

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.