

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, June 15, 2018, 11:00 a.m. – 12:30 p.m.
Memorial City Hall
24 South Street, Auburn, NY 13021**

1. Roll Call (2 Minutes)
2. **Reading and Approval of Minutes from the May 11, 2018 Regular Meeting (2 Min)**
3. Executive Session (15 Minutes)
4. Old Business (25 Minutes)
 - Terminal Improvement Project Update
5. **Management Report (25 Minutes)**
6. New Business (25 Minutes)
 - **Resolution authorizing the creation of the position of Director of Marketing, Communications and Air Service Development for the Syracuse Regional Airport Authority**
 - **Resolution authorizing the creation of the position of Information Technology Services Administrator for the Syracuse Regional Airport Authority**
 - **Resolution authorizing the creation of the position of Ground Transportation Officer for the Syracuse Regional Airport Authority**
 - **Resolution adopting the 2018-2019 Syracuse Regional Airport Authority Operating Budget**
 - **Resolution (1) Adopting the 2018-2019 Syracuse Regional Airport Authority Capital Budget; (2) Authorizing Executive Director to apply for and accept grant offers and enter into grant agreements with the Federal Aviation Administration and New York State Department of Transportation for such projects; (3) Enter into contracts to undertake and complete projects (4) Authorizing expenditure of funds on projects**
 - **Resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 1773 and transfer of Crewleaders to SRAA employment**
7. Reports (10 Minutes)
 - **HR Committee**
8. Adjournment

Bold = materials available

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

May 11, 2018

Pursuant to notice duly given and posted, the annual meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 11, 2018 at 11:20a.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. Khalid Bey
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. William P. Fisher
Mr. John B. Johnson Jr.
Mr. Kenneth Kinsey
Mr. Mark Nicotra
Ms. Beth Rougeux

Members Absent:

Mr. Michael Lazar
Mr. Michael Quill

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Mr. John Carni
Ms. Debi Marshall
Ms. Jennifer Sweetland
Mr. Brian Dorman
Ms. Linda Ryan
Mr. R. John Clark
Mr. Tom Horth
Mr. Michael LaMontagne
Ms. Jo Anne Gagliano
Mr. Morris Sorbello
Mr. Adam Green
Mr. Bill Goodrich

Roll Call

As noted, all Board members were present, except for Mr. Michael Lazar and Mr. Michael Quill.

Mr. Patrick Mannion, Chair

Chair Mannion started by welcoming everyone to the meeting at 11:20 a.m.

Reading and Approval of the Minutes

A motion was made by Mr. Johnson and seconded by Dr. DeSiato and was unanimously approved to accept the minutes from the March 23, 2018 regular meeting.

The motion was approved: 9 ayes, 0

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. Nicotra and seconded by Mr. Fisher. Board members went into executive session at 11:22 a.m.

The motion was approved: 9 ayes, 0 nays, 0 abstain

Executive session ended at 12:17 p.m. No action was taken.

Old Business

Chair Mannion directed the board's attention to the following resolutions:

- **Oral resolution authorizing amendment to LeChase Construction Contract**

Mr. Fisher discussed and orally stipulated to a resolution that would memorialize a resolution authorizing amendment to LeChase Construction Contract. Discussion ensued. Mr. Nicotra stated the extreme pressure and financial risk impact due to an accelerated schedule.

A motion was made by Vice Chair Fisher and seconded by Dr. Chin to approve this resolution.

Subsequently, a transcript of the approved oral resolution was provided to the board.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

Mr. Nicotra left the meeting at 12:45p.m.

Dr. DeSiato left the meeting at 12:50p.m.

New Business

Terminal Improvement project

Mr. Horth from C&S gave an update on the Terminal Improvement Project. Most of the project work being completed currently is in the center area of the terminal. A full update of the terminal improvement project was provided in the management report for further review. A discussion ensued regarding passenger experience affecting wayfinding and traffic patterns and how there is a dedicated person from C&S for wayfinding and signage updates as the project continues.

Bill Goodrich, President & CEO of LeChase Construction addressed the group and gave his congratulations on helping the community by transforming the well-needed renovations to the airport. Mr. Goodrich shared his confidence that LeChase has assembled a top-talent team on our project. He discussed the collaboration with the Authority, C&S and Murnane and AJ the other prime contractors has been excellent and should be recognized because it is a recipe for success. Regarding schedule, he shared with everyone his personal commitment that they will do everything they can to complete the project in the time frame allotted, that they understand the risk, and that they do not take that responsibility lightly. Mr. Goodrich's end goal is to have everyone smiling at the end of the project. He also shared that the LeChase Construction Company was founded in 1944, there are 8 offices in New York State, a few in the Carolinas, they do work all along the East Coast, Nigeria, Brazil, Panama, England. They acquired North East Building Construction in Syracuse in 2010. They have approximately 800 employees and do approx. 1B worth of business per year. They have been doing work in Syracuse for a long time, have done the National Veterans Center at Syracuse University, Upstate Medical Cancer Center and other educational, institutional and commercial facilities. Chair Mannion thanked Mr. Goodrich for his presentation.

Dr. DeSiato thanked everyone and commented on how much more friendly of an experience her travel has been since our customer service program was implemented and how seeing everyone with the "Ask Me" buttons has improved passenger experience and the efforts for the passengers safety and assistance has been excellent.

Parking – CFO Amond briefed the board on the updates to proposed parking and rental car facilities improvement plans along with plans for structural rehabilitation of the existing parking structure, the open lot and construction of a consolidated rental car facility along with an additional long term lot. These improvements would provide structural safety, guidance, wayfinding improvements, better pedestrian access, elevators, ease of parking, lighting and energy savings features and other visibility and appearance improvements. Options for various parking rates, increased total public parking spots, rental car ready return spaces, legislative laws pending, timelines, phasing and funding sources were discussed.

Executive Director Callahan added that parking is a large part of our passenger experience along with a major revenue source and we are looking at options in a thoughtful, deliberate way. The SYR airport has experienced record traffic growth month to month and has gone into overflow four times already this year to date. Ms. Callahan reminded the board that with our new Frontier and Allegiant services and catchment area increases, that we need to be sure that we have enough parking spaces for our passengers. A discussion ensued regarding ride share impact on parking and it was determined that as of this date, no impact has been made to our parking services. Mr. Johnson asked if thought was given to privatizing certain portions of this car rental facility. Discussion ensued regarding this topic and other data and models will be researched.

Operating and capital budget – CFO Amond discussed the review of the capital and operating budgets that have been reviewed by the Finance Committee. These budgets will be brought back to the board for review in the June meeting.

Resolution authorizing approval of additional new air service agreement with Allegiant Travel Company

There was no further discussion regarding the resolution.

A motion was made by Ms. Rougeux and seconded by Mr. Kinsey to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Resolution authorizing approval of new air service agreement with Frontier Airlines

A question was posed and answered regarding Frontier Airlines being an “Ultra-low cost carrier”. There was no further discussion regarding the resolution.

A motion was made by Dr. Chin and seconded by Mr. Johnson to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

- **Resolution approving Executive Director’s 2017 Annual Employee Evaluation**

There was no further discussion regarding the resolution. A motion was made by Ms. Rougeux and seconded by Mr. Bey to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

- **Resolution authorizing management to develop parking and rental car facilities improvement plan**

Mr. Fisher asked if this will be an RFQ vs. an RFP and asked management to look at that in the future. There was no further discussion regarding the resolution. A motion was made by Dr. Chin and seconded by Mr. Fisher to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

- **Resolution authorizing increased bridge loan financing for 2017 Terminal Improvement Project**

There was no further discussion regarding the resolution. A motion was made by Dr. Chin and seconded by Mr. Fisher to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Management Report

Ms. Callahan provided multiple photos of recent highlights and brought the board up to speed regarding the contents of that management report. The Executive Director provided updates on and important upcoming dates including the upcoming inaugural flights for Allegiant and new carrier, Frontier and our 21 destinations, which is the largest number of non-stops we have ever had in the history of the airport. Our April enplanement data shows us up 18% since last year. She remarked that we have had double digit increases 3 times this year and can count on increased growth with our new carrier and 21 non-stop markets. The discussion continued and included praise regarding the advertising and look of the new Million Air property.

Adjournment

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

The motion was approved: 7 ayes, 0 nays, 0 abstain

The meeting was adjourned at 1:04 p.m.

**RESOLUTION AUTHORIZING THE CREATION OF THE POSITION
OF DIRECTOR OF MARKETING, COMMUNICATIONS AND AIR SERVICE
DEVELOPMENT FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

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

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

WHEREAS, the Authority desires to create the position of Director of Marketing, Communications and Air Service Development, 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 Director of Marketing, Communications and Air Service Development, 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: JUNE ____, 2018

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

Director of Marketing, Communications and Air Service Development

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for a marketing program specifically related to the promotion of airport services. An employee in this role will maintain regular communications with the public through a website and newsletter. As the airport's ambassador, an employee in this title will exercise oversight of the airport's concession vendors to ensure adherence to the airport's marketing strategy and overall brand. The successful incumbent will also oversee the marketing of the airport's Volunteer Ambassador program. This is a management level position reporting directly to the Executive Director and as such, the incumbent will act with a great deal of independent judgment. Position may supervise support personnel.

TYPICAL WORK ACTIVITIES

Develops, implements and coordinates a marketing strategy and all marketing activities in order to promote airport services.

Develops, implements and coordinates a mission-focused communication strategy in order to develop consistency in message and branding

Leads business development of air service

Oversees passenger enhancement and volunteer programs

Maintains official airport website, newsletter and all promotional materials.

Researches and writes all marketing and advertising texts.

Acts as a liaison between the airport and its concessions vendors.

Attends various job fairs and other recruitment events.

Acts as ambassador for the airport to the community at large.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of all media used in marketing, their characteristics and applicability;

Thorough knowledge of the principles and practices of effective written communications;

Good knowledge of the role of the FAA in the overall functioning of an airport.

Ability to communicate effectively both orally and in writing;

Ability to speak to various groups;

Ability to establish and maintain effective working relationships with others

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited or New York State registered College or University with baccalaureate degree and two (2) years of professional level work experience, or its part-time equivalent, in public relations, marketing or communications, one (1) of which must have been in a commercial service airport setting; or,

B. Six (6) years of paraprofessional or professional level work experience, or its part-time equivalent, two (2) years of which must have been professional level work experience in public relations, marketing or communications including one (1) year in a commercial service airport setting; or,

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Successful completion of graduate semester credit hours in public relations, marketing or communications from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees may be substituted for work experience as follows: Thirty (30) graduate semester hours is equivalent to one (1) year of work experience.

4/2018 Written

**RESOLUTION AUTHORIZING THE CREATION OF THE POSITION
OF INFORMATION TECHNOLOGY SERVICES ADMINISTRATOR 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 Information Technology Services Administrator, 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 Information Technology Services Administrator, 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: JUNE ____, 2018

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

INFORMATION TECHNOLOGY SERVICES ADMINISTRATOR (SRAA)

DISTINGUISHING FEATURES OF THE CLASS (WILL BE WRITTEN BY CIVIL SERVICE)

This position is responsible for providing general IT/computer services support administration to the organization. The work is completed under the direct supervision of the Chief Financial Officer (CFO), and closely with IT vendors to accomplish the work as need. The work also requires interaction with co-workers, vendors, department heads, local and county government employees, legislators, residents and the general public. Does related work as required. Supervision is not a function of the class.

TYPICAL WORK ACTIVITIES

Provides basic troubleshooting of computer problems relating to software, hardware, telecommunication devices, security and password problems, or operator error

Provides basic resets for Wi-Fi, cables, switches, and works with the cable vendor on maintenance.

Serves as Liaison to IT contractor, manager, IT Host, and IT designer

Enters IT work order tickets and resolves tickets

Supports CFO in purchasing technical equipment/programs and other basic financial assistance

Assists ARFF with drill logistics, mailings, regulating tracking, and purchasing equipment

Provides administrative support of organization's website

Processes specific payroll and benefit related payables, such as manual reimbursements for Flexible Spending/Dependent Care Accounts, and New York State Deferred Compensation invoices

Liaison with City of Syracuse IT Staff, receiving updates on City directory, and updating authority info with the City

Monitors the Airport/Authority's general email, responding and following up appropriately

Performs basic clerical office functions such as photocopying, faxing, shredding

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of modern business office policies, procedures, and standards.

Good knowledge of the operation of networked computer hardware, software, peripherals, and communication devices

Good knowledge of modern word processing, spreadsheet, and database software applications

Ability to evaluate user/department hardware and software needs, and work effectively together to solve problems

Ability to learn and use new hardware and software products and adapt to new concepts

Ability to explain the use and the capability of computer hardware, software, peripherals, and communication devices, and instruct users in software and hardware operations

Good knowledge of current technology platforms and tools for the management of devices, security policies, and user access

Good knowledge of organization programs, functions, and organizational divisions

Working knowledge of resources available for use in the completion of department objectives

Working knowledge of basic accounting procedures

Ability to perform mathematical calculations

Ability to work independently with minimal supervision

Ability to communicate clearly, both verbally and in writing, with customer base, management, and staff.

Skilled in developing and maintaining effective interpersonal relations

Ability to understand and follow verbal and written instructions

Ability to read, understand, and interpret technical and procedural manuals

Ability to operate common office equipment and machinery, including computer, printer, photocopier, transcription machine, facsimile machine, and typewriter.

MINIMUM QUALIFICATIONS

- A) Graduation from regionally accredited or New York State registered college or university with Associates degree in Computer Science, Information Technology, or closely related field; or
- B) Three (3) years of work experience or its part-time equivalent in Information Technology support position; or
- C) Three (3) years of work experience or its part-time equivalent in an Administrative Support position with a focus on a combination of information technology and finance; or
- D) An equivalent combination of training and experience as defined by the limits of (A) and (B) above

**RESOLUTION AUTHORIZING THE CREATION OF THE POSITION
OF GROUND TRANSPORTATION OFFICER 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 Ground Transportation Officer, 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 Ground Transportation Officer, 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: JUNE ____, 2018

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

GROUND TRANSPORTATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the enforcement of ordinances, rules and regulations pertaining to ground transportation services at Syracuse Hancock International Airport. The work also involves monitoring the activities of ground transportation operators at the airport to ensure the proper provision of contractual services. An employee in this class is expected to anticipate periods of increased passenger traffic and to adjust available transportation service accordingly. Under general supervision of the Executive Director, an employee in this class exercises independent judgement, tact and diplomacy when dealing with ground transportation providers to obtain compliance with airport regulations and with providing guidance and customer service to the general public. Work assignments are received orally and in writing. Work is reviewed by observation and through submission of reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Manages the Ground Transportation permit process, reviews applications, approves permits, and issues permits.

Inspects ground transportation vehicles to insure that they are properly licensed and authorized to operate at the airport.

Inspects vehicles for ongoing compliance with current vehicle equipment requirements.

Monitors the arrival and departure of transportation carriers required to maintain scheduled operations and record exceptions to schedules.

Keeps a record of number of passengers in departing vehicles, specifically those operating on a contract basis and paying a head charge; loads and starts airport taxi cabs and shuttle buses.

During peak periods of passenger traffic, contacts taxi cab drivers or companies to increase ground transportation service.

Ensures that drivers of various ground transportation vehicles conform to regulations regarding loitering or entering the baggage wing of the terminal.

Supervises and participates in informing the public of various ground transportation services, places of interest, etc.

Prepares a variety of reports regarding ground transportation activities and violations of ordinances, laws or regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the ordinances, rules and regulations pertaining to ground transportation at the airport.

Ability to exercise good judgement when administering applicable ordinances, rules and regulations, and when dealing with emergency situations.

Ability to maintain good working relationships with ground transportation operators, security officers, and airport staff.

Ability to be informative and tactful when dealing with the general public.

Ability to prepare a variety of written reports.

Ability to supervise in a manner conducive to full performance.

Ability to understand and follow oral and written instructions.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited or New York State registered college or university with an associates degree, and one (1) year of work experience, or its part time equivalent, that involved face to face contact with the general public to ensure compliance with rules or regulations or to impart instruction, direction or information; or,

B. Completion of sixty (60) semester credit hours and one (1) year of work experience, or its part time equivalent, as described in (A) above; or,

C. Three (3) years of work experience, or its part time equivalent, as described in (A) above; or,

D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

6/2018 revised composition

Resolution No. ____

2018

**RESOLUTION ADOPTING THE 2018-2019 SYRACUSE
REGIONAL AIRPORT AUTHORITY OPERATING BUDGET**

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 gives the Authority the responsibility to keep and maintain annual records of its revenues and expenditures; and

WHEREAS, the Finance Committee has developed the 2018-2019 Operating Budget for the Authority (the "Operating Budget") which is attached hereto and made part of this Resolution as Exhibit "A"; and

WHEREAS, the Finance Committee has met and reviewed the Operating Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had there on, it is hereby RESOLVED, by the Board that the Syracuse Regional Airport Authority hereby adopts the 2018-2019 Operating Budget as set forth on Exhibit "A" of this Resolution.

Resolution Adopted Date: June 15, 2018

Vote: Ayes _____ Nay _____ Abstentions _____.

Signed: _____
Secretary

RESOLUTION: (1) ADOPTING THE 2018-2019 SYRACUSE REGIONAL AIRPORT AUTHORITY CAPITAL BUDGET; (2) AUTHORIZING EXECUTIVE DIRECTOR TO APPLY FOR AND ACCEPT GRANT OFFERS AND ENTER INTO GRANT AGREEMENTS WITH THE FEDERAL AVIATION ADMINISTRATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR SUCH PROJECTS; (3) ENTER INTO CONTRACTS TO UNDERTAKE AND COMPLETE PROJECTS; (4) AUTHORIZING EXPENDITURE OF FUNDS ON PROJECTS

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

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

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

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

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

WHEREAS, the Finance Committee has developed the 2018-2019 Capital Improvement Budget for the Authority (the "2018-2019 Projects") which is attached hereto and made part of

this Resolution as Exhibit “A”; and

WHEREAS, the Authority wishes to obtain available funding for the 2018-2019 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2018-2019 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2018-2019 Projects as further detailed in Schedule “A”; and

WHEREAS, the Finance Committee has met and reviewed the Capital Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby: (1) adopts the 2018-2019 Capital Budget as set forth on Exhibit “A” of this Resolution; (2) authorizes the Executive Director to apply for and accept any and all FAA and NYSDOT grant monies available for the 2018-2019 Projects through the CIP program; (3) enter into such contracts as necessary to undertake and complete the 2018-2019 Projects; and (4) expend such grant monies and funds of the Authority for each 2018-2019 Project as shown on Schedule “A”, plus an additional twenty percent (20%) as may be necessary in order to accommodate change orders and other routine construction and contract administration matters in order to undertake and complete the 2018-2019 Projects.

Resolution Adopted Date: June __, 2018

Vote: Ayes _____ Nay _____ Abstentions _____

Signed: _____

Secretary

**RESOLUTION AUTHORIZING COLLECTIVE BARGAINING
AGREEMENT BETWEEN SRAA AND AFSCME LOCAL 1773 AND
TRANSFER OF CREWLEADERS TO SRAA EMPLOYMENT**

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, 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 informed Council 66 and its affiliate Local Union 1773 of the American Federation of State, County and Municipal Employees AFL-CIO ("AFSCME Local 1773") that it would like to select employees of the City of Syracuse working in Crewleader job titles at the Syracuse Hancock International Airport for transfer to employment with the Authority, pursuant to the terms of Section 2799-fff of the Enabling Act, subject to the consent of the Mayor of the City of Syracuse; and

WHEREAS, the Authority and AFSCME Local 1773, by their representatives, thereupon entered into negotiations for a Collective Bargaining Agreement to establish terms and conditions of employment for Crewleaders to be employed by the Authority, with the understanding that any such Collective Bargaining Agreement would become effective only upon a transfer of employees from the City of Syracuse to the SRAA; and

WHEREAS, as the result of good faith bargaining between the Authority and AFSCME Local 1773, the parties' representatives have entered into a Memorandum of Agreement establishing terms and conditions of employment for Crewleaders pursuant to a five (5) year

Collective Bargaining Agreement, July 1, 2018 to June 30, 2023, subject to ratification by both parties; and

WHEREAS, the Crewleaders who would become employed by the Authority upon such transfer have ratified the Memorandum of Agreement by vote taken on June 14, 2018; and

WHEREAS, the Authority finds and determines the Memorandum of Agreement set forth as an attachment to this Resolution, establishing terms and conditions of employment for Crewleaders pursuant to a five (5) year Collective Bargaining Agreement, from July 1, 2018 to June 30, 2023, to be in the best interests of the Authority; and

WHEREAS, the Authority has informed AFSCME Local 1773 that upon approval of the Memorandum of Agreement by both parties and, with the consent of the Mayor of the City of Syracuse, the transfer of Crewleaders would become effective July 1, 2018,

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the Executive Director, on behalf of the Authority, to enter into a five (5) year Collective Bargaining Agreement with AFSCME Local 1773 upon such terms and conditions as set forth in the Memorandum of Agreement attached to this Resolution and on such other terms and conditions as the Executive Director, after consultation with counsel, deems in the best interests of the Authority, and

BE IT FURTHER RESOLVED, that the Executive Director is directed to take all further necessary and appropriate steps to effect a transfer of the Crewleaders from employment with the City of Syracuse to employment with the Authority on July 1, 2018, including but not limited to obtaining the consent of the Mayor of the City of Syracuse.

RESOLUTION ADOPTED

DATE: June __, 2018

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

MEMORANDUM OF AGREEMENT

Made this 1st day of June, 2018 by and between Syracuse Regional Airport Authority (hereinafter referred to as "the SRAA") and Council 66 and its affiliate Local Union 1773 of the American Federation of State, County and Municipal Employees AFL-CIO (hereinafter referred to as "the Union").

WHEREAS, the SRAA informed the Union that it wishes to select for transfer all existing workers employed by the City of Syracuse in the job titles of Crewleader at the Syracuse Hancock International Airport pursuant to the terms of Section 2799-fff of the Syracuse Regional Airport Authority Act, subject to the consent of the Mayor of the City of Syracuse; and

WHEREAS, the SRAA and the Union thereupon entered into negotiations for a Collective Bargaining Agreement to establish terms and conditions of employment for Crewleaders to be employed by the SRAA in the foregoing job titles, with the understanding that any such Collective Bargaining Agreement would become effective only upon such transfer of employees from the City of Syracuse to the SRAA; and

WHEREAS, the SRAA has informed the Union that the transfer of such employees would become effective July 1, 2018; and

WHEREAS, as the result of good faith bargaining between the SRAA and the Union, the parties have reached tentative agreement on a Collective Bargaining Agreement to establish terms and conditions of employment for Crewleaders to be employed by the SRAA,

IT IS HEREBY AGREED:

1. The Collective Bargaining Agreement will be for a five (5) year term, July 1, 2018 through June 30, 2023.
2. Hourly wage rates for the first year of the Collective Bargaining Agreement will

be:

Job Classification	Wage Rate for Period 7/1/2018 to 6/30/2019			
	0-5 yrs	5-10 yrs	10-15 yrs	15 + yrs
Terminal Crewleader	22.00	22.40	22.90	23.50
Airfield Crewleader	23.10	23.50	24.00	24.60
Airfield HEM Crewleader	23.75	24.15	24.65	25.25

and will include the following increases to wage rates in subsequent years of the

Agreement:

- Effective July 1, 2019: Two and ½ percent (2.5%) increase
- Effective July 1, 2020: Two and ½ percent (2.5%) increase
- Effective July 1, 2021: Three percent (3.0%) increase
- Effective July 1, 2022: Three percent (3.0%) increase

3. The OCEBA Plan M Medical, Dental, and Davis Vision plans will be made available to all bargaining unit employees. Employee health insurance contributions during each year of the Collective Bargaining Agreement are set forth below.

Coverage	Employee Contributions (monthly)				
	7/1/2018	7/1/2019	7/1/2020	7/1/2021	7/1/2022
Medical (Plan M)					
Individual - M1	97.54	107.29	118.02	129.82	142.80
Family - M2	216.04	237.65	261.42	287.55	316.30
Dental					
Individual	5.40	5.94	6.53	7.19	7.91
Family	11.09	12.20	13.42	14.76	16.24
Vision					
Individual	0.78	0.86	0.95	1.04	1.15
Family	1.70	1.90	2.06	2.26	2.49
Total Individual	103.72	114.09	125.50	138.05	151.86
Total Family	228.83	251.75	276.88	304.57	335.03

4. The SRAA and the Union agree to the implementation of a Drug and Alcohol Testing Policy upon such terms and conditions and with such protections to employees as set forth in the City of Syracuse Drug and Alcohol Testing Policy, updated to reflect current legal requirements.

5. Additional terms and conditions of employment to be established in the Collective Bargaining Agreement are set forth in the attached Articles.

6. This Memorandum of Agreement is subject to ratification both by the Union membership to be employed by the SRAA and by voting Members of the SRAA. The undersigned representatives of the parties agree to endorse fully and recommend ratification of the terms of this Agreement.

7. Upon the July 1, 2018 effective date of the Collective Bargaining Agreement between the SRAA and the Union, it shall supersede and in all respects replace existing City of Syracuse wages, benefits and other terms and conditions of employment for all transferred employees in the bargaining unit, and the existing collective bargaining agreement between the Union and the City of Syracuse will have no further force or effect.

**SYRACUSE REGIONAL AIRPORT
AUTHORITY**

**COUNCIL 66 AND ITS AFFILIATE
LOCAL UNION 1773 OF THE
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES AFL-CIO**

Christina R. Callahan
Jan R. [unclear]
Robert Maschke

[Signature]
[Signature]
[Signature]
Steve Campbell
[Signature]



Human Resources Committee Meeting Minutes

May 17, 2018

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 SRAA Conference Room on Thursday, May 17, 2018.

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

I. Roll Call

In attendance: Ms. Beth Rougeux, Dr. Shu-Kai Chin, Mr. William Fisher, Mr. Michael Quill, Ms. Christina Callahan, Mr. Trent Amond, Mr. John McCann, Ms. Debi Marshall, Ms. Laurie Sabel

Absent: Hon. Mark Nicotra, Mr. Patrick Mannion

II. Approval of Minutes from Previous Meeting

The Minutes from the H.R. Committee Meeting that took place on February 15, 2018 were approved without objection.

III. Old Business

A. Military Leave Policy

The Committee took up the matter of the Military Leave Policy which was included in the Meeting Packet. It was discussed and determined that the policy was in compliance with all applicable New York State and federal requirements. Dr. Chin made a motion to accept the Military Leave Policy to be added to the Employee Handbook as proposed, Mr. Fisher seconded the motion and it passed by unanimous consent.

IV. Executive Session

Ms. Rougeux invited a motion to go into Executive Session to discuss a variety of matters pertaining to the employment history of particular persons or corporations and/or the employment of particular persons or corporations by the Authority. Mr. Quill made the motion, and it was seconded by Mr. Fisher. The Committee proceeded into Executive Session at 10:13 a.m. and emerged at 10:45 a.m. with no action taken.

IV. New Business

A. Information Technology Services Administrator

Ms. Rougeux asked for any questions or comments from the Committee regarding the creation of the Information Technology Services Administrator title as outlined. As there were none, she

invited a motion to recommend the title and job description to the Board, Mr. Fisher made the motion with a second from Dr. Chin. The motion passed without dissent.

B. Director of Marketing, Communications, and Air Service Development

Ms. Rougeux asked if there were objections, questions, or comments from the Committee related to the job description for the new title of Director of Marketing, Communications, and Air Service Development, as outlined in the Meeting Packet. None being raised, she invited a motion to recommend the title to the Board. Dr. Chin so moved with a second from Mr. Quill and the motion passed with unanimous consent.

C. Airport Security Assistant (or Public Safety Assistant)

Ms. Callahan proceeded to describe the title, which is a new title being contemplated for the support of the new ground transportation function currently in development. The title would fall under the supervision of the Director of Airport Security and be in the Security Division. As the ground transportation permit and licensing program is being launched it is becoming necessary to put in place oversight and enforcement of the new process. The overall ground transportation plan will give rise to additional functionality for this title, to be specifically detailed by the Director of Airport Security in the future. Mr. Quill suggested that the title be modified to state that prior military service is preferred. Ms. Rougeux expressed a concern about the suitability of the title, suggesting it might more accurately be called Ground Transportation Assistant. She also questioned elements of the job description, especially in relation to several functions, specifically those functions related to any security role, responding to incidents, keeping count of passengers, and providing for increased demand. After discussing these matters, it was agreed that modifications to the job description would be forwarded to the Committee and approval for the new job spec would take place through email in order to make a recommendation prior to the next Board Meeting.

D. Employee Assistance Program (EAP) Policy

Ms. Marshall explained that the new Employee Assistance Program had already been contracted and established and the policy was needed for insertion in the Employee Handbook to clarify the procedures, eligibility, confidentiality, and other aspects for all employees going forward.

E. Employment of Relatives Policy

Ms. Marshall explained the process she used in developing the Employment of Relatives Clause under consideration for inclusion in the Employee Handbook. She stated that the primary concern was to prevent a supervisory conflict of interest. Mr. Fisher objected to the concept of adding any clause of this kind. Mr. Quill added his opposition. Mr. Fisher proposed that the policy, rather than to proscribe such relationships, should call for full disclosure and transparency. Ms. Callahan suggested that perhaps the concerns that were raised could best be addressed in a Conflict of Interest clause. Ms. Rougeux suggested that the matter be tabled for the present and perhaps new language drawn up to address conflict of interest in the future.

VI. Adjournment

A motion was made to adjourn by Dr. Chin and seconded by Mr. Fisher. The meeting adjourned at 11:15 a.m.