

**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, April 7, 2017, 12:00 p.m. – 1:00 p.m.  
Syracuse Hancock International Airport  
Board Room**

1. Roll Call (2 Minutes)
2. Reading and Approval of Minutes from the March 10, 2017 Regular Meeting (2 Min)
3. New Business (25 Minutes)
  - Terminal Improvement Project Preliminary Schedule (20 Minutes)
  - Annual Financial Disclosure Form (5 Minutes)
4. Old Business (35 Minutes)
  - Executive Session
5. Management Report (15 Minutes)
6. Committee Reports (10 Minutes)
  - HR
  - Finance
  - Audit
7. 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 10, 2017**

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 10, 2017@ 11:07 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.  
Mr. Mark Venesky  
Mr. Khalid Bey

### **Members Absent:**

Dr. Donna DeSiato  
Mr. Bill Simmons  
Dr. Shiu-Kai Chin  
Mr. Michael Lazar  
Mr. Michael Quill

### **Also Present:**

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

### **Roll Call**

As noted, all Board members were present, except for Dr. Donna DeSiato (arrived at 11:42 a.m.), Mr. Bill Simmons (arrived at 11:35 a.m.) Mr. Michael Quill, Mr. Michael Lazar and Dr. Shiu-Kai Chin

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

Chair Mannion asked if anyone had any questions/comments on minutes.

Mr. Johnson noted that on the February 3, 2017 minutes, the time that the group came out of Executive Session was omitted. The minutes will be revised.

A motion was made by Mr. Johnson and seconded by Ms. Beth Rougeux and was unanimously approved to accept the minutes from the January 27, 2017 and February 3, 2017 meetings.

The motion was approved 6 ayes, 0 nays.

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

Ms. Callahan explained that she will be asking the Board to vote on 1, 3, 4 and 5 – hold off on 2 and 6 until after executive session.

### **Resolutions:**

- **Resolution Approving the Selection of a General Airport Consultant to Provide Engineering, Design and Construction Management Services for the Terminal Improvement Project** was moved by Mr. Johnson, seconded by Ms. Rougeux and was unanimously approved. Ms. Callahan explained the Resolution comes from the Ad Hoc committee that was formed in the January 2017 meeting to participate in the Terminal Improvement Project. We decided to hold a Mini RFP, committee reviewed proposals and it was a unanimous decision to go with C & S Engineering for Management. Chair Mannion thanked all of those that worked on the committee.

There was no further discussion/questions regarding the resolution.  
The resolution was adopted: 6 ayes, 0 nays

- **Resolution Accepting Audit for Fiscal Year Ending June 30, 2016** was moved by Mr. Fisher, seconded by Mr. Venesky and unanimously approved.  
Presentation was made by Chip Clark, Partner at D’Arcangelo & Co. He stated he met with Audit Committee last week. Reviewed Audit Summary with the Board. There was some discussion about the 90 day ABO Requirement. Overall, the SRAA is in compliance in all areas. No questions regarding the Balance Sheet or Statement of Financial Hi-lights. Chair Mannion explained that Dr. DeSiato, Audit Committee Chair and committee met last week and approve Audit. The Chair explained at the Audit Committee meeting there was a lot of discussion regarding the 90 day ABO Requirement. He explained why it is very difficult to meet that deadline, some of which is the City is still providing a number of our services and communicating expenses with us, it is almost impossible to get completed within 90 days. The committee talked to Mr. Amond & Ms. Callahan about how they can get closer to the 90 day deadline. Some discussion followed regarding process and different Audit dates.

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

- **Resolution Amending SRAA Procurement Policy** – was moved by Ms. Rougeux, seconded by Mr. Fisher and unanimously approved. Chair Mannion explained Mr. Chin worked very hard on this and unfortunately is not able to be here. Mr. Amond explained the changes. The SRAA Board has a copy of revisions to review along with him.

There was no further discussion regarding the resolution.

The resolution was adopted: 6 ayes, 0 nays

- **Resolution Authorizing Executive Director to Accept Grant Offer from New York State Department of Transportation for the Terminal Improvement Project** was moved by Mr. Johnson, seconded by Mr. Fisher. Chair Mannion explained that it is pretty straight forward. The Chair explained that he and Ms. Callahan were in a meeting last week in Albany with the Governor, Onondaga County Executive, and County Execs from other areas that won awards. Ms. Callahan shared some insight into the meeting. At the meeting were other members from State Depts. that will be involved in projects. They expressed they are here for us to help us get the work completed in time. SRAA also had a meeting locally with people from the State, C & S and others that are going to be involved. They answered any questions/concerns we had. Chair Mannion informed the Board that the Governor's expectation of time table is important. It is high on his priority list. Chair Mannion shared some much larger projects that the Governor uses as examples that have been completed. Mr. Fisher expressed some concern about the reimbursement time tables and the output of SRAA's money. He asked Mr. Clark, SRAA's attorney, if it is clearly stated in contract. Mr. Clark said "not really" with a bit of explanation. Mr. Amond said that the State did agree there will be a monthly reimbursement – but not necessarily how much. Mr. Amond also shared that he is working with C & S on a project schedule. When it is firmed up a bit more, Mr. Amond will share with Board. Ms. Rougeux asked about bonding – Ms. Callahan will follow up and let them know. Mr. Fisher asked about the scope of work. Ms. Callahan shared with Board that they did discuss the expectations with Governor's office. State is willing to work with us to fine tune the scope. Chair Mannion thanked Ms. Callahan and all for doing a terrific job.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

**Presentation by Enterprise Holdings (operators of Alamo, Enterprise and National):**

**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 by the Authority. It was noted that no formal action would be taken during the Executive Session. The two (2) other Resolutions will be voted on after Executive

Session. The motion was made by Dr. DeSiato and seconded by Mr. Bey. Board members, Ms. Callahan, Mr. Amond and Mr. R. John Clark went into executive session at 12:15 p.m.

Executive session ended at 1:35 p.m. Motion was moved by Mr. Johnson, seconded by Mr. Fisher. No action was taken.

- **Resolution Approving the Selection of a Security Firm to Provide Airport Security Personnel Services** was moved by Mr. Simmons, seconded by Mr. Johnson. Mr. Fisher suggested the Resolution be amended. Mr. Clark read verbiage to Board. Board voted on Resolution to include amendments.

There was no further discussion regarding the resolution.  
The resolution was adopted: 7 ayes, 1 nays

**Resolution Creating the Position of Director of Airport Security.** There was no vote and it will be addressed at a later meeting.

**Committee Reports:** There are three committee reports in packet: Finance (2/3/17), Human Resource (2/16/17) and Audit (3/2/17)

### **Adjournment**

A motion was made by Dr. DeSiato and seconded by Mr. Simmons to adjourn the meeting.  
The motion was approved: 8 ayes, 0 nays  
The meeting was adjourned at 1:39 p.m.

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