

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Thursday, November 9, 2017, 11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call (2 Minutes)
2. **Reading and Approval of Minutes from the September 8, 2017 Regular Meeting (2 Min)**
Reading and Approval of Minutes from the September 8, 2017 Annual Meeting
3. Old Business (25 Minutes)
 - Executive Session
 - Terminal Improvement Project Update
 - **Budget Update**
 - **Project Financing**
4. Management Report (25 Minutes)
 - Parking Garage Update
 - **Ground Transportation Licensing Program**
5. New Business (10 Minutes)
 - **Resolution creating the position of Management Assistant**
 - **Resolution approving the SRAA Ground Transportation Licensing Program**
 - **Resolution approving an amendment to Employment Agreement**
 - **Resolution Authorizing Terminal Project Contracts**
 - **Resolution Authorizing MOU for Solarize CNY Initiative**
6. Committee Reports (10 Minutes)
 - **HR Committee**
 - **Finance Committee**
7. Adjournment

BOLD = Back-up documentation provided in packet

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 September 8, 2017

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 8, 2017 at 11:33 am 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. Khalid Bey
Dr. Shiu-Kai Chin
Dr. Donna DeSiato (arrived at 11:52 a.m.)
Mr. Bill Fisher
Mr. Michael Lazar
Mr. Michael Quill
Ms. Beth Rougeux
Mr. Mark Venesky

Members Absent:

Mr. John B. Johnson Jr.
Mr. Bill Simmons

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Mr. John Carni
Ms. Joanne Clancy
Mr. Dennis Greco
Ms. Cheryl Herzog
Ms. Debi Marshall
Ms. Linda Ryan
Ms. Jennifer Sweetland
Mr. R. John Clark

Roll Call

As noted, all Board members were present, except for Mr. John B. Johnson Jr. and Mr. Bill Simmons.

Reading and Approval of the Minutes

A motion was made by Mr. Quill and seconded by Ms. Rougeux was unanimously approved to accept the minutes from the June 9, 2017 meeting.

The motion was approved: 8 ayes, 0 nays

Old Business

Terminal Project Update

Ms. Callahan informed the Board that she wanted to provide an update on the Terminal Improvement Project. She updated the board regarding traffic patterns, phases and accessibility to the terminal and garage.

Tom Horth and Mike LaMontagne provided a presentation on updated project phases, costs, highlights and details of future milestones. Discussion ensued regarding the media plan, press releases and public communication plan.

Executive Session

Chair Mannion made a motion to go into executive session to discuss a variety of matters pertaining to: (1) proposed, pending or current litigation; (2) the financial, credit and employment history of particular persons or corporations; and (3) a proposed lease of real property by the Authority. The motion was approved by Mr. Venesky and seconded by Mr. Quill. Board members, Ms. Callahan, Mr. Amond, Ms. Clancy and Mr. R. John Clark went into executive session at 11:58 a.m.

The motion was approved: 8 ayes, 0 nays

Executive session ended at 1:25 p.m. No action was taken.

New Business

The Board adjourned from Executive Session with a:

- **Resolution Authorizing the Creation of the Position of Airport Operations Worker for the Syracuse Regional Airport Authority** was moved by Ms. Rougeux and seconded by Mr. Venesky and was unanimously approved. There was no further discussion regarding the resolution. The resolution was adopted: 9 ayes, 0 nays
- **Resolution Authorizing the Creation of the Position of Director of Business Development for the Syracuse Regional Airport Authority** was moved by Dr. Chin and seconded by Ms. Rougeux and was unanimously approved. There was no further discussion regarding the resolution. The resolution was adopted: 9 ayes, 0 nays

- **Resolution Authorizing the Hosting of 2019 Airshow at the Syracuse Hancock International Airport** was moved by Dr. Chin and seconded by Mr. Venesky and was unanimously approved.
Discussion ensued regarding the 2016 Air Show outcome and the plan for demo flying team for 2019 Airshow. There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays
- **Resolution Authorizing Approval of New Air Service Agreement with Jet Blue Airways** was moved by Mr. Venesky and seconded by Mr. Quill and was unanimously approved.
There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays

Dr. DeSiato left the meeting.

Management Report

Ms. Callahan informed the Board about various projects, new logo concepts, branding efforts, upcoming meeting dates, special projects updates, concourse and terminal material improvements and the new air service from Jet Blue to Boston starting January 4, 2018. Ms. Callahan provided takeaways from some recent conferences and summits. Discussion followed regarding the various logo options and branding ideas and Ms. Callahan stated that she would provide additional logo options to the board for consideration. Ms. Callahan further discussed various employee and operations improvements including the new employee handbook, employee survey, upcoming audits and inspections, training and new snow removal equipment. Social media updates, the new baby care rooms, Aviation Day celebrations, airport employee appreciation BBQ and passenger data, along with ride sharing numbers were also reported. Board discussion followed regarding the transition of airport security and the new Director of Airport Security. Hurricane Harvey relief fund information was shared with the board.

Adjournment

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

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 1:43 p.m.

Minutes of the Annual Meeting of the Syracuse Regional Airport Authority September 8, 2017

Pursuant to notice duly given and posted, the annual meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 8, 2017 at 11:06 am 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. Khalid Bey
Dr. Shiu-Kai Chin
Mr. Bill Fisher
Mr. Michael Lazar
Mr. Michael Quill
Ms. Beth Rougeux
Mr. Mark Venesky

Members Absent:

Dr. Donna DeSiato
Mr. John B. Johnson Jr.
Mr. Bill Simmons

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Mr. John Carni
Ms. Joanne Clancy
Mr. Dennis Greco
Ms. Cheryl Herzog
Ms. Debi Marshall
Ms. Linda Ryan
Ms. Jennifer Sweetland
Mr. R. John Clark
Mayor Stephanie Minor

Roll Call

As noted, all Board members were present, except for Dr. Donna DeSiato, Mr. John B. Johnson Jr. and Mr. Bill Simmons.

Mr. Patrick Mannion, Chair

Chair Mannion started by welcoming everyone to the meeting. Chair Mannion encouraged everyone to read and distribute the “Annual Report to the Community” and celebrate the 6th year

of the authority. Chair Mannion reported that we are proud as an authority and a board regarding all of our successes this year on the new FBO facility Million Air being built and for the big changes ahead with the upcoming renovations in process. Chair Mannion stated his privilege to work with his fellow board members and thanked them for their hard work and attentiveness to the needs and priorities of the airport. Chair Mannion also thanked Ms. Callahan for her dedication to the authority.

Presentation to Mayor Stephanie A. Miner

Chair Mannion recognized Mayor Stephanie A. Miner with a presentation for her activity with the airport going all the way back to the beginning when her administration began the concept of the authority and made it a reality as a better governance and operational model. Chair Mannion thanked outgoing Mayor Miner for her leadership, positive influence and passionate commitment to the authority and presented her with a plaque.

Ms. Christina R. Callahan, Executive Director

Executive Director Callahan thanked Mayor Miner for helping her and having faith in her. Ms. Callahan expressed her further thanks by presenting her with an aerial photo of the airport as a token of recognition for Mayor Miner's leadership and dedication efforts with the authority.

Mayor Miner

Mayor Miner thanked Chair Mannion and reviewed the history of the Syracuse Regional Airport Authority. Mayor Miner thanked the board for their service and energy and indicated that hard work is its own reward. Mayor Miner thanked Ms. Callahan for the recognition and the aerial photo that will remind her of coming home to Syracuse.

Annual Report to the Community

Chair Mannion thanked former Chair Bill Fisher for all of his efforts as past Chair of the Board. Chair Mannion recognized and asked for a round of applause for Syracuse Airport's TSA personnel for their speed and dedication to the passenger experience.

Executive Director Callahan thanked Marketing Director Jennifer Sweetland for the outstanding quality and content of the Annual Report. Ms. Callahan pointed out some further content of the report and focused on the customer experience improvements. Executive Director Callahan then thanked the employees recognized within the Annual Report who help keep the airport running day in and day out. Additionally, Ms. Callahan thanked all of the employees for bringing so much to our organization and for everything they do.

Adjournment

A motion was made by Chair Mannion and seconded by Mr. Fisher and Dr. Chin to adjourn the meeting.

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 11:23 a.m.

Based on C&S, 9/29/17

	<u>Budgeted Total</u>
COST ESTIMATE	
Phase	
1 Concourses	2,985,516
2 Remove Canopy	2,664,557
3A Utility Relocation	1,251,252
3B Curtainwall	3,185,006
3C Vertical Circulation	1,365,002
3D Temp Support Space	227,501
3E Aviation Museum	568,752
3 Roof Repairs	910,002
4 Façade	13,081,276
5 New Canopy	2,184,406
6 Solar Panels	568,752
7 Center Lobby	14,389,404
8 Ticketing Counters	747,339
9 Main Term. Restrooms	422,626
10 Ticketing & Baggage Claim	5,199,547
11 Entrance Roadway	1,332,564
TOTAL COST	51,083,502

Based on C&S, 9/29/17

FUNDING SOURCE	<u>Scheduled TOTAL</u>	-----	Presented to Board 1/27/2017
FAA			
AIP Grant (9/1/17) - 3,750K			
2	2,398,101		
3A	1,126,129		
3C	1,228,503		
5	885,386		
7	2,700,000		
9	-		
Sub-FAA	<u>8,338,118</u>	8,338,118	9,100,000
NYS			
AIP Grant (5% share)			
2	133,228		
3A	62,563		
3C	68,250		
5	49,188		
7	150,000		
9	-		
Sub-Sub-AIP	<u>463,229</u>		
UAR Grant			
3B	3,185,005		
3D	227,502		
3E	568,750		
3	910,001		
4	13,081,275		
6	568,750		
7	11,389,403		
8	747,336		
10	<u>5,199,547</u>		
Sub-Sub-UAR	35,877,569		35,800,000
Sub-NYS		36,340,798	
Onondaga Cty			
11	1,002,000		
Sub-Onon. Cty		1,002,000	1,000,000
SRAA			
AIP Grant (5% share) - PRRSM			
2	133,228		
3A	62,563		
3C	68,250		
5	49,188		
7	150,000		
9	-		
Sub-Sub-AIP	<u>463,229</u>		
PRRSM			
1	2,985,516		
5	1,200,644		
9	422,626		
11	<u>330,564</u>		
Sub-Sub-PRRSM	4,939,350		
Discretionary			
Sub-SRAA		5,402,579	2,900,000
TOTAL FUNDING	51,083,495	51,083,495	48,800,000

Ground Transportation Permit

STAFF TRAINING

A. What is going to happen?

- a. No individual company will be contracted although a company can apply for an individual permit.
- b. SRAA will develop and initiate its own Permit for use by any taxi that wants to do work at the Airport.
- c. Open to not only City Taxi's but also Taxi's from other jurisdictions.
- d. It is fee based and includes an application, vehicle inspection and safety and compliance training.
- e. Permit is good for one year and will most likely be a rear view mirror hanging tag.
- f. SRAA staff will be responsible for the collection, processing and storage of all paperwork associated with the Permit.
- g. Enforcement by SRAA through Securitas and SPD.
- h. Airport Ground Transportation rules and City Taxicab Ordinance will be enforced.

B. Quick Procedures

- a. Application is filled out and handed to SRAA representative.
- b. SRAA representative ensures same is all the way filled out with applicants identify and signature verified (notarized or COD).
- c. All paperwork is attached to the application form and submitted to Sergeant Galvin for review, validation and vehicle inspection.
- d. Galvin returns the completed inspection and application to the SRAA. If the documents submitted are validated and the vehicle passes inspection, the Inspection report will indicate this and the entire package is then returned to SRAA for final approval and issuance of the actual permit.

C. SRAA rep must initially get

- a. Copy of applicant's driver's license, ensuring it is at least a CLASS E or a CLASS A, B OR C (cdl) with a "P" for passenger endorsement.
- b. Valid NYS registration card, the small yellow card with the vehicle registration info on it.
- c. Valid proof of for-hire insurance. Insurance card will say "For Hire" right on it and the form is classified with a small "FH1) on the lower right corner. Make sure the VIN matches the car on the application and the insurance has not expired.
- d. If applying as a business, get copies of the corporation papers, certificates of partnership or association and make sure the person making the applications name appears in the documents.
- e. A DBA paper from the Onondaga County Clerk. Again with the applicants name.



GROUND TRANSPORTATION PERMIT APPLICATION

Created 11/01/2017

PERMIT NUMBER

PERMIT REQUESTED

ORIGINAL RENEWAL TRANSFER

PERMIT STATUS

APPROVED
 DENIED

Permit Approved or Denied by: _____

Date: _____

EFFECTIVE DATES

Date Issued

Expiration

INSTRUCTIONS

1. All application questions must be answered truthfully. Any questions left blank or containing false replies may result in the delay, denial, suspension or revocation of such permit.
2. All applicants must submit, with this application, valid NYS registration document, valid proof of ownership, valid proof of for-hire insurance for the vehicle subject to this application.
3. If applying as a Company, Business or other such entity, you must include, with the application, copies of certificates of partnership, corporation or association as well as a certificate indicating operation under an assumed name (BDA).
4. If the application is for a TRANSFER of a granted permit to a different vehicle, the actual physical Permit must be surrendered and attached to the application.

APPLICANT INFORMATION

Applicant Full Name (Company or Individual) *If other than individual, see #3 in Instructions listed above.*

Applicant Full Address (where mail is delivered)

Date of Birth (Individual) SSN (Individual) Best Contact Telephone Number Second Contact Telephone Number

VEHICLE INFORMATION

Vehicle year, make, model and color

Vehicle Identification Number (VIN)

Vehicle License Plate

NYS DOT Para-Transit Certified (Certificate #).

Company/DBA/Independent.

SRAA Inspection

SRAA Inspection Completed

Pass Fail Inspector Name (Print)

ATTESTATION

State of New York
County of Onondaga
City of Syracuse

I, the undersigned, hereby apply to the Syracuse Regional Airport Authority for a Ground Transportation Permit to operate as a provider of Ground Transportation services at Hancock International Airport and for that purpose I declare that, subject to the penalties of perjury, any statements made on or in connection with this application (including statements made in accompanying papers) have been examined by me and to the best of my knowledge are true and correct. I understand that any deliberate misrepresentation or omission of facts may be cause for denial of such permit or the revocation of same if already issued. I understand that all statements made in connection with this application are subject to verification.

I, _____, deposes and says that I am the individual making this application for a Ground Transportation Permit and that the answers to any question or other statements contained within, made by myself, is true and accurate to the best of my knowledge.

Sworn or Affirmed to before me this

_____ day of _____, 20 ____.

Notary Public or Commissioner of Deeds

Signature of Applicant



GROUND TRANSPORTATION PERMIT APPLICATION

Created 11/01/2017

PERMIT NUMBER

ADMINISTRATIVE

- Valid New York State Vehicle Registration Card.
- Valid Proof of Ownership; Title document or DMV Retail Certificate of Sale.
- Valid proof of For Hire Insurance (FH1).
- Valid (Class E minimum) with Passenger endorsement NYS Driver's License.
- If applying for other than an individual, copies of certificates of partnership, corporation or association as well as documents indicating operation under an assumed name (DBA)?
- Certification of attendance of SRAA Safety and Compliance course.
- All required documents (copies) must be attached to the application form.
- If for a TRANSFER: Permit must be surrendered and attached to Application.
- The non-refundable application fee, submitted in either a check or money order, made payable to the *Syracuse Regional Airport Authority* has been received.
- The Applicant has been provided a copy of the GTP Inspection Report?

NOTE TO APPLICANTS

The owner and any operators of any vehicle requesting the issuance of an Syracuse Regional Airport Authority (SRAA) Ground Transportation Permit (GTP) must attend an SRAA Safety and Compliance training session within three months of receiving the GTP. All Drivers must possess a valid City of Syracuse Taxicab Driver's License (HACK) with an Airport endorsement.

This training will be scheduled and conducted by representatives of the SRAA prior to the original issuance of a GTP or prior to an SRAA endorsement upon a City of Syracuse Taxicab Driver's License (HACK).

Applicants and operators may be required to attend re-fresher training upon the demand of the SRAA. Failure to attend same training or to comply with the safety and compliance requirements discussed may result in the denial, suspension or revocation of the GTP permit in question or the removal of the SRAA endorsement upon the City of Syracuse HACK.

The vehicle receiving the GTP must have an operation Taximeter installed and the correct SRAA rates of fare programmed. The Taximeter shall be sealed during the vehicle inspection process.

The vehicle upon which the Ground Transportation Permit (GTP) will be issued to must pass a Safety and Compliance Inspection conducted by a representative of the SRAA. This inspection will be completed for an original issuance, renewal or transfer of the permit as well as sporadically throughout the term of the permit to ensure compliance. The failure to pass same inspection or comply with the inspection request may result in the denial, suspension or revocation of the permit in question.

The suspension, revocation or other invalidation of any New York State issued Driver's License or Vehicle Registration, or the suspension or revocation or other invalidation of required for-hire insurance upon a GT permitted vehicle, shall be cause for the immediate suspension of GTP privileges at Hancock Airport. The GTP must be surrendered to the SRAA until which time the suspension, revocation or other invalidation has been lifted.

Compliance with all New York State Vehicle & Traffic Laws is required while operating with a SRAA GTP. The failure to do so may result in the denial, suspension or revocation of the GTP.

_____	_____	<input type="checkbox"/> Approved	_____
Date Application Submitted.	Date Submitted for LEA review.	<input type="checkbox"/> Denied	Date Returned to SRAA.
_____	_____	<input type="checkbox"/> PASS	
Application Fee paid.	Date of Vehicle Inspection.	<input type="checkbox"/> FAIL	



GROUND TRANSPORTATION PERMIT INSPECTION REPORT

Created 11/01/2017

PERMIT NUMBER

- Original Issue
 GTP Renewal
 GTP Transfer
 Equipment Modification *
 Other *

Taxicab Inspection Report

In accordance with the Revised General Ordinances of the City of Syracuse Chapter 25 - Taxicabs, Article VI:
SPECIFICATIONS FOR EQUIPMENT AND INSPECTION AND MAINTENANCE (Sec. 25-43. Equipment)

* Describe :

Licensee : <div style="border: 1px solid black; width: 400px; height: 30px;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name of Inspector:</td> <td style="width: 50%;">Date of Inspection:</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Name of Inspector:	Date of Inspection:		
Name of Inspector:	Date of Inspection:				
Vehicle Owner: <div style="border: 1px solid black; width: 400px; height: 30px;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name of follow-up Inspector:</td> <td style="width: 50%;">Date of follow-up Inspection:</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Name of follow-up Inspector:	Date of follow-up Inspection:		
Name of follow-up Inspector:	Date of follow-up Inspection:				
Address: <div style="border: 1px solid black; width: 400px; height: 30px;"></div>					
Vehicle Make: <div style="border: 1px solid black; width: 400px; height: 30px;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Registration Plate #:</td> <td style="width: 50%;">Registration Expiration:</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Registration Plate #:	Registration Expiration:		
Registration Plate #:	Registration Expiration:				
VIN #: <div style="border: 1px solid black; width: 400px; height: 30px;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Inspection Certificate #:</td> <td style="width: 50%;">Inspection Expiration:</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Inspection Certificate #:	Inspection Expiration:		
Inspection Certificate #:	Inspection Expiration:				

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|--|---|
| <p><input type="checkbox"/> Yes <input type="checkbox"/> No Mechanically fit.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Four (4) functional doors.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Rear-View mirrors (2).</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Fenders/Mud guards.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Safety glass
<i>Glass in windows and doors shall be in good condition with regard to air bubbles, cracks and fractures.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Functional windshield wipers.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Functional interior light.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Functional heater/AC.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Working speedometer.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Upholstery.
<i>Upholstery shall be clean, odor free with no stains or other defects making same unrepresentable. Same will be free of holes and secured in place within the vehicle.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Floor mats (see Upholstery).</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Exterior finish.
<i>The exterior of the vehicle must be well painted and the finish in good condition. No significant rust or damage.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Accessible Manifest documentation present.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No A Street Guide or GPS equivalent accessible.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Amber distress light(s) installed and functional.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Safety Shield Installed. *</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No NYS Inspection Certificate number matches the inspection record from DMV NYSPIN.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Functional and illuminated roof light installed.
<i>Each taxicab shall be equipped with a securely fastened roof light at least six (6) inches high, four (4) inches wide and twelve (12) inches long. In working order, able to be lit.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Window Coverings (non-transparent tint) are in compliance with section 375.12 of the NYS Vehicle & Traffic Law. VLT 70%.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No No more than two (2) interior or three (3) exterior advertisements present.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Full name of Licensee on both front doors.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No The word TAXI as well as the GTL license number are both displayed on both vehicle front doors.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No The word LICENSE # or LIC. # (with GTL number) is displayed on the rear trunk.
<i>All such lettering and numbers shall be permanently painted or of quality vinyl, located conspicuously upon the vehicle in letters or numbers at least two and one half (2 1/2) inches in height.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Lettering is of correct size of at least 2.5"?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Color of lettering contrasts with the color of vehicle?</p> |
|--|---|

*** Safety Shield Not Mandated**

Body Wrap advertisement present. Yes No

Body wrap application submitted with application? Yes No

Wrap Scheme :

Photograph of the GTP vehicle at the time of the inspection.

Approved Denied

By: _____ Date: _____

Date Sealed: _____ Seal #: _____

TAXIMETER CERTIFICATION

Type of Taximeter

- Centrodyne Model _____
- Pulsar Technology Model _____
- Other Model _____

Yes No The GTP holder is able to accept payment in the form of cash, credit card (VISA, Master Card, American Express) or signature based VISA or Master Card Debit cards.

Yes No The Taximeter is positioned and illuminated that it's indicators and operational markings can be easily read by a passenger in the back seat of the vehicle.

Yes No The Taximeter is capable of providing the passenger with a printed receipt showing an itemized account of charges and consumer information as identified in NIST Handbook 44 (2016), Section S.1.9.

Yes No Both the **Airport** Rate Card and Taxicab Driver's License are properly displayed.

*The **Airport** Rate Card and Taxicab Driver's License shall be permanently affixed in a conspicuous place within the interior of the vehicle so as to be readable by all passengers at all times.*

Rates of Fare Figures reflect the maximum rates allowed; can be lower.)

Centrodyne			Pulsar Technology		
Item	Description	Rate	Item	Description	Rate
1	Initial Drop	\$2.80	1	Initial Drop	\$2.80
2	Drop Distance	.063	2	Fare Increment	\$0.20
3	Distance Rate	\$3.20	3	Extra's Increment	\$0.50
4	Time Rate	\$20.00	4	Drop Distance *	
5	Fare Increment	\$0.20	5	2nd Distance **	
6	Extra's Increment	\$0.50	6	Time Rate	\$20.00
7	Maximum Extras		7	Maximum Extras	

* / ** Will depend on the pulses recorded by the unit. Either way, #4 and #5 should be the same number.

Yes No The Taximeter Rates of Fare are programmed correctly and in compliance with those established by the **Syracuse Regional Airport Authority**.

Vehicle tire size at the time of Taximeter certification.

Yes No Are the vehicle tires, at the start of the tests, of the size recommended by the vehicle manufacturer? Document actual size only if different.

Front Spec	Rear Spec
L/F on Vehicle _____	L/R on Vehicle _____
R/F on Vehicle _____	R/R on Vehicle _____

Vehicle tire inflation at the time of Taximeter certification.

Yes No All four tires are inflated at least to the minimum specifications of the vehicle manufacturer?

FRONT SPEC psi: _____	Left Front psi: _____	Right Front psi: _____
REAR SPEC psi: _____	Left Rear psi: _____	Right Rear psi: _____

Time Test (Time ON)

The Taxi shall be parked and the Taximeter shall be placed in the TIME ON function with the initial drop of **\$2.80**. This test should consist of **four (4)** separate intervals with the time being recorded at each **\$0.20** fare increment. The average of these tests should be the final time interval.

The time interval should be 36 seconds. Accepted tolerance is 35.00 to 37.00 seconds.

Yes No **Taximeter correctly calculated a Fare Increment of \$0.20 at 36.00 seconds, within tolerance of 35.00 to 37.00 seconds.**

Time Intervals (Time ON)

_____	_____	_____	_____
Average Time		_____	

Calibration of speed signal pulses (if necessary)

Pulses at time of test	Adjusted to (if necessary)
_____	_____

Road Test (Time OFF)

The road test shall be conducted over a measured course. The Taximeter shall be placed in the TIME OFF function with the Initial Drop of **\$2.80** displayed. The vehicle shall be driven one-mile and at the conclusion, the fare should read **\$6.00**. The vehicle shall continue for a second mile at the conclusion of which the fare should read **\$9.20. (Initial \$2.80 + \$3.20 = \$6.00 + \$3.20 = \$9.20.)**

Accepted tolerance shall be the distance of one average sized car length (17 to 20 feet).

Yes No Taximeter correctly calculated a fare of **\$6.00** at the one-mile mark within tolerance?

Yes No Taximeter correctly calculated a fare of **\$9.20** at the two-mile mark within tolerance?

Approved Denied

By: _____ Date: _____

Date Sealed: _____ Seal #: _____

**RESOLUTION AUTHORIZING THE CREATION OF THE POSITION
OF MANAGEMENT ASSISTANT
FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

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

WHEREAS, Section 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

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

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

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

RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby creates the position of Management Assistant, and it is further

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

RESOLUTION ADOPTED DATE: NOVEMBER ____, 2017

VOTE: Ayes ____ Nays ____ Abstentions ____

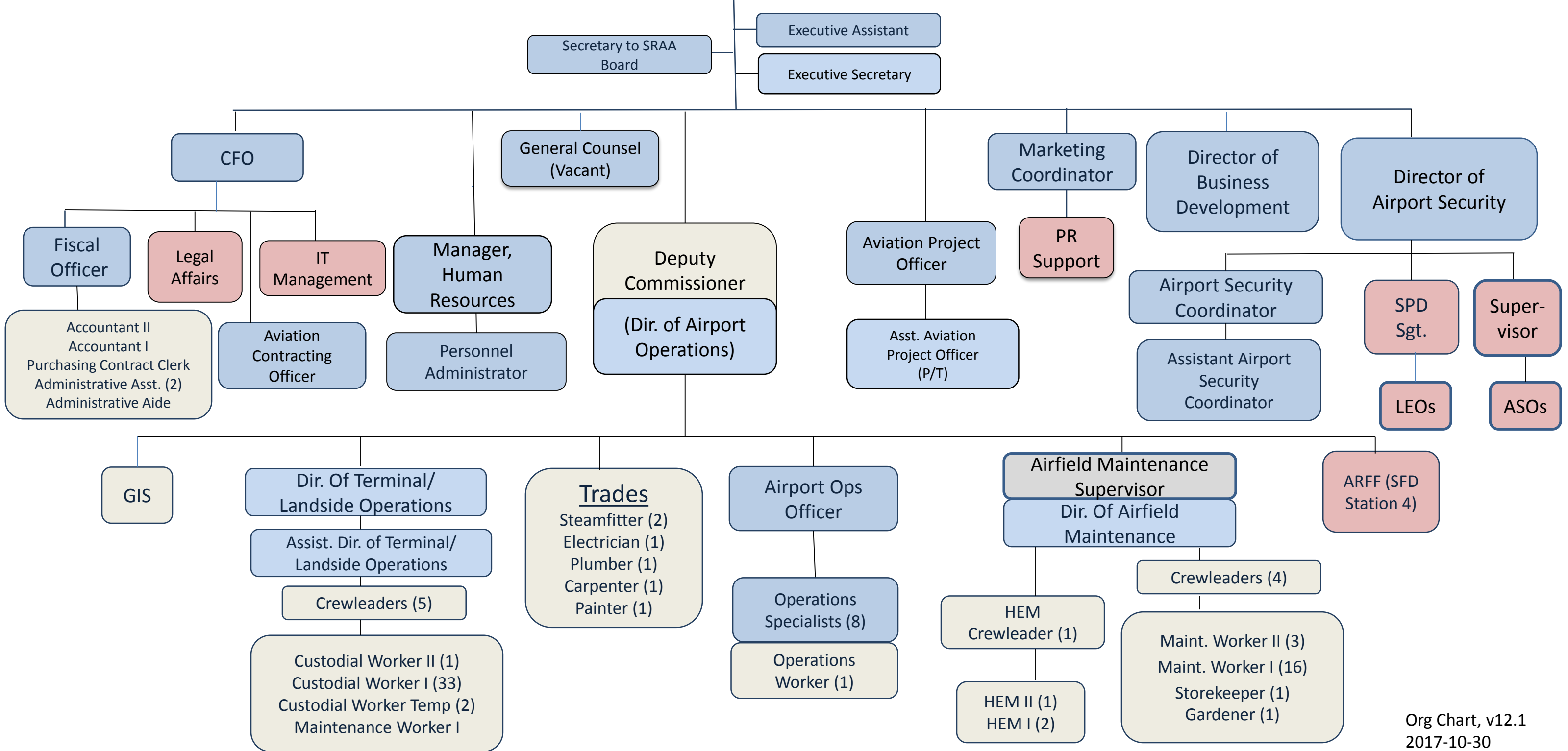
SIGNED: _____
Secretary



Authority Board of Directors

Executive Director

Key
 Blue = SRAA position (20)
 Gray = City position
 Red = Contracted function
 Green = To be created by SRAA



Management Assistant (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

Reporting directly to the Executive Assistant to the Executive Director, the Management Assistant provides management-level support to multiple department heads. The Management Assistant provides direct support through organizing and coordinating administrative projects, cross-departmental teams, overseeing special projects, and providing both general and departmental specific administrative support as needed. The Management Assistant must be flexible and able to enjoy working within an environment that is fast-paced and ever-changing. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities, across departments. The Management Assistant will have the ability to work independently on projects that have direct impact on the organization, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The Management Assistant must also be able to take direction, and ensure timely, accurate completion of tasks and projects as required.

TYPICAL WORK ACTIVITIES

- Completes a broad variety of administrative tasks for department heads including: managing multiple active calendars; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Plans and coordinates meetings for management, ensuring follow-up with all invited parties, and handling the logistics for the meetings, including set up and hospitality
- Works on department-level projects through research, drafting, and editing correspondence, reports, spreadsheets, and other administrative documents, as well as data entry
- Provides committee support through collecting documents, and putting together committee packets, taking and transcribing minutes, and other related administrative support as required
- Provides administrative support for Marketing programs, being responsible for administration of volunteers schedules, changes in schedules, tracking hours, and maintaining current contact information on volunteers; may include work with interns
- Provides event/conference planning and logistical support
- Prepares Work Order Status Updates as requested

Management Assistant (SRAA)

- Under the Records Retention Officer, organizes and manages both hard copy and electronic files for multiple departments, keeps track of record retention schedule, archives and destroys within that schedule, keeping appropriate documentation as necessary
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Leads or participates in administrative working groups on projects such as developing Standard Operating Procedures (SOPs) and other operational documents, through research, collection, input, and formatting data and information.
- Prepares reports by collecting and analyzing information
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Provides backup phone support to main line at front desk
- Other management support duties as assigned

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Thorough knowledge of modern business office policies, procedures, and standards
- Must be able to grasp the structure and needs of the organization
- Must be able to anticipate the needs of management
- Able to produce accurate information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Courteous and professional, welcoming guests by greeting them, in person or on the telephone; answering or directing inquiries
- Maintains constituent confidence and protects operations by keeping information confidential
- Ability to work independently, anticipating the needs of management and being proactive in areas where delegated responsibility
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills, with the ability to build healthy working relationships with a variety of constituents, including vendors, concessionaires, airlines, as well as management and co-workers
- Expert level written and verbal communication skills in English
- Highly resourceful team-player, with the ability to also be extremely effective independently

Management Assistant (SRAA)

- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Strong computer/technical skills and ability to learn and use new programs as needed
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree required, with minimum of 3 years of experience in a comparable role supporting mid-senior level management, preferably with experience in supporting multiple managers concurrently or
- B. Associates degree, with minimum of 5 years of experience in a comparable role supporting mid-senior level management, preferably with experience in supporting multiple managers concurrently or
- C. Minimum of 7 years of experience in a comparable role supporting mid-senior level management, preferable with experience in supporting multiple managers concurrently.

Management Assistant (SRAA), v1, 2017-11-02

**RESOLUTION APPROVING THE ADOPTION OF A GROUND
TRANSPORTATION LICENSING PROGRAM FOR THE SYRACUSE
REGIONAL AIRPORT AUTHORITY**

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

WHEREAS, the Enabling Act provides that the purposes of the Authority include the construction, development, improvement, maintenance and operation of aviation and related facilities at the Syracuse Hancock International Airport (“Airport”) and within central New York; and

WHEREAS, Authority management has advised the Board that given recent dramatic changes in the taxi industry as a result of the advent of the transportation network companies such as Uber and Lyft, that it would be advantageous to the Authority to allow general taxi service at the Airport subject to a licensing program to ensure an appropriate level of service and professionalism in the delivery of such services.

NOW, THEREFORE after due deliberation having been had thereon, it is hereby
RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the adoption and implementation of a ground transportation licensing system to govern and regulate the provision of taxi related services at the Syracuse Hancock International Airport.

Resolution Adopted Date: November __, 2017

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

Resolution No.

2017

**RESOLUTION AUTHORIZING AN EMPLOYMENT
AGREEMENT BETWEEN THE SYRACUSE REGIONAL
AIRPORT AUTHORITY AND ITS EXECUTIVE DIRECTOR**

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 authorizes the Authority to enter into agreements in furtherance of the accomplishment of its corporate purposes, and to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority, finds and determines the five (5) year Employment Agreement with its Executive Director commencing January 1, 2018 which is set forth as an attachment to this Resolution to be in the best interests of the Authority,

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the Chair of the Board, on behalf of the Authority, to enter into the five (5) year Employment Agreement with its Executive Director set forth as an attachment to this Resolution and on such other terms and conditions as the Chair, after consultation with counsel, deems in the best interests of the Authority.

RESOLUTION ADOPTED

DATE: November ____, 2017

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO NECESSARY CONTRACTS FOR TIMELY COMPLETION OF 2017 TERMINAL IMPROVEMENT PROJECT

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

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

WHEREAS, the Authority Board, by Resolution No. 8 of 2017 previously authorized the Executive Director to execute an Aviation Project Funding Agreement in order to fund and implement the 2017 Terminal Improvement Project as identified therein (hereinafter "Project"); and

WHEREAS, by Resolution No. 10 of 2017 the Authority Board previously authorized the Executive Director to execute on behalf of the Authority a Project Labor Agreement in order to maximize the benefits to be obtained through the Aviation Funding Agreement and efficiently administer the Project; and

WHEREAS, pursuant to the terms of the Aviation Funding Agreement the Project must be completed on or before October 31, 2018 and will require that the Authority enter into a

variety of agreements with different contractors and funding sources in order to be completed on time and within budget; and

WHEREAS, Authority management has advised that due to the time constraints of the Project it will not be possible to bring every agreement necessary for completion of the Project before the Board for approval; and

WHEREAS, Authority management has further advised that while it believes that Resolution No. 8 of 2017 already provides the requisite authority to enter into the necessary contracts for completion of the Project, but that out of an abundance of caution it wishes to have the Boards definitive approval to enter into the necessary contracts for the timely and cost effective completion of the Project.

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 advice of counsel to the Authority, is hereby authorized to enter into on behalf of the Authority, those contracts and other agreements necessary for the timely and cost effective completion of the Project, and it is further

RESOLVED, that all actions previously taken by the Executive Director in connection with the Project and not in violation of her fiduciary obligations to the Authority, are hereby ratified and approved.

Resolution Adopted Date: November __, 2017.

Vote: Ayes __ Nays: ____ Abstentions: ____.

**Signed: _____
Secretary**

**RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO EVALUATE
AND ENTER INTO MEMORANDUM OF UNDERSTANDING FOR THE
SOLARIZE CENTRAL NEW YORK INITIATIVE PROGRAM**

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 Central New York Regional Planning and Development Board ("CNYRPDB") is coordinating participation in the central New York area in Governor Andrew Cuomo's NY-Sun Initiative Program ("Program") begun in 2013 to support and increase the number of solar electric systems operating in New York State; and

WHEREAS, CNYRPDB has recently approached Authority representatives regarding its participation in the Program, and in connection therewith CNYRPDB made a presentation to the Authority's Finance Committee at its regular meeting held on October 13, 2017 regarding the Program; and

WHEREAS, the Finance Committee has recommended that the Authority further evaluate the potential benefits of participating in the Program and based upon that evaluation enter into such agreements as may be necessary to authorize the Authority's participation therein.

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 and Authority management are hereby authorized to further evaluate participation in the NY Sun-Initiative Program and its potential benefits for the Authority, and if appropriate and with the advice of counsel to the Authority, the Executive Director is hereby authorized to enter into on behalf of the Authority, a Memorandum of Understanding and such other agreements as may be necessary for the Authority's full participation in such Program.

Resolution Adopted Date: November __, 2017.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

Michael J Lazar

From: Chris Carrick <ccarrick@cnyrpdb.org>
Sent: Tuesday, August 29, 2017 11:35 AM
To: lazarmj@twcny.rr.com
Subject: solar paperwork for airport
Attachments: MOU for Solarize CNY Initiative_final.docx; SolarizeCNY Letter of Commitment_Syracuse Airport_cover letter.docx; SolarizeCNY Letter of Commitment_Syracuse Airport.docx; SEQR Lead Agency Declaration_Syracuse Airport.docx; Property Owner Consent Form_National Grid.pdf; Designation of Primary POC_Syracuse Airport.docx; Letter of authorization to access utility records_National Grid.docx; Utility account login how-to National Grid.docx

Hi Mike,

Attached are the documents that we need to be completed/signed in order to get Abundant Solar to take a look at the financial feasibility of solar at the airport. As we discussed, the SRAA is NOT being asked to make a commitment to sign a contract to buy power (Power Purchase Agreement) with Abundant Solar at this time.

- 1) **Memorandum of Understanding**, which all of the participating municipalities and authorities signed last year to allow the CNY RPDB to issue a Request for Proposals for solar development on their behalf. This is non-binding, in the sense that it simply authorized our agency to issue the RFP and make a recommendation on the preferred developer. By signing this now, the airport authority will in effect be able to “piggyback” onto our project. Please note that the term “Solar Provider” in this document refers to the preferred developer, Abundant Solar Power.
- 2) **Letter of Intent**, a non-binding letter expressing the SRAA’s intent to pursue PPA negotiations with Abundant Solar.
- 3) **SEQRA Lead Agency Declaration**, which is required for submission of the NY-Sun Program incentive application to NYSERDA. Please note that this document is in the form of a letter which is addressed to Richard Lu at Abundant; however, this letter should be returned directly to me. The letter references the need for local site plan approval or special use permit, which may not apply to the SRAA, so feel free to delete or revise this language as appropriate. The most important thing is for the SRAA to agree that it will declare itself the lead agency for SEQRA. As is typical, as the developer Abundant Solar will provide all of the information for the filing. Rooftop solar projects are typically considered Type II Actions and are therefore exempt from review, while larger ground-based solar projects are typically Type I actions and therefore require a long Environmental Assessment Form. However, in many cases a complete Environmental Impact Statement is not required since these types of projects are unlikely to have a significant adverse environmental impact.
- 4) **New York State Standardized Acknowledgment of Property Owner Consent Form**, which is required for submission of the NY-Sun Program incentive application to NYSERDA. Please note that all of our participating municipalities and authorities fall under the first scenario as described in the form.
- 5) **Designation of the Primary Point of Contact**, which will indicate who will be the direct responsible person to participate in contract negotiations with Abundant Solar Power.
- 6) **Utility Authorization Letter**, which will allow the CNY RPDB and Abundant Solar Power to access its utility records in order to design the most economically beneficial solar energy system for the SRAA. We have also attached a “how to” guide on setting up online access to utility accounts, in case the SRAA does not already have that in place.

Chris H. Carrick
Energy Program Manager

MEMORANDUM OF UNDERSTANDING
FOR THE
SOLARIZE CNY INITIATIVE

This Memorandum of Understanding (“MOU”) is made as of _____, 2016 by and between the Central New York Regional Planning and Development Board (“CNY RPDB”), located at 126 North Salina Street, Suite 200, Syracuse, New York 13202, the CNY Solar Intermunicipal Group (as hereinafter defined), the Onondaga County Water Authority, the Port of Oswego Authority, the Oswego County Industrial Development Agency, and Wells College, hereinafter each known as a “Party” or collectively as “Parties.”

WHEREAS, the Central New York Regional Planning and Development Board (“CNY RPDB”) is a public planning agency established in 1966 by Cayuga, Cortland, Madison, Onondaga, and Oswego Counties under the provisions of Article 12B of the New York State General Municipal Law; and

WHEREAS, the CNY RPDB currently manages a comprehensive range of programs associated with the growth and development of communities in Central New York including economic development, energy management, environmental management, land use and transportation planning and intergovernmental cooperation; and

WHEREAS, Governor Andrew Cuomo created the NY-Sun Initiative in 2013 to support an increase in the number of solar electric systems operating in New York State; and

WHEREAS, consistent with the NY-Sun Initiative, the New York State Energy Research and Development Authority (“NYSERDA”) issued Program Opportunity Notice (PON) 2672 in 2014 to fund projects that help address issues regarding the costs associated with purchasing, installing, owning and operating solar electric photovoltaic systems in New York; and

WHEREAS, the CNY RPDB secured funding from NYSERDA under PON 2672 in December 2014 to establish a program designed to provide municipal entities and certain other public partners with information, tools, and resources to make solar electric energy more accessible to their facilities and thereby reduce their energy costs through a regional solar initiative (the “Solarize CNY Initiative”); and

WHEREAS, the CNY RPDB has utilized the NYSERDA funding to secure certain professional engineering, legal, and management services to facilitate implementation of the Solarize CNY Initiative; these services are being provided by Optony USA and Barclay Damon, LLP; and

WHEREAS, at the request of the CNY RPDB, the Parties have identified potentially viable solar sites for participation in the Solarize CNY Initiative; and

WHEREAS, the CNY RPDB and Optony USA completed in December 2015 a series of solar site assessment reports, setting forth a preliminary determination of whether certain

identified sites throughout the Central New York Region are suitable for the installation of a solar photovoltaic (“PV”) system, including an estimate of the solar capacity that the identified sites could provide and an estimate of the annual energy savings that the Solar Initiative Parties (as defined below) could save in energy costs if the PV system were installed; and

WHEREAS, a group of municipalities in the Central New York region, including the County of Cayuga, County of Cortland, County of Madison, County of Onondaga, County of Oswego, City of Auburn, City of Oswego, City of Syracuse, Village of Cazenovia, Town of Brutus, Town of Cicero, Town of Clay, Town of Conquest, Town of DeWitt, Town of Ira, Town of Minetto, Town of Montezuma, Village of Moravia, Town of Niles, Town of Owasco, Town of Salina, Town of Scipio, Town of Skaneateles, and Town of Van Buren have indicated a desire to participate in the Solarize CNY Initiative and have, or will have, entered into a intermunicipal agreement under Article 5-G, Section 119-o of the General Municipal Law, substantially in the form of that intermunicipal cooperation agreement attached hereto as Exhibit A, in order to form an intermunicipal group (hereinafter, the “CNY Solar Intermunicipal Group”) for purposes of participating in the Solarize CNY Initiative; and

WHEREAS, the Onondaga County Water Authority (“OCWA”), a public benefit corporation organized and operating pursuant to Article 5, Title 7 of the Public Authorities Law, the Port of Oswego Authority (the “Port Authority”), a public benefit corporation organized and operating pursuant to Article 6, Title 2 of the Public Authorities Law, and Wells College (“Wells”), a private educational institution incorporated as a New York not-for-profit corporation (together, the “Non-Municipal Parties”), each independently desires to participate in the Solarize CNY Initiative (collectively, the CNY Solar Intermunicipal Group and the Non-Municipal Parties shall be referred to herein as the “Solar Initiative Parties”); and

WHEREAS, the Solar Initiative Parties have determined that a joint solicitation seeking a solar provider to develop, design, finance, construct, operate and maintain small to mid-sized commercial solar PV systems on a defined portfolio of project sites in Central New York and to sell solar energy produced by such systems to the Solar Initiative Parties, based on the assessment and analysis performed by CNY RPDB and its consultant Optony USA, is in the best interest in of the Solar Initiative Parties because such joint solicitation will allow the Solar Initiative Parties to benefit from the efficiencies and economies of scale that result from proposals that will be based on an aggregate number of sites and the amount of solar energy that can be produced from those sites; and

WHEREAS, the Solar Initiative Parties have determined that it is the best interest of the Solar Initiative Parties to have CNY RPDB prepare and disseminate a joint solicitation package, including a request for proposals and template agreements, including a power purchase or similar agreement, and to make a recommendation as to one or more solar provider(s) (the “Solicitation”), for the Solarize CNY Initiative because the Solar Initiative Parties will each realize a significant savings in administrative costs, consultant costs and legal fees that would otherwise be incurred if each were to undertake its own individual solicitation; and

WHEREAS, accordingly, the CNY Solar Intermunicipal Group desires to enter into this MOU to indicate its agreement to participate in the Solarize CNY Initiative and to authorize and

engage CNY RPDB to prepare and disseminate the Solicitation on its behalf, make recommendations as to the selection of one or more solar provider(s) and provide other related services in connection with the Solarize CNY Initiative; and

WHEREAS, accordingly, each of the Non-Municipal Parties desires to enter into this MOU to each indicate its agreement to participate in the Solarize CNY Initiative and to authorize and engage CNY RPDB to prepare and disseminate the Solicitation on behalf of each of the Non-Municipal Parties, make recommendations as to the selection of one or more solar provider(s) and provide other related services in connection with the Solarize CNY Initiative.

NOW THEREFORE, in consideration of their mutual promises and agreements, and subject to the terms, conditions, and provisions herein set forth, the Parties agree as follows:

1. The CNY RPDB will continue to provide assistance to each of the Solar Initiative Parties as needed to build an understanding and support for participation in the Solarize CNY Initiative.

2. Each of the Solar Initiative Parties has completed a review of the solar site assessment report(s) relevant to the sites owned by each such Party, has undertaken an evaluation of its respective sites and based on this assessment, shall continue to participate in the Solarize CNY Initiative.

3. Each of the Solar Initiative Parties authorizes the CNY RPDB to, and the CNY RPDB shall, prepare and disseminate, on behalf of each of the Parties, a formal Solicitation for proposals from solar energy developers and service providers (the “Solar Provider(s)”) to develop, design, finance, construct, operate and maintain small to mid-sized commercial solar PV systems on a defined portfolio of project sites in Central New York and to sell solar energy produced by such systems to each of the Solar Initiative Parties in accordance with the terms of a template solar power purchase agreement (“PPA”) or similar agreement and other template agreements included in the Solicitation, and shall receive and open proposals or bids from, and make recommendations for the selection of, one or more Solar Provider(s), all in accordance with all applicable laws, including all applicable procurement laws and policies.

4. The Parties agree to work cooperatively with one another throughout the Solicitation process and to provide any required information requested by CNY RPDB within the reasonable timeframe established by the CNY RPDB.

5. The CNY RPDB will consult with all of the Solar Initiative Parties with respect to the content of the Solicitation, provided, however, that any comments and concerns with the Solicitation must be communicated in a timely manner to the CNY RPDB.

6. The Solar Initiative Parties agree that the CNY RPDB shall be the primary point of contact for interested Solar Providers and necessary third parties participating in the Solicitation process. The CNY RPDB agrees to provide the Solar Initiative Parties with all relevant information regarding the Solicitation process in a timely manner.

7. The CNY RPDB anticipates completing preparations for and disseminating a formal Solicitation on behalf of the Solar Initiative Parties by or around September 1, 2016. The CNY

RPDB anticipates providing the Solar Initiative Parties with its recommendation for one or more Solar Provider(s) as part of such Solicitation by or around November 30, 2016.

8. The Solar Initiative Parties may, at their discretion, enter into binding agreements, substantially in the form of the template documents included in the Solicitation, with the Solar Provider(s) recommended by the CNY RPDB, provided that each Solar Initiative Party determines to its satisfaction that the Solar Provider(s) is/are responsible, and complies with each of the Solar Initiative Party's terms, conditions, and requirements. The Solar Initiative Parties are under no obligation to enter in to any agreement with the Solar Provider(s) recommended for selection through the Solicitation process.

9. After completion of the Solicitation process, at the request of the Solar Initiative Parties, the CNY RPDB may continue to provide support to the Solar Initiative Parties, including but not limited to consultation with Solar Initiative Parties during the negotiation of any individual contracts with the recommended Solar Provider(s) and consultation with Solar Initiative Parties during the implementation of such contracts.

11. The Parties agree that the Solicitation documents shall include a provision for, and that the CNY RPDB may enter into a separate written agreement with the selected Solar Provider(s) for the Solar Provider(s) to pay the CNY RPDB a transaction fee in the amount of \$0.015 for each kW-DC of rated inverter capacity installed through this initiative.

12. Each Solar Initiative Party is responsible for meeting its individual legal, procedural, and other requirements for the award of any contracts as a result of the Solicitation, including, but not limited to, those requirements applicable to each Solar Initiative Party, if any, under applicable law, such as the General Municipal Law, the State Environmental Quality Review Act ("SEQRA"), the Public Authorities Law, the Energy Law, City Law, County Law, Town Law, Village Law, the State Finance Law, and its own internal policies, procedures and rules.

12. The CNY RPDB shall not provide funds to pay any costs incurred by the Solar Initiative Parties to participate in the Solarize CNY Initiative including costs for each Solar Initiative Party's staff time, outside contractors, and independent studies for environmental reviews, engineering services, and project commissioning.

13. The Parties agree not to withdraw from this MOU during the period commencing on that date which is thirty (30) days before the issuance of the formal Solicitation and ending on the date the recommended Solar Provider(s) is/are scheduled to be selected (the "Solicitation Period"). Notice of withdrawal from this MOU, and the Solarize CNY Initiative, must be provided in writing to the CNY RPDB at least seven (7) days in advance of such withdrawal.

14. Nothing in this MOU shall be deemed to constitute or create any fiduciary relationship between or among the Parties.

15. The terms of this MOU shall constitute the entire agreement between the CNY RPDB and the Solar Initiative Parties with respect to participation in the Solarize CNY Initiative. No amendment, modification, or change to this MOU shall be effective unless the same shall be in writing, duly executed, authorized and approved by the Parties.

16. Each Party represents and warrants that its governing body has duly authorized its entering into and performing the terms of this MOU.

17. By the execution and delivery of this MOU, the undersigned individuals warrant that s/he/they are/have been duly authorized by all requisite action to execute and deliver this MOU.

18. This MOU shall take effect immediately upon the execution hereof, and the same may be executed by the respective parties signing separate copies in counterpart, all of which when taken together shall be deemed to constitute one single instrument.

19. This MOU shall be governed by and construed with the laws of the State of the New York.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be executed and delivered by their duly authorized representatives as of the date set forth above.

CENTRAL NEW YORK REGIONAL PLANNING AND DEVELOPMENT BOARD

BY: _____
David V. Bottar, Executive Director

ONONDAGA COUNTY WATER AUTHORITY

BY: _____
Name and title

PORT OF OSWEGO AUTHORITY

BY: _____
Name and title

OSWEGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY

BY: _____
Name and title

WELLS COLLEGE

BY: _____
Name and title

CNY SOLAR INTERMUNICIPAL GROUP

BY: CAYUGA COUNTY

Name and title

BY: CORTLAND COUNTY

Name and title

BY: MADISON COUNTY

Name and title

BY: ONONDAGA COUNTY

Name and title

BY: VILLAGE OF CAZENOVIA

Name and title

BY: TOWN OF BRUTUS

Name and title

BY: OSWEGO COUNTY

Name and title

BY: CITY OF AUBURN

Name and title

BY: CITY OF OSWEGO

Name and title

BY: CITY OF SYRACUSE

Name and title

BY: TOWN OF CICERO

Name and title

BY: TOWN OF CLAY

Name and title

BY: TOWN OF CONQUEST

Name and title

BY: TOWN OF OWASCO

Name and title

BY: TOWN OF DEWITT

Name and title

BY: TOWN OF RICHLAND

Name and title

BY: TOWN OF IRA

Name and title
BY: TOWN OF MINETTO

BY: TOWN OF SALINA

Name and title

BY: TOWN OF SCIPIO

Name and title

Name and title

BY: TOWN OF MONTEZUMA

Name and title

BY: TOWN OF SKANEATELES

Name and title

BY: TOWN OF NILES

Name and title

BY: TOWN OF VAN BUREN

Name and title

BY: VILLAGE OF MORAVIA

Name and title

BY: VILLAGE OF JORDAN

Name and title

BY: VILLAGE OF CANASTOTA

Name and title

**BY: SYRACUSE REGIONAL
AIRPORT AUTHORITY**

Name and title

SolarizeCNY Cooperative Procurement
Designation of Primary Point of Contact

The Syracuse Regional Airport Authority has designated the individual listed below to be the primary point of contact to participate in solar energy system(s) contract negotiations with Abundant Solar Power, Inc. This person is typically the highest elected official of a municipality or an Authority Having Jurisdiction, or an employee with a Participating Organization that has responsibility for legal matters (i.e., Executive Director or CFO).

Additionally, the individual(s) listed below shall be the primary point of contact to provide required information (i.e., building plans) to Abundant Solar Power, Inc. to complete the design and development of the solar energy system(s) for the Syracuse Regional Airport Authority.

Primary Point of Contact for Contract Negotiations:

_____	_____	_____
Name	Phone Number	Email Address

Primary Point of Contact for Information Requests:

_____	_____	_____
Name	Phone Number	Email Address

[INSERT ON MUNICIPAL OR ORGANIZATION LETTERHEAD]

[INSERT DATE]

Richard Lu
Chief Executive Officer
Abundant Solar Power, Inc.
Suite 900
2235 Sheppard Avenue E
Toronto, CN M2J 585

Re: Proposed Solar Projects at Hancock International Airport

Dear Mr. Lu:

We are in receipt of your letter dated [INSERT DATE] relative to a solar energy project your company is proposing at the location listed above.

As you aware, your project(s) will require [SITE PLAN APPROVAL OR A SPECIAL USE PERMIT, AS APPROPRIATE] issued by the [CITY COUNCIL OR PLANNING BOARD, AS APPROPRIATE].

As such, I can confirm that any application submitted for a solar energy project on this property would have the Syracuse Regional Airport Authority acting as lead agent pursuant to SEQRA review.

Should you have any further questions, please call.

Very truly yours,

[NAME AND TITLE OF AUTHORIZED REPRESENTATIVE OF CITY/TOWN/VILLAGE]



August 29, 2017

Richard Lu
Chief Executive Officer
Abundant Solar Power, Inc.
Suite 900
2235 Sheppard Avenue E
Toronto, CN M2J 585

Re: Letter of Intent: SolarizeCNY Initiative

Dear Mr. Lu:

The purpose of this letter is to confirm the commitment of the Syracuse Regional Airport Authority to enter into formal contract negotiations with Abundant Solar Power, Inc., for the purpose of developing a solar energy system(s) located on property owned by the Syracuse Regional Airport Authority. This commitment is based upon the SolarizeCNY- Request for Proposals (RFP) issued by the Central New York Regional Planning and Development Board (CNY RPDB) on September 23, 2016 and the proposal submitted by Abundant Solar Power, Inc. on December 5, 2016.

Upon execution of this letter of intent by all parties, Abundant Solar Power, Inc. will immediately begin work on the completion of a pre-development report that will provide the basis for Abundant to determine the feasibility and costs for development of the proposed solar energy system(s) on the designated property owned by the Syracuse Regional Airport Authority. The pre-development report shall include, but not be limited to, a detailed engineering feasibility analysis of the site(s) along with the submission of the interconnection application to the local utility, application for local site and zoning permitting, application to NYSERDA for the NY-Sun Program incentive; and compliance with the State Environmental Quality Review (SEQR) Act. The pre-development report will provide the basis for the final solar energy system price negotiations, including a power purchase agreement and site lease, between Abundant and the Syracuse Regional Airport Authority. These negotiations are scheduled to be completed on or before December 31, 2017.

In order to allow Abundant Solar Power, Inc. to begin work the pre-development report described above, the Syracuse Regional Airport Authority agrees to sign and return this letter and the following documents to Chris Carrick at the CNY RPDB:

- 1) **Designation of the Primary Point of Contact**, which will indicate who will be the direct responsible person to participate in contract negotiations with Abundant Solar Power, Inc.;
- 2) **Utility Authorization Letter**, which will allow the CNY RPDB and Abundant Solar Power, Inc. to access its utility records in order to design the most economically beneficial solar energy system(s); and
- 3) **New York State Standardized Acknowledgment of Property Owner Consent Form**, which is required for submission of the NY-Sun Program incentive application to NYSERDA.
- 4) **SEQRA Lead Agency Declaration**, which is required for submission of the NY-Sun Program incentive application to NYSERDA.

It is important to note that this letter of intent does not constitute or create any contract relationships between or among the parties hereto. In addition, it is understood that all costs associated with the completion of the pre-development report and the related utility and regulatory filings, including costs for staff time, outside contractors, and independent studies for engineering analysis and environmental reviews, shall be the sole responsibility of Abundant Solar Power, Inc.

If the foregoing is satisfactory, please indicate your agreement by countersigning a copy of this letter and returning it to my office immediately. I look forward to working with your company and the Syracuse Regional Airport Authority on this important initiative.

Sincerely,

David V. Bottar
Executive Director

BY: _____
Richard Lu, Chief Executive Officer
Abundant Solar Power, Inc.

Date

BY: _____
Christina Callahan, Executive Director
Syracuse Regional Airport Authority

Date



Central New York Regional Planning & Development Board

126 N. Salina Street, Suite 200, Syracuse, New York 13202 • Tel. (315) 422-8276 • Fax: (315) 422-9051
James J. Murphy, Jr., Chairman David V. Bottar, Executive Director

August 29, 2017

Christina Callahan
Executive Director, Syracuse Regional Airport Authority
City of Syracuse Department of Aviation
Syracuse Hancock International Airport
1000 Colonel Eileen Collins Boulevard
Syracuse, NY 13212

RE: SolarizeCNY Initiative

Dear Ms. Callahan,

Thank you for your continued interest in the SolarizeCNY Initiative, a program of the Central New York Regional Planning and Development Board (CNY RPDB) which aims to make it easier and more affordable for municipalities and other public and private entities to use solar energy. By joining together, more than twenty Participating Organizations have enjoyed the benefits of the CNY RPDB's technical assistance, achieving economies of scale that have greatly reduced equipment and transaction costs. With a total potential capacity of 45 megawatts, the projects proposed by these Participating Organizations are poised to triple the amount of solar energy installed in Central New York.

We are confident that Abundant Solar Power, Inc., the solar developer selected by the CNY RPDB and its Advisory Committee, will provide great value for the Syracuse Regional Airport Authority.

Enclosed please find a package of documents that will enable Abundant to begin the development process. We would ask that these documents be completed, signed and returned no later than September 29th directly to my attention at Central New York Planning and Development Board, 126 North Salina Street, Suite 200, Syracuse, NY 13202.

If you have any questions, please do not hesitate to contact me at 315-422-8276 ext. 213 or ccarrick@cnyrpd.org.

Sincerely,

Chris Carrick
Energy Program Manager

Cc: Richard Lu, Abundant Solar Power, Inc.



Human Resources Committee Meeting Minutes

September 8, 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 Syracuse Regional Airport Authority Board Room on Friday, September 8, 2017.

The meeting was called to order at 10:48 a.m. by Ms. Beth Rougeux.

I. Roll Call

In attendance: Ms. Beth Rougeux, Dr. Shiu-Kai Chin, Mr. Michael Quill, Mr. Mark Venesky, Mr. Patrick Mannion, Mr. Mike Lazar, Ms. Christina Callahan, Mr. Trent Amond, Ms. Debi Marshall, Ms. Cheryl Herzog
Not present: Mr. William Fisher, Mr. William Simmons

II. Approval of Minutes from Previous Meeting

A motion to accept the minutes from the July 20, 2017 Human Resources Committee Meeting was made by Mr. Quill and seconded by Dr. Chin, and was unanimously approved.

III. Executive Session

Ms. Rougeux made a motion to go into executive session to discuss matters pertaining to the employment history of particular persons or corporations; and/or the employment of particular persons or corporations by the Authority. The motion was approved by Mr. Venesky and seconded by Mr. Quill.

Executive session ended at 10:57.

Ms. Rougeux motioned to present to the Board a Resolution to authorize the creation of the Position of Director of Business Development for the Syracuse Regional Airport Authority. The motion was approved by Dr. Chin and seconded by Mr. Venesky and was unanimously approved.

IV. Adjournment

There being no further business, a motion to adjourn the meeting was approved by Dr. Chin and seconded by Mr. Quill at 10:58 a.m.

Finance Committee Meeting Minutes

October 13, 2017

These minutes outline the activities of the Syracuse Regional Airport Authority (SRAA) Finance Committee from the meeting held on October 13, 2017, in the Syracuse Regional Airport Authority Board Room located at Syracuse Hancock International Airport.

Mr. Lazar introduced Chris Carrick from the Central NY Regional Planning and Development Board. Mr. Lazar discussed the Solar Power program offered by Abundant Energy. He mentioned that the full study regarding Solar Panels and the Airport is located in dropbox. Ms. Callahan mentioned that in the New York State Grant, Solar Power is defined as one of the 11 components that the state is funding. C&S is tasked with putting together a plan for this for 120KW of solar energy to be located in the Cell Phone lot. Mr. Lazar asked that the Finance Committee recommend to the full Board that we authorize Ms. Callahan to sign a Memorandum of Understanding and any other related documents to allow Abundant Energy to begin the investigation of a full-scale solar project. Mr. Lazar mentioned that there is no commitment until you sign the contract. Dr. Chin mentioned that in order to enter into the MOU, it requires that we release financial data to allow a more detailed study and cost estimates. Ms. Rougeux has no problem making a recommendation to sign the MOU but in general does not like the 25 year commitment. Mr. Carrick mentioned that they are working with 24 other municipalities. Ms. Rougeux was concerned that the company was from Ontario, Canada. Mr. Carrick mentioned that they went through an RFP process and they received 12 proposals and that Abundant was the best offer. Abundant is currently working with local companies on planning and purchasing. The Committee supports a recommendation for the November Board Meeting that we enter into a MOU and would like to ask Mr. Carrick to come back in case the Board Members have questions.

The meeting was called to order at 11:25 by Dr. Chin.

I. Roll Call

In attendance: Dr. Shiu-Kai Chin, Mr. Michael Lazar, Ms. Beth Rougeux, Mr. Patrick Mannion (left at 11:25) Ms. Christina Callahan, Mr. Trent Amond, Ms. Maureen Fogarty, Ms. Linda Ryan

II. Approval of Minutes from the Previous Meeting

A motion was made by Ms. Rougeux and seconded by Mr. Lazar to accept the May 12, 2017 Meeting Minutes.

The minutes were unanimously approved.

III. Old Business:

Mr. Amond reviewed the Status of SRAA Agreements. The biggest one we are working on now is the Rental Car Concession Companies. Mr. Amond is continuing to work with our attorney John Clark and he hopes to have an agreement by the end of the month and fully executed agreements by the end of the year. Mr. Amond opened it up for comment and Mr. Lazar asked if we have looked into the industry standard on what is being charged for these contracts. Mr. Amond stated that this has not been our practice to date but we can certainly look at a comparison of what other Airports are charging. There was a question regarding the current Verizon agreement and Ms. Callahan mentioned that they are cell towers on top of the parking garage.

Mr. Amond went over a capital project that was originally in the 2016/17 Capital Budget, the South Concourse Elevator Project. The project was originally budgeted at \$150,000 based on a quote from Otis Elevator for \$96,000. There was a part of the quote that said it would require some additional electric or general contractor work. We estimated \$50,000 for the required additional work. When the actual quote came back for electrical work, it came in at \$128,000. We are now looking at \$220,000 - \$230,000 for this elevator project as opposed to \$150,000 as budgeted. This is an all-inclusive solution that will take care of all of the issues. A new elevator is around \$350,000 depending on size. Mr. Amond discussed we would like to use the "Best Interest" exception on this elevator that is in need of being repaired. Ms. Rougeux asked what the reason was for the Best Interest and not going out to bid. Mr. Amond mentioned so that we would be able to use the same company for the project that we are going to use for maintenance services under the Onondaga County Contract. Dr. Chin mentioned when there is two different companies working on the same elevator, there is circular firing squad of blame. Ms. Fogarty mentioned if it was a maintenance issue or a warranty issue, it should be the same company. Ms. Fogarty mentioned part of the County Bid also has discounted parts. Mr. Lazar asked if it would make sense to buy a new one. Ms. Callahan mentioned a new one would cost about \$350,000. This would be \$100,000 more than refurbishing the current one. Mr. Amond mentioned that this elevator that is going to be out of service is not a public elevator but used by the Custodial Staff, Creative Foods and Customs.

Mr. Amond and Ms. Callahan discussed parking garage updates. This is what will be presented at the November Board Meeting. A new garage is not an option from a financial standpoint. We would like to recommend that we rehabilitate the existing garage and build a new consolidated rental car rental facility in the current overflow lot. This will increase public parking spaces available by 300. It will allow us to consolidate all of the rental car activity into the new facility to include the customer service counters, office space and the ready return space. The old parking garage would be rehabilitated. The rehabilitated garage would include passenger convenience features such as identifying available parking spaces, additional wayfinding which supports pedestrian safety, as well as exterior work that would be visually consistent with the new Airport facade. The financing for the rental car facility would be covered by a Customer Facility Charge. The SRAA will be looking for financing for the rehabilitation of the current parking garage.

Ms. Rougeux asked if the customer facility charge was in line with what other Car Rental Companies are charging at other airports. Ms. Callahan mentioned she and Mr. Amond are going to a Rental Car Conference at the end of the month and hope to gain more insight into the charges. Ms. Callahan mentioned that we will not be out of line with the industry standards.

Mr. Lazar asked what the fees would be for the new Rental Car Facility. Mr. Amond stated that 25 million to rehab the garage and 11 or 12 million for the new rental car facility. A new parking garage would be 90 million. Mr. Amond mentioned the construction of the rental car facility would go rather quickly and the rehabilitation of the garage would be done in halves. Ms. Callahan mentioned that they would like to bring this to the Board in November. The Finance Committee agreed that this is the best financial option and should be brought to the Board.

Mr. Amond went over the Terminal Improvement Project budget (attached to the packet) as of September 29, 2017. He mentioned that this budget is a work in progress and they are currently working to bring the figures back down to budget.

Mr. Amond went over the timing of the cash flow and the cash flow schedule and how long it would take to be reimbursed. The state grant is about a 2 month lag and we have a signed contract with them. For the Federal reimbursement, it is about 30 days. We get 4 + million a year in entitlements and we are programming 9 million in funding that may not come in the same year. If we have to spread out the payments over a couple of years, we need to discuss how to cover the lag time of when we are reimbursed and when to pay the contractors. We suggest a line of credit as it is the cheapest way to go so we are only paying interest on the outstanding amount. Mr. Amond reached out to Key and M&T Bank. He is requesting a sense from the committee to see if we can get quotes to see what the carrying cost is. He said that the rate is about 4%. Mr. Lazar asked if we should reach out to more than two banks. Mr. Amond stated that we could.

The OHA History Museum is listed as a separate line in the budget and Mr. Amond wanted to point this out to the committee. Ms. Callahan mentioned that the Museum is listed as a part of the Grant agreement and will include an Aviation History Museum. We don't have the resources to design the museum so working with OHA makes sense to the Authority. The SRAA will build out the shell and OHA will provide the majority of the work. The original proposal was for 1.7 million and we said we can't spend this amount of money on a museum so they have sharpened their pencils and come back with a more reasonable proposal. Ms. Callahan is looking for a MOU from Mr. Clark to present to the Board in November.

IV. New Business

Ms. Callahan gave an update as to where we are with the Ground Transportation. Syracuse Regional Airport Taxi terminated their contract and pulled out of providing services in the terminal. The short term changes the SRAA has made is to allow all taxi cabs to be here in

the proper pick up locations to make sure that the passengers have options. The SRAA intends to develop our own licensing Policy for Taxies to maintain a certain level of service. Ms. Rougeux asked if we could replace the \$95,000 that we were to receive from Syracuse Regional Airport Taxi by licensing the Taxies. Uber pays \$60,000 and Lyft pays \$2.00 for each drop off and pick up which is about \$2,000 a month totaling about \$24,000 per year in addition to a possible 50 licenses at \$1,500 to \$2,000 a piece. Dr. Chin mentioned that the consensus is that we can move forward on developing a licensing Policy for the Board to review.

Adjournment

A motion was made by Ms. Rougeux and seconded by Dr. Chin to adjourn the meeting. The meet was adjourned at 1:30.