had some concerns about conflicts between the Governance Committee charter and the Board Development Committee charter, as well as the automated way members of the Board Development Committee were appointed. The Governance Committee met to discuss these issues. Mr. Clark

explained basically that there was an overlap in both committee charters and noted how both Charters were amended.

The resolution was adopted: 8 ayes, 0 nay

- **Resolution Amending Syracuse Regional Airport Authority Board Development Committee Charter** was moved by Ms. Rougeux, seconded by Mr. Simmons and unanimously approved.

Resolution was presented by Chair Fisher.

Dr. DeSiato asked if this would include Board Member Orientation. Ms. Callahan stated that we currently have training, but this just makes it more formal.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution Appointing Members and Chair of the Finance Committee for the Syracuse Regional Airport Authority** was moved by Mr. Simmons, seconded by Mr. Quill and unanimously approved by voice vote.

The resolution was presented by Chair Fisher and Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution Appointing Members and Chair of the Audit Committee for the Syracuse Regional Airport Authority** was moved by Dr. Chin, seconded by Mr. Simmons and unanimously approved by voice vote.

The resolution was presented by Chair Fisher

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution Appointing Members and Chair of the Governance Committee for the Syracuse Regional Airport Authority** was moved by Ms. Rougeux, seconded by Mr. Quill and unanimously approved by voice vote.

The resolution was presented by Chair Fisher

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution Appointing Members and Chair of the Human Resources Committee for the Syracuse Regional Airport Authority** was moved by Dr. DeSiato, seconded by Ms. Rougeux and unanimously approved by voice vote.

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

### **Old Business**

Mr. Johnson asked if there was an update on the parking garage situation. Ms. Callahan stated that the transition to Republic Parking is mostly finished with the exception of the E-Z Pass conversion. Republic Parking, Thruway Authority and TTI (software vendor) are working to create a software program that will allow all three to communicate. We would like to have it work as a true E-Z Pass system. Ms. Callahan shared that several improvements have been made regarding the concerns that were shared at last meeting.

### **Creative Food Update**

Roger Schwandtner and Saniya Isani gave a presentation and stated their company has been at the airport for 2 years. Their updated proposal is in the board packets. Last year, the sales projection was \$7,300,000 – actual sales were 7,250,000. Sales from enplaned passengers went from \$4.40 Delaware North to \$7.25 Creative Foods. All construction is complete. Creative Foods had projected an investment of \$3,300,000, actual investment was \$4,300,000. Mr. Schwandtner feels it has worked out well for both SRAA and Creative Foods.

Ms. Isani reviewed their current proposal. Ms. Rougeux asked if there is a fee to the customer if they use Grub Hub. There is no fee.

Chair Fisher asked Creative Foods to get management the numbers of what employment level is in terms of full time equivalents now as opposed to before they took over and what is the impact on the job levels with these changes.

Dr. Chin asked a question about the operation of Grub Hub and the TSA screening. Ms. Callahan explained how it would work.

Dr. DeSiato complimented Creative Foods on their work.

## **“Syracuse” Sign Update**

Ms. Callahan gave the quotes to bring in the old sign and design the new Syracuse sign. Management’s recommendation would be to have Allied Signs create an LED sign, (which would not be an exact replica) and bring in the existing sign to the lobby to use as an historical piece for \$30,000 total.

There was brief discussion. Ms. Rougeux has discussed with the Mayor and she approves of the plan. Board members agree this is good plan.

## **New Business**

Ms. Callahan shared that she and Mr. Amond went to a conference and had meetings with several air carriers and also met with other airports. They spoke about the great improvements, the transition, bringing in additional service. The meetings are only twenty minutes and the purpose is to not have decisions but to obtain a follow up meeting/conversation with the carriers. American Airlines was very happy with the performance they have in Syracuse.

Ms. Callahan stated that the garage consultant has been selected to work on the Parking Conceptual Design Study. The firm’s name is Carl Walker.

Ms. Callahan shared that we have received the proposals for the General Airport Consultants and Independent Fee Estimators RFQ. Dr. DeSiato will assist in the review of proposals and the interviews.

Ms. Callahan explained that we are working diligently on the 2016 Air Show. She will have a presentation at next board meeting. Mr. Johnson asked about Fort Drum. Ms. Callahan shared that we expect there to be involvement by some of the units stationed at Fort Drum.

Ms. Callahan shared that management is working on the budget and capital improvement program for 2016-2017. They will present the first draft at the Finance Committee next month and the Board will see it at the May meeting.

Ms. Callahan discussed that the Airport Use Agreement negotiations are going well. The next meeting is in April. Goal is to have a signed agreement by July 1.

Chair Fisher shared that the Board Development Committee met and discussed how to set up a succession plan for the Board Chair. Chair Fisher has discussed with the Mayor. Chair Fisher shared his plan. The Board Members agree with his plan.

## **Adjournment**

A motion was made by Mr. Simmons and seconded by Ms. Rougeux to adjourn the meeting. The motion was approved: 8 ayes, 0 nays



The meeting was adjourned at 2:06 p.m.

DRAFT

**RESOLUTION**

**2016**

**Resolution Approving  
Selection of General Airport  
Consultants**

**RESOLUTION APPROVING SELECTION OF GENERAL AIRPORT CONSULTANTS; AUTHORIZING NEGOTIATION AND EXECUTION OF DEFINITIVE GENERAL AIRPORT CONSULTANT AGREEMENTS AND APPOINTMENT OF AUTHORITY LIAISON AND POINT OF CONTACT FOR SUCH NEGOTIATIONS AND ALL SERVICES TO BE PERFORMED UNDER GENERAL AIRPORT CONSULTANT AGREEMENTS**

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 previously issued a Request for Qualifications ("RFQ") regarding the provision of General Airport Consultant Services at the Airport; and

WHEREAS, the purpose of the RFQ was to comply with the Authority's Procurement Policy and identify those general airport consultant service providers with the requisite expertise, experience and qualifications to provide necessary general airport consultant services at the Airport; and

WHEREAS, the RFQ was published in all publications and/or media outlets required by law for the Authority, including but not limited to industry trade publications, the Authority's website and the New York State Contract Reporter; and

WHEREAS, the Authority thereafter received seven (7) responses to the RFQ from: C&S Companies ("C&S"); Prudent Engineering ("Prudent"), AECOM ("AECOM"), SOSH Architects ("SOSH"), Passero Associates ("Passero"), Arcadis Design and Consultancy ("Arcadis"), William Taylor Architects ("WTA") and Clough Harbor Associates ("CHA"); and

WHEREAS, C&S, Prudent, AECOM, SOSH, Passero, Arcadis, WTA and CHA thereafter made detailed in person presentations of their proposals to the Authority's Special Ad Hoc Committee for General Airport Consulting Services (the "RFQ Committee"), during which their representatives were questioned by the RFQ Committee with regard to the details and specifics regarding each of the proposals; and

WHEREAS, the RFQ Committee thereafter met and deliberated with regard to the relative merits of each of the proposals, and RFQ Committee members thereafter individually and confidentially scored each proposal per the terms of the RFQ and submitted their proposal scores, in confidence, to the RFQ Committee Chair; and

WHEREAS, based upon the proposals submitted, presentations made, deliberations held and scores submitted, the RFQ Committee has recommended that AECOM, Arcadis, C&S and CHA (the "Proposed Providers") be designated for the provision of General Airport Consulting services at the Airport; and

WHEREAS, the Executive Director has advised the Board of the experience, qualifications and reputation of the Proposed Providers and the nature and cost of the general airport consulting services to be provided to the Authority and answered those questions posed

by members of the Board regarding the RFQ process and the recommendations of the RFQ Committee; and

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 General Airport Consultant services agreements with the Proposed Providers and designate a liaison and point of contact for such negotiations and all services to be performed under such Agreements.

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; Prudent Engineering; AECOM; Arcadis Design and Consultancy and Clough Harbor Associates (the “Approved Providers”) are hereby approved as General Airport Consultant Services providers at the Syracuse Hancock International Airport, 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 five (5) year General Airport Consultant Services agreements with the Approved Providers as necessary, and it is further

RESOLVED, that subject to the successful negotiation of an agreement substantially in conformance with the terms of the RFQ, 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, General Airport Consultant Services agreements as necessary with the Approved Providers.

**Resolution Adopted Date: May 6, 2016.**

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

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

Return to Agenda

**Resolution**

**2016**

**Resolution Adopting Ground  
Transportation Rules and  
Regulations of the Authority**

**RESOLUTION ADOPTING GROUND TRANSPORTATION RULES AND REGULATIONS 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 (the “Enabling Act”) and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, pursuant to the terms of an Airport Lease Agreement between the City of Syracuse, New York and the Authority dated November 25, 2013 and related agreements between such parties and the issuance of an Operating Certificate to the Authority by the Federal Aviation Administration (“FAA”) effective March 1, 2014, (collectively the “Enabling Agreements”) the Authority is responsible for the operation and management of the Syracuse Hancock International Airport (the “Airport”); and

WHEREAS, since the time the Authority received its Operating Certificate, Authority management has undertaken a review of various policies in effect at the Airport which had been adopted and administered by the City, and has determined that given sweeping changes which have been and are continuing to occur in the ground transportation industry, the Authority should adopt its own rules and regulations regarding the provision of ground transportation services at the Airport; and

WHEREAS, draft Ground Transportation Rules and Regulations have been prepared by Authority management and previously presented to and reviewed by the Finance Committee at its April 8, 2016 meeting, and the Finance Committee voted to recommend the adoption of the draft Ground Transportation Rules and Regulations by the full Board; and

WHEREAS, the adoption in final form of the draft Ground Transportation Rules and Regulations draft will further the Authority's purposes under the Enabling Act of promoting safe, secure, efficient and economical air transportation in the central New York region.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that the draft Ground Transportation Rules and Regulations are adopted as the official Ground Transportation Rules and Regulations of the Authority at the Syracuse Hancock International Airport, in the form as annexed hereto at Exhibit A, to be effective upon compliance with the applicable provisions of the New York State Executive Law, Administrative Procedures Act, and such other procedures and/or provisions of law as applicable; and be it further

RESOLVED, that in the event non-substantial revisions to Ground Transportation Rules and Regulations are necessary, that the Executive Director is further authorized to amend such Ground Transportation Rules and Regulations as may be in the best interests of the Authority and consistent with applicable law, and in the event that substantial revisions to the Ground Transportation Rules and Regulations are required, that the Executive Director provide the Board with at least ten (10) business days prior written notice of the nature and necessity of such revisions.

**Resolution Adopted Date:** May 6, 2016

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

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





**RULES AND REGULATIONS**

**FOR**

**COMMERCIAL GROUND TRANSPORTATION  
OPERATIONS**

**AT**

**SYRACUSE HANCOCK INTERNATIONAL AIRPORT**

**v4, Draft, 2016-02-23**

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## **Section I. Introduction and Objective**

The objective of the Syracuse Regional Airport Authority (SRAA) Rules and Regulations governing commercial ground transportation at Syracuse Hancock International Airport (Airport) is to promote high quality ground transportation operations consistent with public safety and convenience, and to ensure a high level of Airport customer service in the movement of passengers to and from the Airport.

The following categories of commercial ground transportation services are governed by these Rules and Regulations:

- Taxicab services
- Transportation Charter Party (TCP) carriers including limousines, SUVs, vans, and buses
- Courtesy vehicles including those operated by rental car, hotel/motel, off-airport parking, and institutional (e.g., school) operators
- Nonprofit services including publicly-owned transit
- Transportation Network Companies
- Airport Rental Car Concessionaires

## **Section II. Definitions**

*Airport* shall mean Syracuse Hancock International Airport, located at 1000 Colonel Eileen Collins Boulevard, Syracuse, New York.

*Buses-Scheduled* shall mean an un-metered passenger vehicle for hire, which carries over 15 passengers and is licensed as a “bus” by the New York State Motor Vehicles Department, and which is operated on a scheduled basis to transport passengers between the Airport and a primary service point, and may serve additional points other than its primary service point.

*Buses-Non-Scheduled* shall mean an un-metered passenger vehicle for hire, which carries over 15 passengers and is licensed as a “bus” by the New York State Motor Vehicles Department, and which is operated as a charter service on a non-scheduled basis to transport passengers between the Airport and designated sites off Airport property.

*Campus Shuttles* shall mean an educational institution or association having affiliations therewith engaged in the operation of a motor vehicle operated for the exclusive use and convenience of its students and faculty and used to carry students or faculty between the Airport and the educational institution without charge.

*Commercial Ground Transportation Operator or “Operator”*) shall mean a person or enterprise engaged in any type of commercial ground transportation service.

*Commercial Ground Transportation Service* shall mean the operation of any of the categories of service listed in Section I.

*Airport Ground Transportation Agreement* shall mean an agreement between the SRAA and a commercial ground transportation operator which authorizes the operator to provide specified services at the Airport.

*Cruising* shall mean the unnecessary circling of the Terminal area or driving along Airport roadways, or walking through the terminal building, with the express purpose of soliciting passengers.

*Dispatcher* shall mean an individual employed by the holder of an exclusive license to provide walk-up customer taxicab services at the Airport.

*Driver* means any person driving a ground transportation vehicle, whether independently or for a ground transportation service operator.

*Executive Director* means the Executive Director of the Syracuse Regional Airport Authority, or his/her designee.

*Hotel/Motel Shuttles* shall mean the operation of a motor vehicle by a hotel/motel for transportation of the hotel/motel's patrons solely from the Airport to the hotel and to the hotel from the Airport and operated without cost to the passengers.

*Solicitation* means the initiation of a conversation or other form of communication by a driver, representative, employee or agent of a ground transportation service with any potential customer for the purpose of enticing or persuading said customer to use any service or facilities provided by a ground transportation service.

*Taxicab* shall mean a motor vehicle, with or without a taximeter, having a seating capacity of not more than eight (8) persons, in addition to the driver, and used in the business of transporting passengers for compensation from one point to another and not on a fixed route.

*Transportation Network Company (TNC)* means a company or organization operating in New York that provides transportation services using an online enabled platform to connect passengers with TNC drivers using their personal vehicles.

*Waybill* means a document prepared in advance of a ground transportation vehicle's arrival at the Airport passenger pick-up zone stating the name of the Operator, the ground transportation vehicle license plate number, the name and address of the person requesting the charter and the name(s) of the customer(s) if different, the date and time the charter was arranged, the number of persons in the party, the time of the scheduled customer pickup and the airline and flight number on which the customer is scheduled to arrive and the points of origin and destination of the transportation services. For a Transportation Network Company, a waybill means the prearranged reservation made between the passenger and the Driver on the TNC Application.

### **Section III. Laws, Regulations and Rules to be Observed**

The provision of commercial ground transportation services at the Airport shall be governed by all applicable laws, regulations, rules and ordinances, executed ground transportation agreements and permits, and with the provisions of these Rules and Regulations, as the same may be amended from time to time. All persons engaged in commercial ground transportation service at the Airport, whether as operator, driver, employee or representative of an operator, or otherwise, shall at all times comply with the provisions of these Rules and Regulations. Any person who in any capacity engages in commercial ground transportation service at the Airport in a manner violating any provision of these Rules and Regulations, shall be deemed in violation of said provisions.

### **Section IV. General Provisions Governing Commercial Ground Transportation Service**

#### **A. Solicitation**

1. No Commercial Ground Transportation Operator or Driver shall (a) permit any of its vehicles to “Cruise” the Airport roadways for the purpose of advertising its services or soliciting fares or passengers; (b) approach or permit any employee or agent to approach any person or persons, whether inside or outside of the Airport’s Terminal Buildings, for the purpose of soliciting fares or passengers; or (c) occupy any loading zone or curbside space for the purpose of Soliciting fares or passengers. Solicitation of passengers or fares on any portion of the Airport shall be prohibited.
2. No person employed by any organization to perform skycap and/or passenger check-in services at Syracuse Hancock International Airport shall accept payment of any kind in exchange for referral of a customer to a commercial ground transportation operator, or otherwise solicit business on behalf of a ground transportation operator; provided, however, that this rule shall not be construed to prevent a skycap from receiving tips for the performance of his/her own service.

#### **B. Commercial Ground Transportation Vehicles**

1. All vehicles used by Commercial Ground Transportation Operators and/or Drivers at the Airport shall comply with the Airport, local, state and federal motor vehicle codes ordinances, regulations, statutes, standards and/or directives with respect to inspection, safety and operation of vehicles.
2. The exterior of all Commercial Ground Transportation Vehicles shall be maintained in a clean, undamaged and otherwise intact manner, and present a favorable appearance.
3. The interior of all Commercial Ground Transportation Vehicles, including the trunk, shall be maintained in a clean condition so as to be free of trash, odors, dirt and grease. Interior seat fabric must not be ripped. Trunks shall be kept adequately clean and empty to accommodate passenger baggage.
4. All commercial ground transportation vehicles shall be maintained in a mechanically safe condition and be subject to inspection under the New York Motor Vehicle Code, the Department of Homeland Security, all other local, state and federal laws and these Rules and Regulations. Any Airport law enforcement personnel, any federal, state or local law enforcement officer, any Airport official, and all agents appointed by the SRAA who

display proper identification shall have the authority to inspect vehicles. Vehicles which fail inspection shall not be used to provide ground transportation services on the Airport until all noted deficiencies are corrected. Passage of an Airport vehicle inspection shall not be deemed to constitute any representation or warranty of a vehicle's safety or suitability for any purpose whatsoever.

### C. Commercial Ground Transportation Drivers

1. Drivers of commercial ground transportation vehicles shall strictly comply with these Rules and Regulations.
2. Drivers of commercial ground transportation vehicles shall obey the lawful orders and directions of all Airport law enforcement personnel, any state or local law enforcement officer, all Airport officials, and all agents appointed by the SRAA who display proper identification.
3. Each of a Commercial Ground Transportation Operator's employees who is required to be licensed to operate any vehicle or to perform any service at the Airport shall be duly licensed and authorized in accordance with all applicable local, state or federal laws, codes, regulations, statutes and/or ordinances. Drivers who do not possess a valid driver's license or any other applicable operating requirements will not be permitted to operate at the Airport.
4. Every driver of a commercial ground transportation vehicle shall be:
  - a. Required to have knowledge and understanding of the Airport Rules and Regulations;
  - b. Knowledgeable of local geography and/or able to use maps, GPS or other similar resources necessary to efficiently transport passengers to desired locations within Onondaga County and other local communities served by the airport.
  - c. Able to communicate with passengers.
  - d. Courteous to the public at all times. A ground transportation driver shall not use profane language, make a threat of violence or physical harm, or act in a loud and boisterous or otherwise improper manner. Obscene gestures, or language, threats of physical harm, fighting, gambling, public intoxication, lewd or otherwise improper public behavior, or the use of illegal substances on Airport premises are expressly prohibited.
  - e. Cooperative and communicative with Airport personnel. A driver shall not be verbally abusive toward any Airport representative or another ground transportation representative.
5. No driver:
  - a. representative, employee, or agent of an Operator shall conduct any business on the Airport other than that expressly described in these Rules and Regulations, and in any applicable ground transportation license.
  - b. shall transport passengers in an unsafe manner.
  - c. representative, employee, agent or Operator shall sell, promote or otherwise provide any items or services other than ground transportation to its passengers or any other persons upon the Airport premises.
6. Drivers of commercial ground transportation vehicles shall remain in (or with) their vehicles and shall not park or leave a vehicle unattended at any curb, unless otherwise authorized by these Rules and Regulations. Unattended vehicles may be cited and

- removed. If drivers must park or leave their vehicles unattended, they shall park in the public parking lot or garage subject to the posted rates.
7. A commercial ground transportation driver, representative, employee, agent or Operator shall not deceive or attempt to deceive the public through false or misleading representations concerning its prices or services or those of other commercial ground transportation service Operators.
  8. All drivers of commercial ground transportation vehicles, with the exception of courtesy vehicles and TNC's, shall have passenger receipts in all their vehicles which are imprinted with the company's name, address, and telephone number. The receipt shall provide space for the driver's name, date and time of service and the fare charged. Electronic receipts are acceptable. Each customer shall be offered a receipt following payment by that customer.
  9. All commercial ground transportation service Operators shall post the types of credit cards accepted as payment for their services.
  10. No commercial ground transportation driver or driver's agent shall provide luggage assistance to anyone other than their commercial ground transportation customers.
  11. Commercial Ground Transportation Operators and Commercial Ground Transportation Drivers shall not place, throw or drop waste, rubbish or refuse anywhere on Airport property except in waste receptacles. No automotive parts or fluids are to be deposited, abandoned, leaked or otherwise left on Airport property.
  12. Commercial Ground Transportation Operators and Commercial Ground Transportation Drivers shall not perform any maintenance or repairs to their vehicles on Airport property, except in an emergency to make the vehicle immediately operable. Commercial Ground Transportation Operators and/or Drivers shall pay or reimburse the SRAA upon demand for any cleanup costs incurred by the SRAA, caused by or relating to the Commercial Ground Transportation Operator's or Driver's conduct or omission.
  13. Commercial Ground Transportation Operators and Drivers shall not offer or give tips, gratuities or payments of any kind to employees or agents of the SRAA, City of Syracuse, airlines or any other business entity operating at the Airport.
  14. Commercial Ground Transportation Operators and Drivers shall not interfere with Airport operations or activities, nor shall Commercial Ground Transportation Operators and Drivers interfere with SRAA, City of Syracuse, or airline employees or agents in the performance of their duties.
  15. Commercial Ground Transportation Operators and Drivers shall only pick up passengers in locations specifically designated for such purposes by the SRAA.

#### D. Use of Airport Premises

1. All commercial ground transportation vehicles operated on Airport premises must comply, at all times, with traffic signs, signals, pavement markings and other physical, electrical and mechanical traffic control devices placed and maintained by the SRAA unless directed otherwise by authorized personnel. Designated loading and unloading areas are subject to change from time to time, as necessary in the judgment of the SRAA to advance the safety, security and/or convenience of Airport operations. All pick-ups and drop-offs must be made in a designated loading/unloading zone. Traffic control restrictions may include, without limitation:

- a. Designating a parking time limit on any portion of the Airport;
  - b. Designating any portion of the Airport for specific uses (e.g., for the general public, designated commercial passenger vehicles, a passenger loading/unloading zones, a freight loading zone, or for Airport vehicles only);
  - c. Designating any portion of the Airport as a NO STOPPING, NO WAITING, or NO PARKING area;
  - d. Designating where and how vehicles shall be parked by means of parking space markers; and
  - e. Designating direction of travel.
2. The SRAA may use its full authority under federal, state, and local law, as well as TSA security directives, to direct, remove, or cause to be removed at the owner's expense from any restricted or reserved area, any roadway or right-of-way or other area on the Airport premises, any vehicle which is: disabled, abandoned, illegally or improperly parked, or creating an Airport operational issue. Any such vehicle may be removed or caused to be removed to an official vehicle impound area designated by the SRAA. Neither the SRAA nor the City of Syracuse shall be liable for damage to any vehicle or loss of personal property which might result from the act of removal.
  3. Cruising is prohibited. Ground transportation vehicles will be considered to be cruising unless the driver:
    - a. Has a customer to be discharged at a terminal and is proceeding to this destination by the most direct route;
    - b. Is in the process of leaving the Airport by the most direct route.
  4. All commercial ground transportation vehicles shall only be operated on roads and parking areas designated by the SRAA for use by that particular type of vehicle and ground transportation service. Vehicles are not to be positioned so as to block the flow of traffic or prevent other vehicles from gaining access to, or departing from, ground transportation areas or other areas at the Airport. Additional restrictions may be set forth by the SRAA through other means, including in a ground transportation license. No commercial ground transportation service shall use the roads, walkways, sidewalks, or other Airport facilities in such a manner as to hinder or obstruct their proper use, public access, the conduct of proper and approved business activities, or to interfere with the flow of traffic.

#### E. Indemnification

Commercial Ground Transportation Operators shall indemnify, defend and hold harmless the SRAA, the City of Syracuse, and their officers, agents and employees from any and all claims, liabilities, losses, suits, damages and causes of action against them, their officers, agents and employees, which may arise out of the performance or non-performance by the Commercial Ground Transportation Operator of the rights and privileges granted by these rules and regulations, and such defense, indemnity and hold harmless shall extend to any and all claims, liabilities, losses, suits, damages or causes of action of every kind or nature and shall include reasonable attorneys' fees and costs incurred in administrative, trial, appellate, review or collateral proceedings.



#### F. Insurance Requirements

1. Without limiting the Commercial Ground Transportation Operator's indemnification, the Commercial Ground Transportation Operator shall procure and maintain for the duration of its license insurance against claims for injuries to persons or damages to property which may arise in connection with performance of permitted activities by the Commercial Ground Transportation Operator, its agents, representatives or employees. The SRAA shall retain the right at any time to review the coverage, form and amount of insurance required hereby.
2. The Commercial Ground Transportation Operator shall furnish the SRAA with certificates evidencing coverage required below before performance commences.
3. Coverage shall be at least as broad as:
  - a. Commercial Automobile Liability for Corporate/business use vehicles including non-owned and hired coverage:
    - i. Private Passenger type vehicles (taxis only): \$350,000.
    - ii. Vehicles with a seating capacity of 7 passengers or less: \$750,000.
    - iii. Vehicles with a seating capacity of 8 to 15 passengers: inclusive, \$1,500,000.
    - iv. Vehicles with a seating capacity of 16 passengers or more: \$5,000,000.
  - b. Worker's Compensation must meet statutory requirements of the State of New York and Employer's Liability Insurance of \$1,000,000 per accident for bodily injury or disease.
  - c. Umbrella or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverage that at least follow over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers' Liability, and other liability coverage (other than Professional Liability) designated under the Minimum Scope of Insurance.
4. The insurance policies required in these Rules and Regulations are to contain, or be endorsed to contain, as applicable, the following provisions:
  - a. Insurance is to be placed with insurers with a current AM. Best's rating of no less than A-VII.
  - b. The Commercial Ground Transportation Operator shall maintain all insurance coverage in place at all times and provide the SRAA with evidence of each policy's renewal ten (10) days in advance of its anniversary date. The Commercial Ground Transportation Operator is required by these Rules and Regulations to immediately notify the SRAA if they receive a communication from their insurance carrier or broker/agent that any required insurance is to be canceled, non-renewed or otherwise materially changed. The Commercial Ground Transportation Operator shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage, scope or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement.
  - c. The SRAA and the City of Syracuse, their officers, directors, officials, and employees, are to be endorsed as additional insured as respects to automobiles owned, leased, hired or borrowed by the Commercial Ground Transportation Operator. The coverage shall contain no endorsed limitations on the scope of protection afforded to the SRAA and

the City of Syracuse, their officers, directors, officials, or employees. The Commercial Ground Transportation Operator is required to provide a copy of required additional insured endorsement to the SRAA.

- d. For any claims related to ground transportation services at the Airport, the Commercial Ground Transportation Operator's insurance coverage shall be primary insurance with respect to the SRAA, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the SRAA, its officers, Directors, officials, or employees shall be excess of the Commercial Ground Transportation Operator's insurance and shall not contribute with it.
  - e. The Commercial Ground Transportation Operator shall be responsible for the acts and omissions of all its subcontractors and shall require all its subcontractors to maintain adequate insurance as required in this Agreement. The Commercial Ground Transportation Operator shall also require its subcontractors to name the SRAA and City of Syracuse, their officers, directors, officials, agents, and employees as additional insured on applicable policies.
5. If any claim for damages is filed with the Commercial Ground Transportation Operator or if any lawsuit is instituted against the Commercial Ground Transportation Operator, that arise out of or are in any way connected with the Commercial Ground Transportation Operator's performance of ground transportation services as described in these Rules and Regulations, and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect the SRAA or the City of Syracuse, the Commercial Ground Transportation Operator shall give prompt and timely notice thereof to the SRAA and the City of Syracuse. Notice shall be deemed prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

#### G. Subordination

These Rules and Regulations are subject and subordinate to any and all applicable City, State and Federal laws, regulations and ordinances. In the event that any of these rules and regulations either conflict with, or are rendered void or unenforceable by, any applicable laws, regulations or ordinances, or by any existing or future agreements between the SRAA and any agency or instrumentality of the U.S. Government relative to the operation of the Airport (the terms and execution of which have been or may be a condition precedent to the receipt or reimbursement to the SRAA of federal funds), then the relevant provision of such applicable law, regulation, ordinance or agreement shall govern.

### **Section V. Taxicab Services**

#### A. Definition

A taxicab is a vehicle properly licensed, inspected, and marked as such by an appropriate licensing authority of the State of New York. All such vehicles shall be subject to inspection by any Airport law enforcement personnel, any federal, state or local law enforcement officer, any Airport official, and all agents appointed by the SRAA who display proper identification. Vehicles which fail inspections will be required to immediately leave airport premises.

**B. License to Operate on Airport Premises**

1. The SRAA may grant an exclusive or non-exclusive license(s) for walk-up customer taxicab services originating from the Airport.
2. Fees and charges for service originating from the Airport will be determined by the executed Airport Ground Transportation Agreement between the SRAA and the taxicab services Operator.
3. Taxicabs which are not parties to an Agreement with the SRAA shall be limited to drop-off fares and prearranged pick-up fares and are limited to waiting in designated areas only.

**C. Operations**

1. Taxicabs operating under an agreement will use the designated areas for walk-up customers originating from the Airport
2. Unless a taxicab is party to an Airport taxicab agreement, taxicab pick-up services shall be prearranged.
  - a. Prearranged taxicab services must display on the dashboard, so as to be visible from outside the taxicab, a waybill for each passenger for whom they are providing ground transportation services. This waybill must be made available for inspection on demand of any Airport law enforcement personnel, any state or local law enforcement officer, all Airport officials, and all agents appointed by the SRAA who display proper identification.
  - b. Taxicabs not a party to an agreement will use the designated areas to pick-up customers originating from the Airport.

**D. Taxicab Dispatcher**

1. As part of an exclusive agreement for walk-up customer services, the operator agrees to provide a dispatcher, who will be available to furnish service to Airport passengers at the time of all scheduled flight arrivals (including changes in schedules) of the various airlines. If there is an exclusive operator, then that operator is the only entity permitted to maintain dispatcher services at the Airport.
2. The dispatcher will be responsible for the following:
  - a. Insuring the smooth and orderly loading and departure of the ground transportation vehicles.
  - b. Maintaining order in the designated ground transportation staging areas and loading/unloading areas.
  - c. Directing patrons to alternative forms of transportation, if requested.
  - d. Advising patrons of authorized rates.

**Section VI. Transportation Charter Party (TCP) Carriers**

**A. Definition**

A Transportation Charter Party (TCP) Carrier is an operator that provides on-demand or scheduled service to or from the Airport using limousines, SUVs, vans, buses, etc. This includes businesses which provide TCP-type operations for their customers.

**B. License to Operate on Airport Premises**

1. No on-demand TCP Carrier may accept a passenger originating from the Airport unless it holds a license from the SRAA to operate on Airport premises. This license is limited solely to passenger pickup and passenger drop-off on a non-exclusive basis.
2. No scheduled TCP Carrier may accept a passenger originating from the Airport, or discharge passengers at the Airport, unless it holds a license from the SRAA to operate on Airport premises. This license is limited solely to passenger pickup and passenger drop-off on a non-exclusive basis.
3. The application form for a TCP Carrier License may be obtained from the SRAA office.
4. The fee for a TCP Carrier License is found in the SRAA Commercial Ground Transportation Fee Schedule, as from time-to-time published by the SRAA.

**C. Operations**

1. An on-demand TCP operator shall only accept passengers on an advance reservation basis and whose destinations are within the operator's authorized operating area as set forth in the terms of the certificate, permit, or license under which the TCP operates.
2. TCP operators shall load passengers and baggage only within designated zones, unless the driver has parked his/her vehicle in the public parking lot/garage to meet his/her passenger. In this case, the Driver may load passengers and baggage in that parking lot/garage.
3. A TCP vehicle may stand in the designated zone to wait for a pre-arranged passenger as long as the Driver does not leave the vehicle unattended.
4. A TCP vehicle may park in the designated zone, if space is available, for a maximum of thirty 30 minutes for the Driver to meet the pre-arranged passenger(s) per the Meet and Greet Policy (Section XI).

**Section VII. Courtesy Vehicles**

**A. Definition**

A Courtesy Vehicle includes those vehicles operated by rental car, hotel/motel, off-airport parking, and institutional (e.g., school) operators for the convenience of customers of their own operations.

**B. License to Operate on Airport Premises**

1. No Courtesy Vehicle may pick-up or discharge passengers at the Airport unless it holds a license from the SRAA to operate on Airport premises.
2. The application form for a Courtesy Vehicle License may be obtained from the SRAA office.
3. The fee for a Courtesy Vehicle License may vary depending on the nature of the Operator and may be found in the SRAA Commercial Ground Transportation Fee Schedule, as from time-to-time published by the SRAA.

**C. Operations**

1. A Courtesy Vehicle is provided a non-exclusive license to load/unload passengers and their

- baggage, coming directly from/to the Airport from the Operator's business location, in connection with passengers' business relationship with the Courtesy Vehicle Operator.
2. Courtesy Vehicles shall load passengers and baggage only within designated zones and at no time shall the Driver leave the vehicle unattended.
  3. Under no circumstances shall the Courtesy Vehicle operator transport passengers other than those utilizing its own business services.
  4. The holder of a Courtesy Vehicle License may cause direct-line telephone service to be installed between its business establishment and the Airport, and pay the appropriate charges, and may indicate the location of said telephone service in the terminal building by an appropriate sign or signs, as approved by SRAA.

## **Section VIII. Nonprofit services including publicly-owned transit**

### **A. Definition**

Nonprofit services include those vehicles operated by a not-for-profit organization, including municipalities or publicly-owned corporations, providing either regularly scheduled service or on-demand service, to the Airport.

### **B. License to Operate on Airport Premises**

1. No Nonprofit Operator may pick-up or discharge passengers at the Airport unless it holds a license from the SRAA to operate on Airport premises.
2. The application form for a Nonprofit Vehicle License may be obtained from the SRAA office.
3. The fee for a Nonprofit Vehicle License is found in the SRAA Commercial Ground Transportation Fee Schedule, as from time-to-time published by the SRAA.

### **C. Operations**

1. A Nonprofit Vehicle is provided a non-exclusive license to load/unload passengers and their baggage at the Airport.
2. Nonprofit Vehicles shall load passengers and baggage only within designated zones and at no time shall the Driver leave the vehicle unattended.

## **Section IX. Transportation Network Companies**

### **A. Definition**

A Transportation Network Company (TNC) is an operator that provides transportation services using an online enabled platform to connect passengers with TNC drivers using their personal vehicles

### **B. License to Operate on Airport Premises**

1. No TNC operator may accept a passenger originating from the Airport unless it holds a license from the SRAA to operate on Airport premises.
2. The application form for a TNC Operator License may be obtained from the SRAA office.
3. The fee for a TNC Operator License is found in the SRAA Commercial Ground

Transportation Fee Schedule, as from time-to-time published by the SRAA.

C. Operations

1. A TNC operator is provided a non-exclusive license to load/unload passengers and their baggage at the Airport.
2. A TNC operator shall only accept passengers on an advance reservation basis made through the TNC application.
3. TNC operators shall load passengers and baggage only within designated zones and at no time shall the Driver leave the vehicle unattended.
4. A TNC Driver has the option to park his/her vehicle in the public parking lot/garage to meet his/her passenger in accordance with the Guidelines for Meet and Greet Services (Section XI). In this case, the Driver may load passengers and baggage in that parking lot/garage.
5. TNC vehicles must display on the dashboard, so as to be visible from outside the vehicle, a printed, typed sign identifying the TNC operator for which they are driving.
6. TNC Drivers must have a waybill for each passenger for whom they are providing ground transportation services. This waybill must be made available for inspection on demand of any Airport law enforcement personnel, any state or local law enforcement officer, all Airport officials, and all agents appointed by the SRAA who display proper identification.

**Section X. Airport Car Rental Concessionaires**

A. Definition

An Airport Car Rental Concessionaire is an operator that maintains both a counter/office/storage space and a ready/return car facility on Airport premises.

B. License to Operate on Airport Premises

1. An Airport Car Rental Concessionaire is granted a license to operate on Airport premises under the terms, and for the fees, in its Concession Agreement with the SRAA.

C. Operations

1. A car rental concessionaire operating at the Airport has the non-exclusive right to operate a vehicle rental concession and related services at the Airport.
2. Concessionaire shall confine its solicitation of business at the Airport to signs and written advertisements which have received the prior written approval of the SRAA.
3. Concessionaire shall provide a sufficient number of employees in the ready/return vehicle areas to keep traffic lanes open at all times.
4. Concessionaire shall keep Airport roadways, parking lots and areas free of rental vehicles.
5. All employees of Concessionaire who operate a vehicle on Airport roadways or elsewhere on the Airport shall do so in accordance with all SRAA Rules and Regulations.

**Section XI. Guidelines for Meet and Greet Services at the Airport**

- A. All commercial ground transportation operators and companies utilizing ground

transportation services may meet and greet individuals or groups in the terminal building only by the use of hand-held signs and only in the Baggage Claim area.

1. Meet and greet services must be conducted in a manner that does not obstruct the normal flow of pedestrian traffic through the terminal.

#### **B. Signs**

1. Signs may not exceed 15" by 15", or be less than 8.5" by 11".
2. The sign must have the name of the individual, group or company being met. The name/logo of the commercial ground transportation company, tour operator, etc., must be on the sign, not exceeding 25% of the sign. The sign must be of professional quality.

C. Individuals conducting meet and greet services may be required, from time to time, to provide the SRAA certain pertinent information about the individual or group being met (passenger's name, flight number, arrival time, etc.) at the request of any Airport law enforcement personnel, any state or local law enforcement officer, all Airport officials, and all agents appointed by the SRAA who display proper identification.

D. Under no circumstances shall the individual conducting meet and greet services at the Airport solicit additional passengers.

E. Individuals conducting meet and greet services who are in violation of these guidelines will be required to discontinue their services immediately.

### **Section XII. Required Records**

Each licensed commercial ground transportation operator is required to maintain the following current information on file with the SRAA. This information shall include, but is not limited to, the following:

#### **A. For each vehicle**

1. Copy of current vehicle registration
2. Vehicle Identification Number
3. License plate number
4. Proof of insurance
5. Roster of drivers authorized to operate the vehicle

#### **B. For each driver**

1. Copy of driver's license

### **Section XIII. Enforcement**

#### **A. Violations**

Violations of these Rules and Regulations may lead to the temporary suspension or permanent revocation of the ground transportation service license and/or the driver's permit to operate on the Airport, as well as fines and criminal prosecution.

### B. Citations

Administrative citations may be given for any infraction of these Rules and Regulations. Any Airport law enforcement personnel, any federal, state or local law enforcement officer, any Airport official, and all agents appointed by the SRAA who display proper identification are authorized to issue administrative citations for violations of these rules. These citations may be given in addition to any citations for violation of local, state, or federal laws.

### C. Administrative Fines and Penalties

1. The Executive Director may assess fines and/or suspensions based on citations for violations of these Rules and Regulations. Behavior prohibited by these Rules and Regulations includes behavior which is destructive to Airport property, disrespectful of the Airport or its patrons, which may be disruptive to Airport operations, or which affects the safety or security of the Airport or its passengers. The Director may fine or suspend for behavior not specifically listed in these Regulations, but prohibited under the general categories as stated in this paragraph.
2. A fine of \$100 may be assessed for the first citation, a fine of \$200 for a second violation of the same provision within one year, and a fine of \$500 for each additional violation of the same provision within one year.
3. The holder of the ground transportation license shall be notified in writing of citations issued or fines/suspensions assessed.
4. The Executive Director reserves the right to revoke a license depending upon the gravity, number, or the severity of violations and the ground transportation service operator's response.
5. Any driver receiving three citations for any violations under these regulations within one calendar year shall be subject to having his/her individual ground transportation privileges revoked.

### D. Responsibility

Each Ground Transportation Operator shall be held responsible for the failure of its drivers, agents, employees or other representatives to comply with these Rules and Regulations.

## **Section XIV. Adoption of Rules and Regulations Shall Not Constitute Grant of Rights**

The adoption of these Rules and Regulations is not intended to be construed to grant any property right or expectation to any person. The SRAA expressly reserves the right to amend these Rules and Regulations any time and in any respect, as well as the right to amend concession agreements entered into pursuant to the terms hereof by mutual concurrence of the SRAA and the holder of any such agreement or permit. Additionally, the SRAA reserves the right to limit access to any area of the Airport, without issuance of prior notice, for reasons including but not limited to, safety and security of the general public, construction or renovation work at the Airport, or acts of God. Any person who determines to invest time or financial resources in the provision of ground transportation service at the Airport does so with the full knowledge of the foregoing provisions, and shall have no right or standing to make any claim



whatsoever against the SRAA by reason of any subsequent amendment to these Rules and Regulations, any amendment to a concession agreement or permit or any limitation or restriction to access to the Airport as aforesaid.

**Resolution**

**2016**

**Resolution Authorizing the  
Executive Director to Enter  
into FBO Agreement with  
Syracuse Jet Real Estate  
Management**

**RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO  
FIXED BASE OPERATIONS AGREEMENT WITH SYRACUSE JET REAL  
ESTATE MANAGEMENT, LLC FOR THE CONSTRUCTION AND  
OPERATION OF A SECOND FIXED BASE OPERATIONS FACILITY AT  
SYRACUSE HANCOCK INTERNATIONAL AIRPORT**

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 responsible for the operation and management of the Syracuse Hancock International Airport (the “Airport”); and

WHEREAS, pursuant to Section 2799-hhh of the Enabling Act the Authority may provide for the establishment, construction, effectuation, operation, management, maintenance, renovation, improvement, extension or repair of aviation facilities by contract, lease or other arrangement with any natural person, firm, partnership, association, joint venture or corporation; and

WHEREAS, Syracuse Jet Real Estate Management, LLC (“SJREM”) is a real estate management company that previously proposed to develop a specialized aircraft service operation (“SASO”) at the Airport and by prior Resolutions the Board approved the execution and extension of letters of intent authorizing negotiations with SJREM in connection the SASO business model provided for therein; and

WHEREAS, during the course of the prior negotiations it was determined that the particular form of SASO operations proposed by SJREM, would be incompatible with the Authority’s Minimum Standards for Aeronautical Services and applicable FAA regulations; and

WHEREAS, SJREM thereafter modified its proposed business plan to provide for a second fixed base operations (“FBO”) services provider at the Airport in association with Freeman Holdings Group, a recognized FBO services provider; and

WHEREAS, representatives of Freeman Holdings Group and SJREM made a presentation to the Board at its March 2015 regular Board meeting regarding its revised business model for an additional FBO services provider at the Airport and further advised that the FBO model project, if and when completed, will comply with the Airports Minimum Standards and FAA regulations; and

WHEREAS, in connection therewith SJREM previously asked the Authority to enter into a non-binding ninety day letter of intent (“LOI”) in the form annexed hereto in order to commence evaluation and negotiation regarding the construction of a second FBO facility at the Airport, and provided the Authority with a \$5,000 non-refundable deposit to apply toward the Authority’s expenses in connection therewith and which LOI was approved by the Board but subsequently expired by its terms; and

WHEREAS, Authority management has advised the Board that despite expiration of the last LOI, negotiations continued and that while not entirely complete they have progressed to the point that definitive agreements in the form of a long term lease with SJREM and sublease with a and entity to be formed, owned and operated by Freeman Holdings Group are nearing completion; and

WHEREAS, management has advised the Board that it believes negotiations and definitive agreement preparation are sufficiently definite to request that the Board authorize the Executive Director and other Authority management, with the advice of counsel, to conclude negotiations, finalize documentation, and if and when completed, for the Executive Director to

execute the necessary definitive agreements to cause the proposed FBO facility to be built and operated; and

WHEREAS, consistent with its responsibilities under the Enabling Act the Authority wishes to develop and expand aviation facilities at the Airport, and the FBO facility as proposed and if constructed, will further such development and expansion of aviation facilities at the Airport.

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, with the approval of counsel, is authorized to proceed to a closing on the proposed FBO facility with Syracuse Jet Real Estate Management, LLC and an entity to be formed owned and operated by Freeman Holdings Group, and execute any and all necessary documentation in connection therewith in order to cause the proposed FBO facility to be built and operated.

**Resolution Adopted Date:** May 6, 2016

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

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

**Resolution**

**2016**

**Resolution Adopting the  
2016/2017 Capital  
Improvement Program**

**RESOLUTION: (1) APPROVING CAPITAL IMPROVEMENT PROGRAM FOR PROJECTS RELATED TO THE IMPROVEMENT OF THE SYRACUSE HANCOCK INTERNATIONAL AIRPORT; (2) AUTHORIZING EXECUTIVE DIRECTOR TO APPLY FOR AND ACCEPT GRANT OFFERS AND ENTER INTO GRANT AGREEMENTS WITH THE FEDERAL AVIATION ADMINISTRATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR SUCH PROJECTS; (3) ENTER INTO CONTRACTS TO UNDERTAKE AND COMPLETE PROJECTS; (4) AUTHORIZING EXPENDITURE OF FUNDS ON PROJECTS.**

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

WHEREAS, the Enabling Act provides that the purposes of the Authority include the construction, development, improvement, maintenance and operation of aviation and related facilities within central New York; and

WHEREAS, the Enabling Act authorizes the Authority to enter into contracts with the federal government, the state, the county, the city or any other source in furtherance of its corporate purposes; and

WHEREAS, the Federal Aviation Administration (“FAA”) and the New York State Department of Transportation (“NYSDOT”) provide grants to airports participating in capital improvement programs (“CIP”) sponsored by the FAA and/or NYSDOT; and

WHEREAS, the Authority is the operator of the Syracuse Hancock International Airport (“Airport”) which is a participant in the CIP program and has a need for the grants available through the FAA and the NYSDOT; and

WHEREAS, the Authority's management has recommended that the Authority undertake certain projects for 2016 for the improvement of the Airport as shown on Schedule "A" to this resolution (the "2016 Projects"); and

WHEREAS, the Authority's management wishes to obtain available funding for the 2016 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2016 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2016 Projects as further detailed in the annexed Schedule "A"; and

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

RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby: (a) approves the 2016 Projects; (b) authorizes the Executive Director to apply for and accept any and all FAA and NYSDOT grant monies available for the 2016 Projects through the CIP program; (c) enter into such contracts as necessary to undertake and complete the 2016 Projects; and (d) expend such grant monies and funds of the Authority for each 2016 Project as shown on Schedule "A" to this Resolution, plus an additional twenty percent (20%) as may be necessary in order to accommodate change orders and other routine construction and contract administration matters, in order to undertake and complete the 2016 Projects.

**Resolution Adopted Date: May \_\_, 2016**

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

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

Return to Agenda



# **Syracuse International Airshow Presentation**

# **NEW BUSINESS**

## Syracuse Regional Airport Authority

<u>Year</u>	<u>Cost Center</u>	<u>Project Description</u>	<u>Total</u>	<u>AIP/NYS</u>	<u>Local Funding Source</u>		
			<u>Cost</u>	<u>Share</u>	<u>PRRSM</u>	<u>Discretionary</u>	<u>Grant</u>
<b>2015/16</b>	Airfield	R/W 15-33 Obs. Remove (Design)	62,000	58,900	3,100		
	Airfield	Culvert Replacement R/W 28 (Design)	76,000	72,200	3,800		
	Terminal	Passenger Jet Bridge	800,000	760,000	40,000		
	Terminal	Passenger Term. Imprv. (Concept Design)	245,000	232,750		12,250	
	Terminal	S. Concourse Conf. Rm.	60,000			60,000	
		<b>Annual Total</b>	<b>1,243,000</b>	<b>1,123,850</b>	<b>46,900</b>	<b>72,250</b>	<b>-</b>
<b>2016/17</b>	Airfield	Replace ARFF Vehicle & Equipment	1,000,000	950,000	50,000		
	Airfield	Replace SRE (Broom)	800,000	760,000	40,000		
	Airfield	Reconfigure Exit Taxiways (Design)	650,000	617,500	32,500		
	Airfield	Culvert Replacement R/W 28 (Construction)	250,000	237,500	12,500		
	Airfield	R/W 15-33 Obs. Remove (Construct)	253,000	240,350	12,650		
	Airfield	Rehab Lagoons (Design)	250,000		250,000		
	Airfield	Maint. Area Fuel Canopy	200,000			200,000	
	Airfield	Replacement Vehicles, 2 @ \$40K	80,000		80,000		
	Terminal	Passenger Term. Imprv. (Design)	750,000	712,500	37,500		
	Terminal	Passenger Jet Bridge (2)	2,500,000	2,375,000	125,000		
	Terminal	Concourse Flooring/Seating	1,000,000		1,000,000		
	Terminal	Convert Gate 15 to International Gate	250,000			250,000	
	Terminal	Replace S. Concourse Elevator	150,000		150,000		
	SRAA	Terminal Parking (Concept Design)	250,000			250,000	
	SRAA	Parking Garage - Required	200,000		200,000		
	SRAA	Bus, Shuttle	75,000			75,000	
			<b>Annual Total</b>	<b>8,658,000</b>	<b>5,892,850</b>	<b>1,990,150</b>	<b>775,000</b>

## Syracuse Regional Airport Authority

<u>Year</u>	<u>Cost Center</u>	<u>Project Description</u>	<u>Total Cost</u>	<u>AIP/NYS Share</u>	<u>Local Funding Source</u>		
					<u>PRRSM</u>	<u>Discretionary</u>	<u>Grant</u>
<b>2017/18</b>	Airfield	Reconfigure Exit Taxiways Phase I	3,500,000	3,325,000	175,000		
	Airfield	Rehab T/W A West, etc. (Design)	300,000	285,000	15,000		
	Airfield	Rehab Lagoons	2,000,000		2,000,000		
	Airfield	Replace Maint. Bldg Roof	250,000		250,000		
	Airfield	Renovate/Demolish Old ARFF Building	1,000,000				1,000,000
	Airfield	Replacement Vehicles, 2 @ \$40K	80,000		80,000		
	Terminal	Passenger Term. Imprv. (Const. Phase I)	4,000,000	3,800,000	200,000		
	Terminal	Passenger Jet Bridge (2)	2,500,000	2,375,000	125,000		
	SRAA	Sustainable Airport Master Plan	950,000	902,500			47,500
	SRAA	Terminal Parking (Design)	750,000		750,000		
	SRAA	Replacement Vehicle	40,000		40,000		
		<b>Annual Total</b>		<b>15,370,000</b>	<b>10,687,500</b>	<b>3,635,000</b>	<b>1,047,500</b>
<b>2018/19</b>	Airfield	Reconfigure Exit Taxiways Phase II	4,000,000	3,800,000	200,000		
	Airfield	Rehab T/W A West, etc. (Construction)	2,900,000	2,755,000	145,000		
	Airfield	Rehab T/W B, etc. (Design)	200,000	190,000	10,000		
	Airfield	Rehab Apron & T/W D, etc. (Design)	450,000	427,500	22,500		
	Airfield	Replacement Vehicles, 2 @ \$40K	80,000		80,000		
	Terminal	Passenger Term. Imprv. (Const. Phase II)	4,000,000	3,800,000	200,000		
	Terminal	Passenger Jet Bridge (2)	2,625,000	2,493,750	131,250		
	SRAA	Terminal Parking (Debt)	3,600,000		3,600,000		
	<b>Annual Total</b>		<b>17,855,000</b>	<b>13,466,250</b>	<b>4,388,750</b>		

## Syracuse Regional Airport Authority

<u>Year</u>	<u>Cost Center</u>	<u>Project Description</u>	<u>Total Cost</u>	<u>AIP/NYS Share</u>	<u>Local Funding Source</u>		
					<u>PRRSM</u>	<u>Discretionary</u>	<u>Grant</u>
<b>2019/20</b>	Airfield	Rehab R/W 10-28 (Design)	800,000	760,000	40,000		
	Airfield	Rehab T/W B, etc. (Construction)	1,600,000	1,520,000	80,000		
	Airfield	Rehab Apron & T/W D, etc. (Construction)	4,200,000	3,990,000	210,000		
	Airfield	Replacement Vehicles, 2 @ \$40K	80,000		80,000		
	Terminal	Passenger Jet Bridge (1)	1,449,000	1,376,550	72,450		
	SRAA	Terminal Parking (Debt)	3,600,000		3,600,000		
	SRAA	Replacement Vehicle	40,000		40,000		
		<b>Annual Total</b>	<b>11,769,000</b>	<b>7,646,550</b>	<b>4,122,450</b>	-	-
<b>2020/21</b>	Airfield	Rehab R/W 10-28 (Construction)	9,600,000	9,120,000	480,000		
	Airfield	Rehab T/W A East (Design)	200,000	190,000	10,000		
	Airfield	Replacement Vehicles, 2 @ \$40K	80,000		80,000		
	SRAA	Terminal Parking (Debt)	3,600,000		3,600,000		
		<b>Annual Total</b>	<b>13,480,000</b>	<b>9,310,000</b>	<b>4,170,000</b>	-	-

**Syracuse Regional Airport Authority**  
**Operating Budget Summary**

4/26/2016, 3:23 PM

	2014/15 Act	2015/16 Bdgt	2015/16 Prj.	\$ Var. - Prj. From Budget	2016/17 Budget	\$ Variance 15/16 Bdgt	% Var 15/16 Bdgt
<b>REVENUE</b>							
Aviation	(15,746,900)	(14,324,300)	(15,514,800)	(1,190,500)	(13,144,200)	1,180,100	-8.2%
Services at Net	(10,165,800)	(9,242,700)	(10,197,600)	(954,900)	(10,073,300)	(830,600)	9.0%
Other Operating	(4,213,800)	(4,063,900)	(4,081,600)	(17,700)	(4,093,300)	(29,400)	0.7%
Non-Operating	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>(30,126,500)</b>	<b>(27,630,900)</b>	<b>(29,794,000)</b>	<b>(2,163,100)</b>	<b>(27,310,800)</b>	<b>320,100</b>	<b>-1.2%</b>
<b>EXPENSE</b>							
Airfield Ops & Maint	5,480,700	5,311,900	4,395,100	(916,800)	5,240,300	(71,600)	-1.3%
Terminal	5,242,200	8,975,200	4,733,200	(4,242,000)	6,521,200	(2,454,000)	-27.3%
Support	10,739,800	10,643,800	10,809,400	165,600	13,855,700	3,211,900	30.2%
Special Events	-	-	-	-	-	-	
Non-Operating	6,121,900	2,700,000	5,732,000	3,032,000	1,693,600	(1,006,400)	-37.3%
<b>TOTAL EXPENSE</b>	<b>27,584,600</b>	<b>27,630,900</b>	<b>25,669,700</b>	<b>(1,961,200)</b>	<b>27,310,800</b>	<b>(320,100)</b>	<b>-1.2%</b>
<i>Surplus/(Deficit)</i>	<i>2,541,900</i>	<i>-</i>	<i>4,124,300</i>	<i>4,124,300</i>	<i>-</i>	<i>-</i>	

Return to Agenda

**STANDING COMMITTEE REPORTS**

**SUPPORTING MATERIALS**

**CORRESPONDANCE**

## Finance Committee Meeting Minutes

April 8, 2016

These minutes outline the activities of the Syracuse Regional Airport Authority (SRAA) Finance Committee from the meeting held on April 8, 2016 in the Syracuse Regional Airport Conference Room located at Syracuse Hancock International Airport.

The meeting was called to order at 10:33 a.m.

### **I. Roll Call**

In attendance: Dr. Shiu-Kai Chin, Mr. Michael Shusda, Mr. William P. Fisher, Ms. Beth Rougeux (late), Ms. Christina Callahan, Mr. Trent Amond, Ms. Maureen Fogarty, Ms. Linda Ryan, Mr. John Clark, and Ms. Jennifer Sweetland. Absent: Mr. John Johnson, Jr.

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

Mr. Chin opened the meeting with a review of the Finance Committee meeting minutes from January 15, 2016. A motion to accept the minutes was made by Dr. Chin and unanimously approved.

### **III. Old Business**

#### **A. Automated Payment Options.**

Dr. Chin proceeded to take up the first agenda item, Automated Payment Options, currently under consideration. Mr. Amond gave background on the former EZPass+ system and the problems that Republic Parking was encountering in their efforts to integrate their equipment within the existing model. They (Republic) have, therefore, proposed a new system, calling it "Fly Syracuse", which would utilize existing EZPass transponders, as well as issue non-EZPass subscribers with new devices for accessing auto-pay, tying payment directly to a credit card and eliminating EZPass fees. The "Fly Syracuse" program would also have the added feature of generating "points" as user incentives. Mr. Fisher asked questions about how a payment problem could affect a customer's exit and also whether this change could affect the cost of labor for parking staff. Mr. Amond stated that the staff would continue to assist parkers with payment problems and staffing charges are included in the existing management fee and would be unaffected. Mr. Shusda asked if those without EZPass would need to purchase a "Fly Syracuse" transponder. Mr. Amond said yes, it would be available through Republic Parking. Dr. Chin asked for a sense of the Committee on moving forward with the Fly Syracuse auto-pay proposal and, hearing no objection, stated that the sense of the Committee was unanimous consent.

#### **B. Status of Agreements**

Mr. Amond called the Committee's attention to three (3) items:

##### **1. Expired Airline Agreements**

Ms. Callahan stated that the tone of negotiations has been positive and the SRAA is on track to complete new agreements by July 1.

##### **2. Syracuse Jet**

The project is still under discussion. It may take several more months before talks are completed. The main reason for continued negotiations is that, under federal requirements, the airport is obligated to welcome any aeronautical user who can meet minimum standards. Mr. Amond also



stated that Signature (formerly Landmark) may also be interested in bringing similar service, offering additional revenue and competition.

3. SRAA Taxi Agreement

Mr. Amond informed the Committee that the current agreement is set to expire at the end of July 2016. Ms. Callahan expressed the commitment of the SRAA to ensuring reliable, quality ground transportation to passengers and that the uncertainty resulting from the impact of ride sharing services Lyft and Uber, has resulted in the Syracuse Regional Airport Taxi being uncomfortable signing a new agreement with the current high level of requirements. In an effort to avoid a situation where there is no ground transportation service agreement in place, it was proposed Syracuse Regional Airport Taxi enter a short term, two (2) year contract with certain provisions eliminating some of the overhead. These contract negotiations will hopefully result in the Syracuse Regional Airport Taxi continuing to provide service that maintains the high standards that they have provided in the past.

C. Cash Position Report

Mr. Amond referred the Committee to the document included in the packet.

D. Update on GAC RFQ

Mr. Amond outlined the process to date in selecting General Airport Consultants for engineering, design, planning, and architectural services. The Selection Committee has narrowed the candidates to four (4) firms, who will be recommended to the Board at the next meeting.

The Committee entered Executive Session at 11:25 a.m. and emerged at 11:40 a.m. with no action taken.

**IV. New Business**

A. Elevator Refurbishment

Mr. Amond stated that there are three elevators that need to be refurbished at a total cost of \$180,000. This amount would normally require a formal solicitation of bids. In this case, for practical reasons, Mr. Amond suggested it would be preferable to invoke the “Best interest of the Authority” exception and contract with OTIS. The reasons for this are:

1. There are only two known elevator companies in Syracuse who can do this work
2. Since the Authority already has a service and maintenance contract with OTIS, it would be complicated to assign responsibility between two different companies when future repairs become necessary.

It was decided that C&S would verify that the pricing is reasonable and then Mr. Amond will request the above noted exception via email.

B. Parking Garage Repairs

In accordance with City of Syracuse requirements, C&S was engaged to conduct an inspection of the parking garage and issued a report that details several items needing to be addressed this summer. The total estimated costs are \$187,000. Because public safety requires that the repairs be made this summer, and the time needed for the normal bidding process would make that impossible, Mr. Amond proposed that the “Emergency” exception be used to allow the work to be completed in the time available. C&S would then be named the consultant, due to their familiarity with the garage structure, and Crane Hogan, who completed extensive repairs to this garage last year, would be named the general contractor.

C. Ground Transportation Rules and Regulations

Updated rules and regulations were submitted to the committee for their review, in anticipation that the Committee will recommend to the Board that they be adopted as a document concept.

D. 2016 – 17 Budgets

1. Operating Budget

Mr. Amond informed the Committee that the current year's projection shows a surplus of just over four (4) million dollars to be refunded to the airlines through revenue sharing.

2. Capital Improvement Program

The packet contains a list of projects and their funding sources. Mr. Amond stated that the airlines have seen the list and have expressed no objections.

**V. Adjournment**

There being no further business, the meeting was adjourned at 12:17 p.m.

Respectfully submitted,

Dr. Shiu-Kai Chin  
Finance Committee

DRAFT