

## **Minutes of the Regular Meeting of the Syracuse Regional Airport Authority**

**December 8, 2017**

Pursuant to notice duly given and posted, the annual meeting of the Syracuse Regional Airport Authority was called to order on Friday, December 8, 2017 at 11:00 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  
Dr. Shiu-Kai Chin  
Dr. Donna DeSiato  
Mr. Bill Fisher  
Mr. John B. Johnson Jr.  
Mr. Kenneth Kinsey  
Mr. Michael Lazar  
Mr. Michael Quill  
Ms. Beth Rougeux  
Mr. Mark Venesky

### **Members Absent:**

Mr. Khalid Bey

### **Also Present:**

Ms. Christina Callahan  
Mr. Trent Amond  
Mr. John Carni  
Ms. Joanne Clancy  
Mr. Dennis Greco  
Ms. Cheryl Herzog  
Ms. Debi Marshall  
Ms. Jennifer Sweetland  
Mr. R. John Clark  
Sgt. William Galvin  
Mr. Morris Sorbello

### **Roll Call**

As noted, all Board members were present, except for Mr. Khalid Bey.

## **Mr. Patrick Mannion, Chair**

Chair Mannion started by welcoming everyone to the meeting.

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

A motion was made by Ms. Rougeux and seconded by Dr. Chin was unanimously approved to accept the minutes from the November 9, 2017 meeting.

The motion was approved: 9 ayes, 0 nays

## **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 Ms. Rougeux. Board members went into executive session at 11:02 a.m.

The motion was approved: 9 ayes, 0 nays

Executive session ended at 11:05 a.m. No action was taken.

## **Old Business**

### **Management Report**

Ms. Callahan gave a year-end report with highlights from 2017 and plan for 2018. Ms. Callahan reviewed and recapped highlights and priorities including: the terminal project; new SRAA logo; operations; security; aircraft rescue; firefighting; Finance; contracting; IT; HR; Marketing & Public relations efforts; and new air service development. Ms. Callahan remarked that the airport is operating according to mission statement in a safe and efficient manner during this improvement project focused on our passengers.

The existing canopy demolition is the first phase and is complete. We are now in Phase III, which is the utility upgrades. This specific project is being funded by the Federal Aviation Administration. One of the long term projects is to replace all of the jet bridges to continue the modernization of the concourse facilities and improve on the passengers overall experience. Two of the new glass jet bridges (12 & 23) were replaced in 2017. Ms. Callahan explained the plan for operations to replace the de-icing lagoon facility that was installed in the early 1990's to an enclosed storage system and also replace dated electrical vault/meter room equipment with an anticipated project completion date in 2018/2019. This project is being also funded by the Federal Aviation Administration. The Part 139 inspection took place in October, 2017 and were found in compliance and had a very good inspection overall.

The new Director of Airport Security, Dennis Greco took on several projects during his short tenure including new Security Identification Display Area (SIDA) badges and enrolled in the RAP Back program which alerts us automatically if anyone who was issued a SIDA badge was arrested or had an issue that should be brought to our attention.

In 2018, we will be preparing for our Tri-Annual Exercise, Air Craft Rescue and Fire Drill, which is a live drill. A number of other programs are in process including a new security video, review of security cameras and our Director of Airport Security is working on a number of training programs including in our Emergency Operations Center. Aircraft Rescue and Firefighting (ARFF) conducting live fire training and recertification in Rochester, NY.

Passenger traffic monthly reporting is up approximately 1% as of October, 2017. American and Delta Airlines continue to be the dominant carriers in the traffic, but also included are Allegiant, United, Jet Blue, and Air Canada.

Aircraft operations saw a small increase in our civilian itinerant aircraft by 4% over last year. Concession sales have leveled off as they are starting year 3 of their contract after a rapid increase from the beginning and is nearly double the amount since contract inception. We are working with Taste of New York and Creative Foods on introducing some concepts during 2018. Parking revenue has not seen any major decrease so far in parking revenue as a result of ridesharing. Car rental revenue went down slightly, which could be due to seasonal use. An additional project we are working on is new contracts with our rental car agencies along with planning for a new on-site rental car facility.

Ground transportation – We no longer have taxicabs reporting to the Airport Authority because we no longer have a contract with the Syracuse Regional Airport Taxi. We will be continuing our discussions regarding the ground transportation licensing program. Currently, Uber has a greater market than Lyft for ridesharing.

MWBE Efforts – Linda Ryan and Maureen Fogarty were applauded for the efforts that they have made regarding MWBE. We have exceeded our goal of 30%. We are now almost at 32% due to efforts made by their community outreach.

A discussion ensued regarding contract expirations, renewals and competition response to open-bid solicitations.

IT – The authority continues to upgrade our technology. Wi-Fi is now available on the airfield for our operations staff and we continue to move forward with improvements.

HR – Our new HR Manager, Debi Marshall has done a complete review of the employee handbook and is updating employee policies, training and staff development.

Other upcoming initiatives – The Syracuse Fly Guide program is an airport ambassador program to be unveiled in November, 2018. An internship program, starting with an Engineering Intern and a Marketing intern is in progress. Enterprise Risk Management and also tackling records management processes are in progress as well. The airport will be unveiling two new Baby Care rooms and a rewards program for parking in our garage and open lots.

Other planned activities:

- Completion of the terminal improvement project in November, 2018.
- Air service development – Focus on developing service to Dallas, Denver and International service to Ireland. Discussions are on-going and the SRAA is working jointly with Centerstate CEO in these efforts.
- Continuation of dialogue with the Department of Aviation and City of Syracuse staff and the SRAA regarding the transfer of employees.
- Continue conversations with the board regarding parking garage plans and rental car facility needs.
- Build and grow our SRAA culture.

### **Ground Transportation Licensing Program**

Mr. Tent Amond gave information and updates on numbers and proposed permit fees. \$1,500 per permit with a maximum of 50 permits at this time planned to be issued. After further research, other adjustments were made to the proposal based upon information regarding the number of trips to the airport; the average fares; Syracuse Regional Taxi operations; the decrease in number of fares due to ride share; and the increase in the City of Syracuse fare standards required. The value of the permit was determined and revised based on other airports of similar size; permit fees; per trip pick up fees; inspection fees, etc. that vary at every airport. The model proposed would be a flat permit fee with a rigorous inspection and monitoring procedure. 50 permits are planned to be made available on first come, first served basis with a waiting list. The SRAA now suggests based on further research, a \$750 permit fee, which is approx. 3.3% of the revenue that an operator would make with said permit. The taxicab individual operators must maintain a City of Syracuse taxicab license and complete training and information sessions at the airport authority in order to receive the endorsement required to operate at the airport. The permits for the vehicles are planned to be revocable and non-transferrable. The ownership is retained by the authority.

Discussion ensued regarding this proposed licensing program including the exclusively these endorsed taxicabs will have to use a premium area for taxicab staging at the airport. Passengers may still continue to not utilize the on-site services and instead choose any other taxi company for drop-offs or advanced scheduled pickups. Security will be trained and will assist passengers and monitor the taxicab situation including usage to ensure compliance. A potential control system is being considered such as an EZ-pass type of program to assist with monitoring. The current plan is that the taxicabs will maintain a handwritten manifest in their cabs at all times which will be required to be submitted monthly for continued monitoring. The plan for implementation, if approved, would begin February 1, 2018.

### **New Business**

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

- **Resolution Approving the SRAA Ground Transportation Licensing Program** was moved by Dr. Chin and seconded by Ms. DeSiato and was unanimously approved. There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Approving an amendment to Employment Agreement**  
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 Approving 2018 Meeting Calendar**  
was moved by Mr. Lazar and seconded by Dr. DeSiato and was approved.  
Mayor Quill has offered to host the off-site meeting in June. There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays, 1 abstain
- **Resolution Approving 2018 Committee Roster**  
was moved by Dr. DeSiato and seconded by Mr. Fisher and was unanimously approved.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 9 ayes, 0 nays
- **Resolution Approving selection of financial institution to provide financing for Terminal Improvement Project**  
was moved by Dr. Chin and seconded by Mr. Lazar and was unanimously approved.  
Discussion was held prior to approval regarding the selection decision process. There were three banks discussed. Solvay Bank declined to submit a proposal with Key Bank and M&T Bank submitting proposals. There was a significant difference in Key Bank's rate vs. M&T Bank's rate that included 10 times more basis points along with other additional commitment fees. Factoring all of the data, Key Bank was determined to be approximately half of the total cost of what M&T Bank would be. The recommendation was made by the Finance Committee to select Key Bank. There was no further discussion regarding the resolution.  
The resolution was adopted: 9 ayes, 0 nays

### **Committee Reports**

HR Committee update – Current focus is on the Paid Family Leave policy. The Human Resources Manager, Debi Marshall has been working diligently on this policy.

### **Mr. Patrick Mannion, Chair**

Chair Mannion recognized that Mr. Mark Venesky's one year term on the board will be complete at the end of the year. Chair Mannion recognized Mr. Venesky for his contributions to the board and thanked him for his time. Mr. Venesky addressed the group and stated his appreciation to the board and noted that he enjoyed being a part of the authority's board.

### **Other Discussion Topic**

Mr. Johnson proposed a discussion on the wind turbine development situation and the impact to the drone operations in the Central New York corridor and the Ft. Drum flight patterns. Conversation ensued regarding NuAir and Griffith's Air Base and it was suggested that further follow-up and discussion is needed on this topic. Mr. Morris Sorbello, Regional Advisory Board member notified the board that the Oswego County's legislature has filed a resolution against this development and the impact that it would have on a very large area. Mr. Johnson explained some of the procedural issues and further impacts on Ft. Drum and how other areas of the country have prohibited the impact of low-level flying near airports and military operations. Decision was made to reach out to further research the wind turbine development issues.

### **Adjournment**

A motion was made by Mr. Fisher and seconded by Mr. Venesky to adjourn the meeting. The motion was approved: 8 ayes, 0 nays  
The meeting was adjourned at 12:10 p.m.