

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, June 9, 2017, 11:00 a.m. – 1:00 p.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call (2 Minutes)
2. Reading and Approval of Minutes from the May 12, 2017 Regular Meeting (2 Min)
3. Presentation: Tony Basile, Director of Operations, NUAIR (30 minutes)
4. New Business (25 Minutes)
 - Resolution Adopting the 2017/2018 Aviation Operating Budget
 - Resolution Adopting the 2017/2018 Aviation Capital Budget
 - Resolution Authorizing a Leasehold Mortgage for MGL Airport Realty, LLC
5. Old Business (35 Minutes)
 - Executive Session
6. Management Report (15 Minutes)
 - Terminal Project Update
7. Committee Reports (10 Minutes)
 - HR Committee
8. Adjournment

The mission of the Syracuse Regional Airport Authority is to provide safe, secure, efficient and low-cost air transportation service to the 12-county region that Syracuse Hancock International Airport currently serves. The Authority seeks to stimulate air service, economic development, trade and tourism by focusing on the shared goals of its stakeholders: more service to more destinations, lower operating costs and increased non-aeronautical revenue. The Authority recognizes that the Syracuse Hancock International Airport is a gateway to the central New York region and beyond and seeks to optimize customer service and exceed customer expectations with continuous improvements to the terminal building and public-use facilities.

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

May 12, 2017

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 12, 2017 at 11:05 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 (arrived at 11:25)
Mr. William Fisher
Mr. John B. Johnson Jr.
Mr. Michael Lazar
Mr. Michael Quill
Ms. Beth Rougeux
Mr. Bill Simmons

Members Absent:

Mr. Khalid Bey
Mr. Mark Venesky

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Mr. John Carni
Mr. Brian Dorman
Ms. Cheryl Herzog
Ms. Linda Ryan
Ms. Jennifer Sweetland
Mr. R. John Clark

Roll Call

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

Reading and Approval of the Minutes

A motion was made by Mr. Johnson and seconded by Ms. Rougeux and was unanimously approved to accept the minutes from the April 7, 2017 meeting.

The motion was approved 8 ayes, 0 nays.

New Business Part I

A. Present FY2017/18 Operating Budget

B. Present FY2017/18 Capital Budget

Mr. Amond presented an explanation of the Operating and Capital Budgets. Dr. Chin explained that the budgets were brought to the Board today for information and will be presented for approval at the June 9th Board Meeting.

Ms. Callahan thanked Mr. Amond and Ms. Fogarty for putting a lot of time and effort into this years' budget. Ms. Callahan requested that if anyone has any questions between now and the June 9th Board Meeting to reach out to Mr. Amond or herself.

Ms. Callahan made some staffing announcements, she introduced Debi Marshall as the new SRAA Human Resources Manager. Ms. Callahan also announced that Patty Jeschke will be leaving the Authority for she has accepted a new position with the County.

C. Update on Terminal Improvement Project

Ms. Callahan stated that at every Board Meeting she is requesting C&S to give an update on the Terminal Improvement Project. Tom Horth & Mike LaMontagne with C& S Engineers and Charles Morely & Kevin Todd with Gensler presented the improvement project information to the Board.

Dr. DeSiato arrived at 11:25 during the Terminal Improvement Project presentation.

Old Business

Financial Disclosure Form

Ms. Callahan ask Board Members to send in their Financial Disclosure Forms by the end of the month.

Executive Session

Chair Mannion made 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. The motion was approved by Mr. Simmons and seconded by Mr. Johnson. Board members, Ms. Callahan, Mr. Amond, Mr. Carni, Mr. R. John Clark, went into executive session at 11:43 a.m.

Executive session ended at 12:35 p.m. No action was taken.

New Business

- **Resolution Accepting Management Recommendation to Enter into Project Labor Agreement for 2017 Terminal Improvement Services Agreement** was moved by Mr. Johnson and seconded by Mr. Lazar and Mr. Simmons and was unanimously approved

The resolution was presented by Ms. Callahan. Chair Mannion asked how much more needs to be done with this and Ms. Callahan stated just this formal acceptance and then negotiate the final aspects of the agreement. Ms. Callahan introduced Tim Seeler, who conducted the study, to summarize the findings to the Board.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Authorizing Executive Director to Acknowledge Authority's Responsibility to Contribute to Public Work Enforcement Fund and Make Necessary Contributions**

The resolution was presented by Ms. Callahan in which the Board discussed, and a decision was made to table this resolution until a later date. Chair Mannion requested Ms. Callahan to find out further information and present it to the Board at a later date.

- **Resolution Authorizing Executive Director to Execute Contract to Provide Security Personnel Services with Securitas Critical Infrastructure Services, Inc.** was moved by Mr. Johnson and seconded by Ms. Rougeux and was unanimously approved.

The resolution was presented by Chair Mannion. Mr. John Clark commented that this is to negotiate that there is a draft in process but is not final. The resolution will provide Ms. Callahan authority to finalize the contract.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Creating Position of Director of Airport Security** was moved by Dr. DeSiato and seconded by Mr. Lazar and was unanimously approved.

The resolution was presented by Chair Mannion.

Ms. Rougeux asked if this position would be posted and Ms. Callahan clarified she will work with Debi Marshall next week to post it.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Approving Reimbursement of Airport Operating Expenses of the City of Syracuse and Authorizing Payment of Reimbursement Amounts to the City of Syracuse** was moved by Ms. Rougeux and seconded by Mr. Simmons and was unanimously approved.

The resolution was presented by Chair Mannion
Ms. Callahan informed the Board that this will finalize the PERB settlement.
There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays

- **Resolution Authorizing the Addition of Sergeant Position to Exhibit “A” of the Services Agreement with the City of Syracuse** was moved by Dr. DeSiato and seconded by Dr. Chin and was unanimously approved.

The resolution was presented by Chair Mannion
There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays

Management Report

No further discussion

Committee Reports

- Terminal Improvement Project Ad Hoc Committee
- Finance

No further discussion

Adjournment

A motion was made by Ms. Rougeux and seconded by Mr. Simmons to adjourn the meeting.
The motion was approved: 9 ayes, 0 nays
The meeting was adjourned at 12:58 p.m.

SRAA/Syracuse International Airport
Memorandum

To: SRAA Board
From: Trent Amond
Date: June 1, 2017
Subject: List of Materials Provided for the June 9, 2017 Meeting

The following materials are provided in Dropbox for your review prior to the June 9, 2017 Board meeting.

- A. Operating Budget
 - A1 – Operating Budget Summary
 - A2 – Operating Budget
 - A3 – Projected Airline Rates and Charges
 - A4 – Dashboard Slides

- B. Capital Budget
 - B1 – Proposed 2017/18 Capital Budget
 - B2 – Status of 2016/17 Capital Budget
 - B3 – Projected Discretionary/PRRSM Account Balances

Please let me know if you have any questions prior to the meeting.

Syracuse Regional Airport Authority
Operating Budget Summary

5/31/2017, 3:05 PM

	2016/17 <u>Bdgt</u>	2016/17 <u>Prj.</u>	\$ Var. - Prj. <u>From Budget</u>	Proposed 2017/18 <u>Budget</u>	\$ Variance <u>16/17 Bdgt</u>	% Var <u>16/17 Bdgt</u>	\$ Variance <u>04/17 Prj.</u>	% Var <u>04/17 Prj.</u>
REVENUE								
Aviation 075A, 080A	12,967,700	12,855,600	(112,100)	14,395,700	1,428,000	11.0%	1,540,100	12.0%
Services at Net 090, 091	7,748,500	7,764,400	15,900	7,211,100	(537,400)	-6.9%	(553,300)	-7.1%
Other Operating 092	<u>4,088,300</u>	<u>3,995,300</u>	<u>(93,000)</u>	<u>3,945,300</u>	<u>(143,000)</u>	-3.5%	<u>(50,000)</u>	-1.3%
TOTAL REVENUE	24,804,500	24,615,300	(189,200)	25,552,100	747,600	3.0%	936,800	3.8%
EXPENSE								
Airfield Ops & Maint 070, 075B	5,557,300	5,664,900	107,600	5,640,400	83,100	1.5%	(24,500)	-0.4%
Terminal 080B, 085	7,225,200	6,489,200	(736,000)	7,267,600	42,400	0.6%	778,400	12.0%
Support 005 - 060	11,502,900	10,077,800	(1,425,100)	11,988,900	486,000	4.2%	1,911,100	19.0%
Non-Operating 065	<u>519,100</u>	<u>2,383,400</u>	<u>1,864,300</u>	<u>655,000</u>	<u>135,900</u>	26.2%	<u>(1,728,400)</u>	-72.5%
TOTAL EXPENSE	24,804,500	24,615,300	(189,200)	25,551,900	747,400	3.0%	936,600	3.8%
<i>Surplus/(Deficit)</i>	-	-	-	200	200		200	0

Syracuse Regional Airport Authority
Operating Budget

5/31/2017, 3:09 PM

CCtr	REVENUE	2016/17 Bdgt	2016/17 Prj.	\$ Var. - Prj. From Budget	Proposed 2017/18 Budget	\$ Variance 16/17 Bdgt	% Var 16/17 Bdgt	\$ Variance 04/17 Prj.	% Var 04/17 Prj.
075A	Airfield	7,423,200	7,678,000	254,800	7,861,300	438,100	5.9%	183,300	2.4%
080A	Terminal	5,544,500	5,177,600	(366,900)	6,534,400	989,900	17.9%	1,356,800	26.2%
090A	Parking	10,884,600	11,167,600	283,000	11,167,600	283,000	2.6%	0	0.0%
091A	Concessions	1,644,800	1,290,400	(354,400)	1,315,400	(329,400)	-20.0%	25,000	1.9%
092A	Other	4,093,300	4,040,300	(53,000)	4,040,300	(53,000)	-1.3%	0	0.0%
TOTAL REVENUE		29,590,400	29,353,900	(236,500)	30,919,000	1,328,600	4.5%	1,565,100	5.3%

CCtr	EXPENSE	2016/17 Bdgt	2016/17 Prj.	\$ Var. - Prj. From Budget	Proposed 2017/18 Budget	\$ Variance 16/17 Bdgt	% Var 16/17 Bdgt	\$ Variance 04/17 Prj.	% Var 04/17 Prj.
070	Airfield Operations	1,231,800	997,500	(234,300)	1,169,300	(62,500)	-5.1%	171,800	17.2%
075B	Airfield Maintenance	4,325,500	4,667,400	341,900	4,471,100	145,600	3.4%	(196,300)	-4.2%
080B	Terminal Maintenance	6,529,200	5,756,400	(772,800)	6,407,700	(121,500)	-1.9%	651,300	11.3%
085	Trades	696,000	732,800	36,800	859,900	163,900	23.5%	127,100	17.3%
090B	Parking	4,730,900	4,693,600	(37,300)	5,271,900	541,000	11.4%	578,300	12.3%
091B	Concessions	50,000	0	(50,000)	0	(50,000)	-100.0%	0	
092B	Other	5,000	45,000	40,000	95,000	90,000	1800.0%	50,000	111.1%
005	ARFF	3,097,700	3,019,300	(78,400)	3,612,200	514,500	16.6%	592,900	19.6%
010	Airport Security	276,400	258,800	(17,600)	415,600	139,200	50.4%	156,800	60.6%
015	Uniformed Security	2,286,400	2,215,700	(70,700)	2,774,400	488,000	21.3%	558,700	25.2%
020	Finance	649,900	588,000	(61,900)	706,300	56,400	8.7%	118,300	20.1%
025	Personnel	87,000	83,700	(3,300)	213,600	126,600	145.5%	129,900	155.2%
030	Legal Affairs	160,700	151,500	(9,200)	170,500	9,800	6.1%	19,000	12.5%
035	Public Information	69,100	0	(69,100)	0	(69,100)	-100.0%	0	
040	Marketing	127,600	126,400	(1,200)	150,100	22,500	17.6%	23,700	18.8%
045	Facilities Planning/GIS	210,300	205,000	(5,300)	252,700	42,400	20.2%	47,700	23.3%
050	Director's Office	1,452,900	1,089,800	(363,100)	1,326,400	(126,500)	-8.7%	236,600	21.7%
055	Deputy Comm. Office	116,900	100,900	(16,000)	117,100	200	0.2%	16,200	16.1%
060	General Administrative	2,968,000	2,238,700	(729,300)	2,250,000	(718,000)	-24.2%	11,300	0.5%
065	Non-Operating	519,100	2,383,400	1,864,300	655,000	135,900	26.2%	(1,728,400)	-72.5%
TOTAL EXPENSE		29,590,400	29,353,900	(236,500)	30,918,800	1,328,400	4.5%	1,564,900	5.3%

Surplus/(Deficit) | 0 | 0 | 0 | 200 | 200 | 200

Signatory Rates

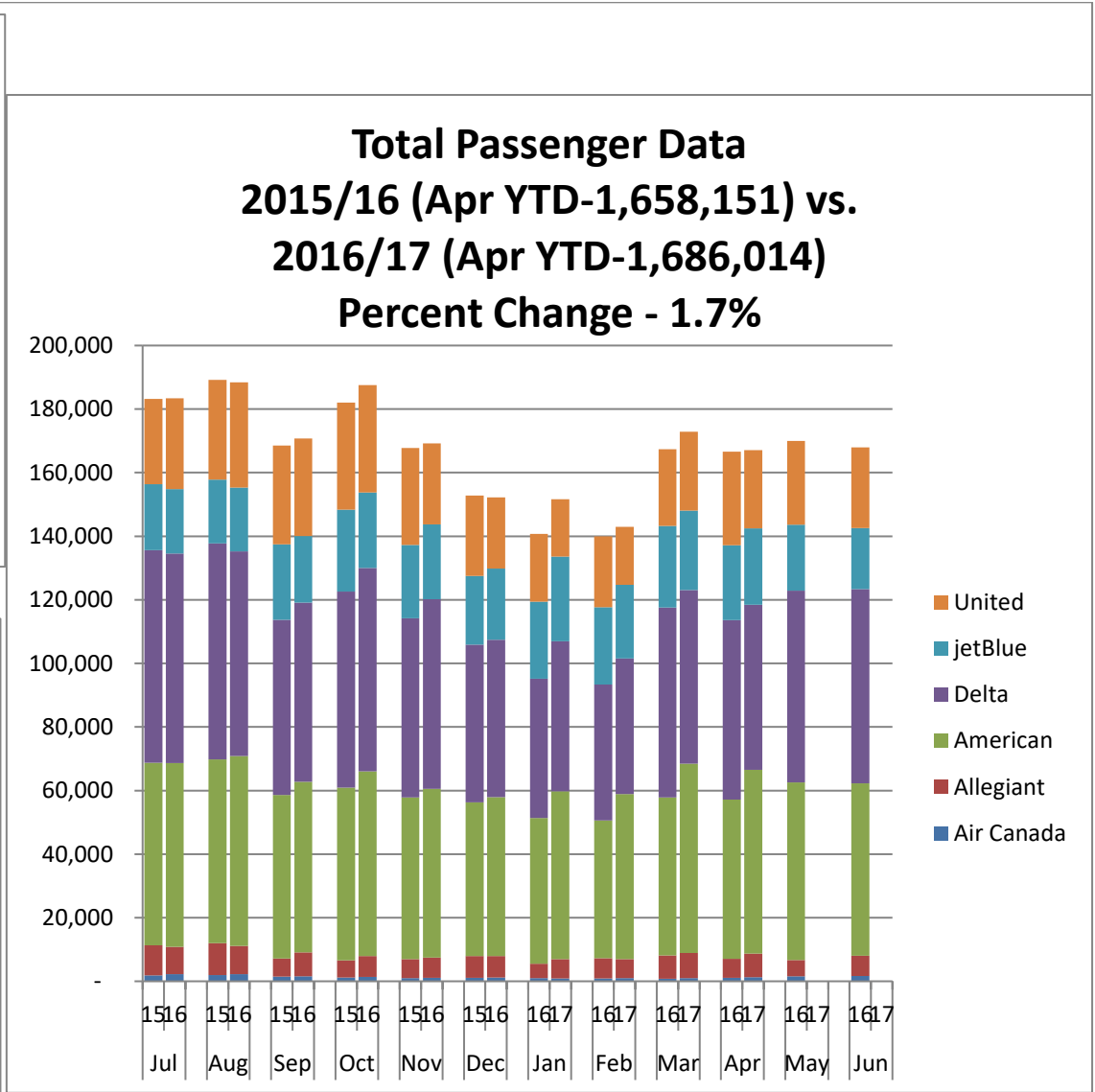
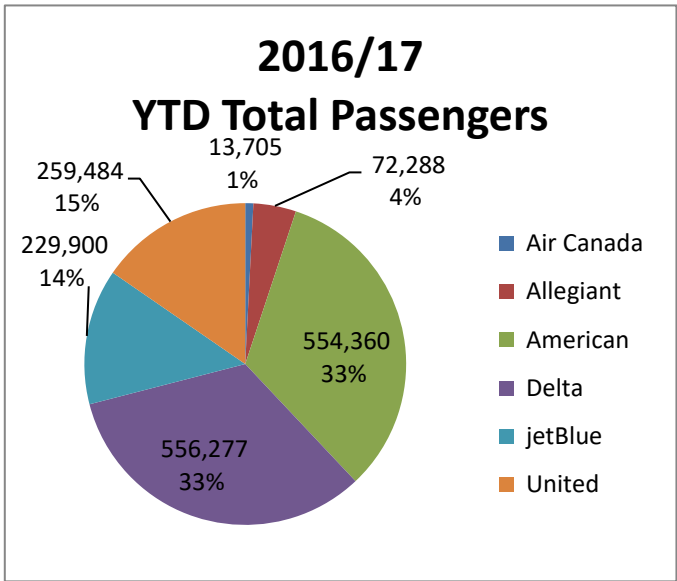
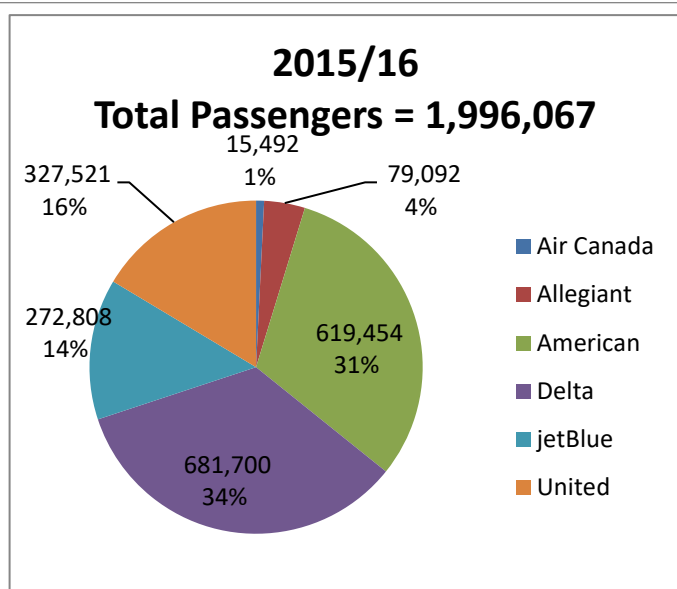
Based on 2016/17 AUA

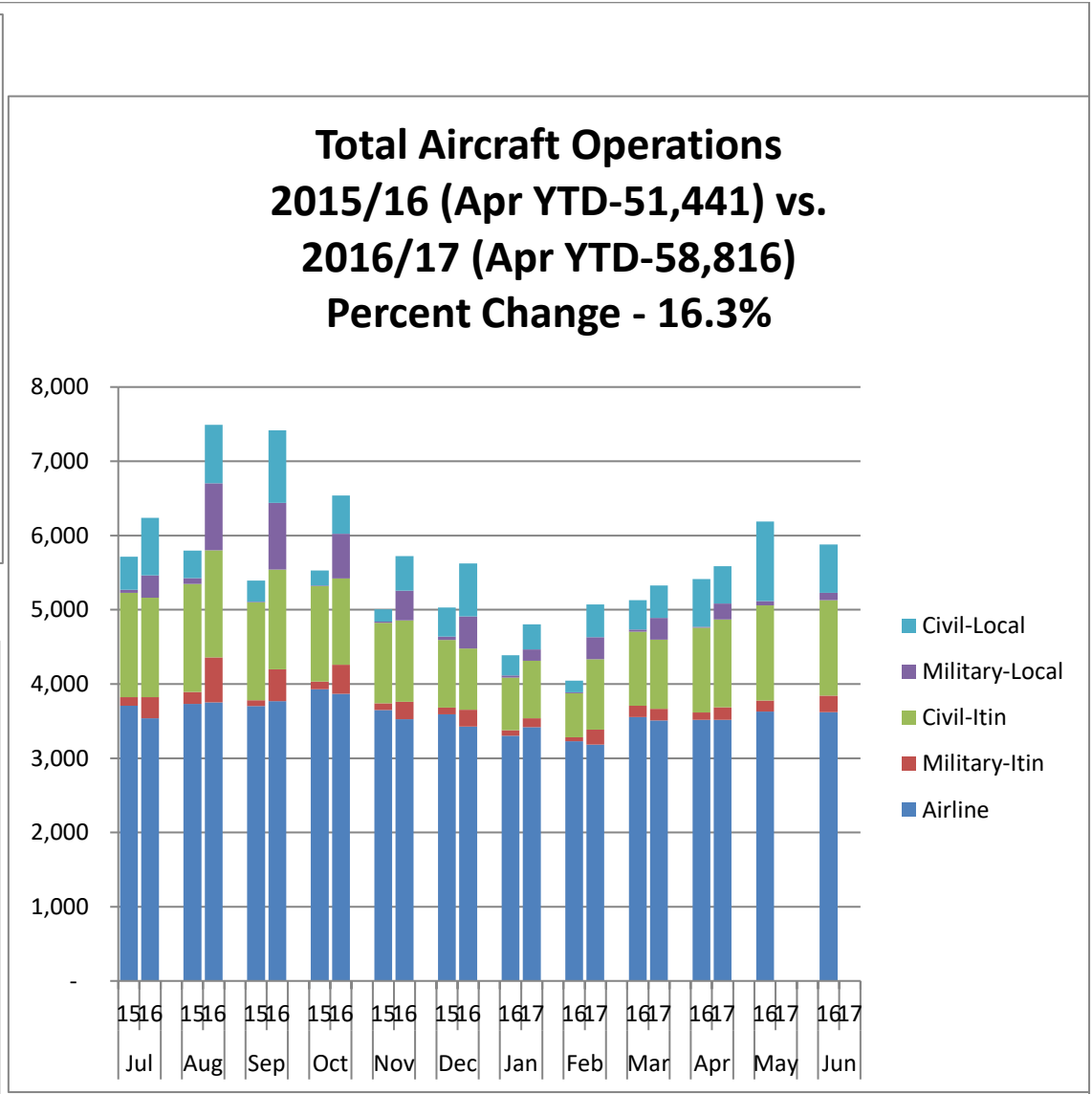
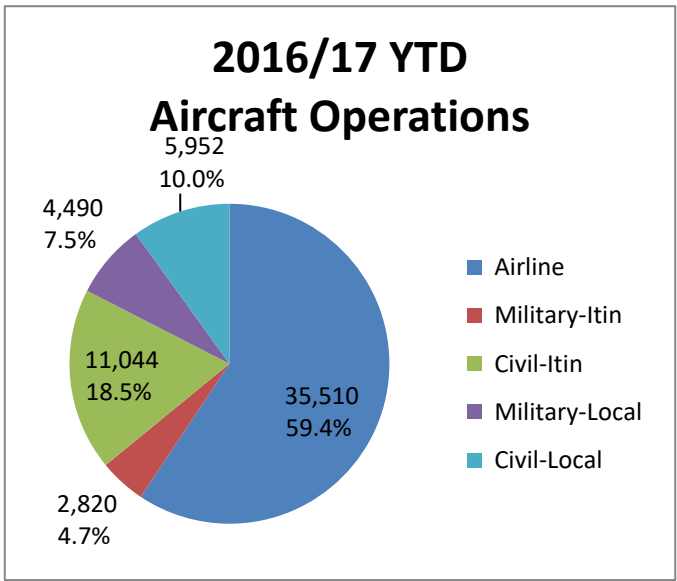
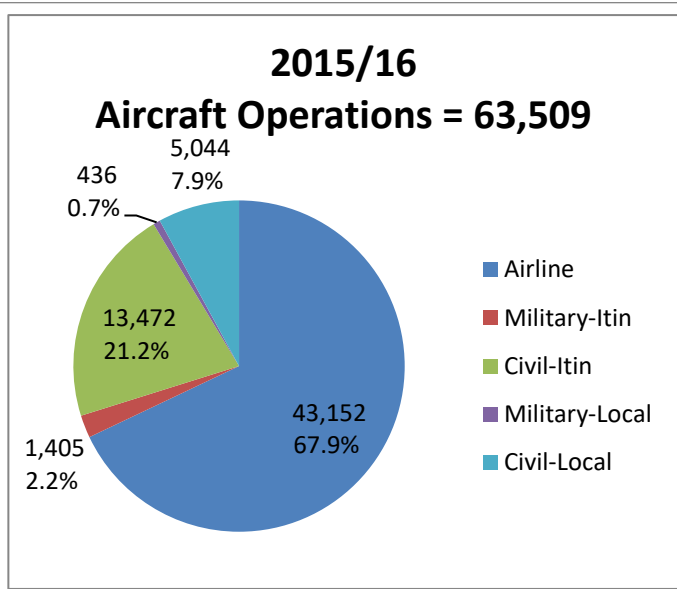
Premium	0%				
	Budget	Actual	Budget, v4	% Δ	Actual
	<u>2016/17</u>	<u>2016/17</u>	<u>2017/18</u>	<u>from Bdgt</u>	<u>2017/18</u>
Airfield					
Landing Fee per 1,000 lbs	4.42		4.65	5.2%	
RON Fee per night	100		100	0.0%	
Terminal					
Gate/Door Fee (Annual)					
Jet Bridge	69,249		73,936	6.8%	
Split	51,937		55,452	6.8%	
Ground	34,625		36,968	6.8%	
Gate/Door Fee (Per Turn)					
Jet Bridge	63.24		67.52	6.8%	
Split	47.43		50.64	6.8%	
Ground	31.62		33.76	6.8%	
Fixed Fee (Annual)	103,874		110,904	6.8%	
Passenger Fee (Total pax)	2.18		2.30	5.5%	
Ancillary Space					
Ancillary Space (Annual per sq. ft.)	22.44		24.90	11.0%	

Non-Signatory Rates

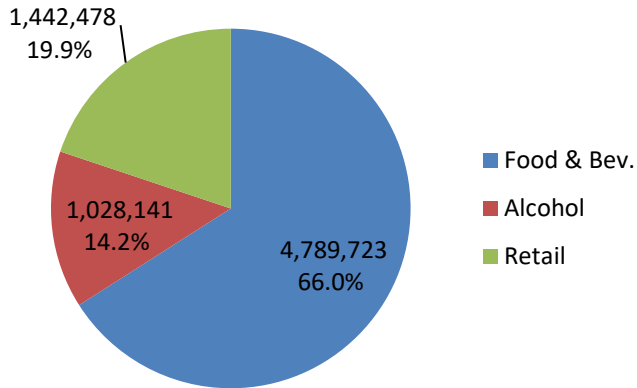
Based on 2016/17 AUA

	Premium	15%				
			Budget	Actual	Budget, v4	
			<u>2016/17</u>	<u>2016/17</u>	<u>2017/18</u>	
					% Δ	
					from Bdgt	
					<u>2017/18</u>	
Airfield						
Landing Fee per 1,000 lbs			5.08		5.35	5.3%
RON Fee per night			115		115	0.0%
Terminal						
Gate/Door Fee (Annual)						
Jet Bridge			79,636		85,026	6.8%
Split			59,728		63,770	6.8%
Ground			39,819		42,513	6.8%
Gate/Door Fee (Per Turn)						
Jet Bridge			72.73		77.65	6.8%
Split			54.55		58.24	6.8%
Ground			36.36		38.82	6.8%
Fixed Fee (Annual)			119,455		127,539	6.8%
Passenger Fee (Total pax)			2.50		2.65	6.1%
Ancillary Space						
Ancillary Space (Annual per sq. ft.)			25.80		28.63	11.0%



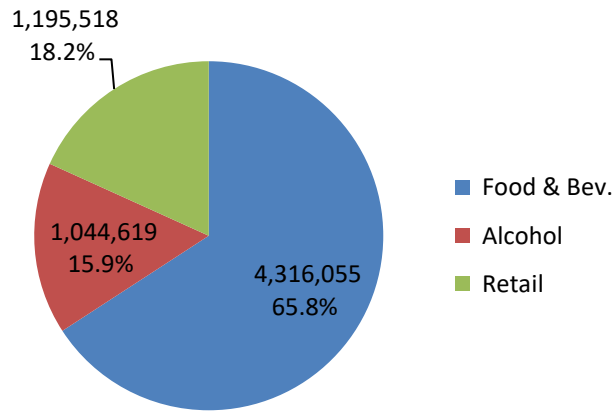


2015/16 Total Sales = \$7,260,342



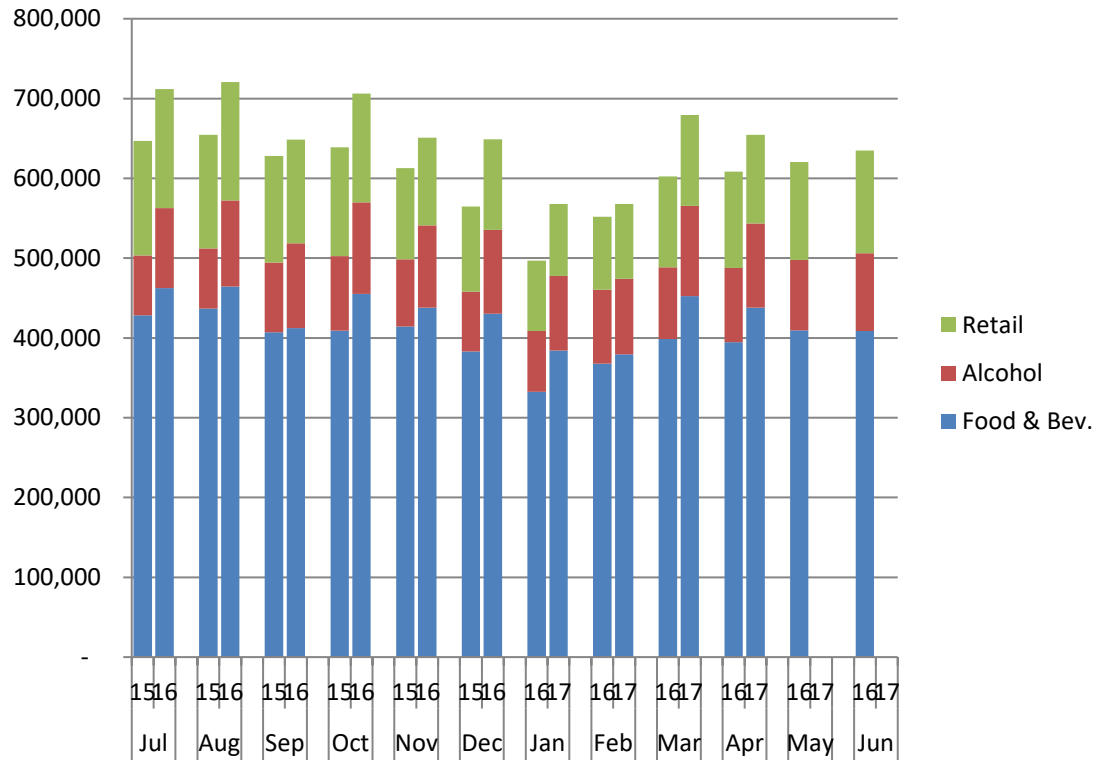
Sales per Enplaned Passenger = \$7.29

2016/17 YTD Total Sales

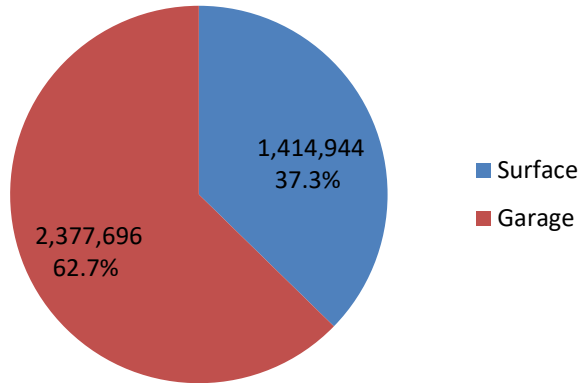


YTD Sales per Enplaned Passenger = \$7.79

Concession Sales 2015/16 (Apr YTD-\$6,005,063) vs. 2016/17 (Apr YTD-\$6,556,193) Percent Change - 9.2%

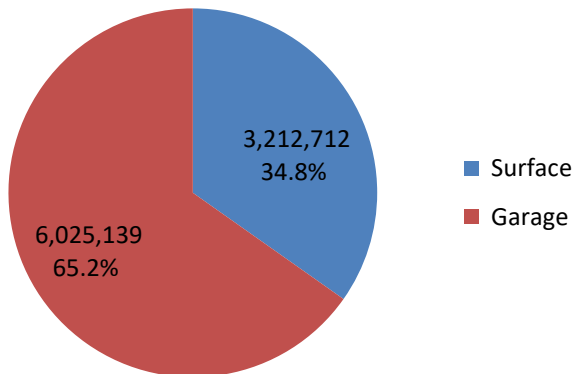


2015/16
3/15-6/15 = \$3,792,640



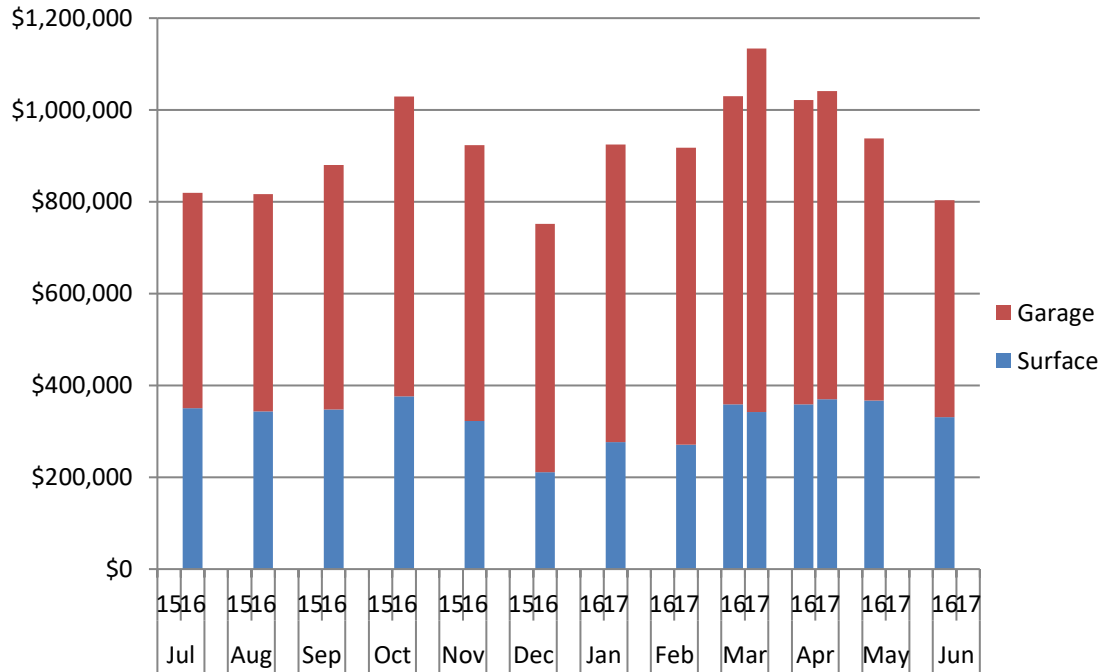
Revenue per Enplaned Passenger = n/a

2016/17
YTD Revenue

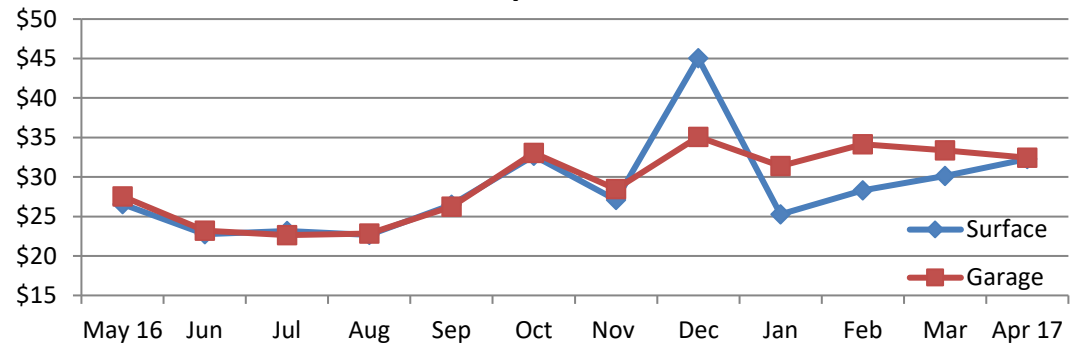


YTD Revenue per Enplaned Passenger = \$10.98

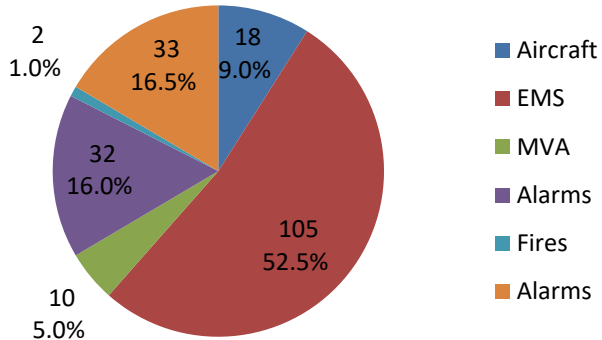
Parking Revenue
2015/16 (Apr YTD-n/a) vs.
2016/17 (Apr YTD-\$9,237,851)



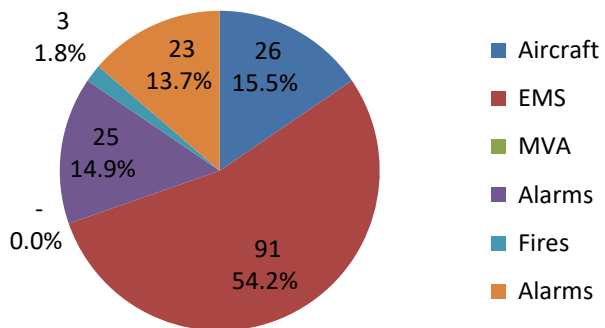
Revenue per Transaction



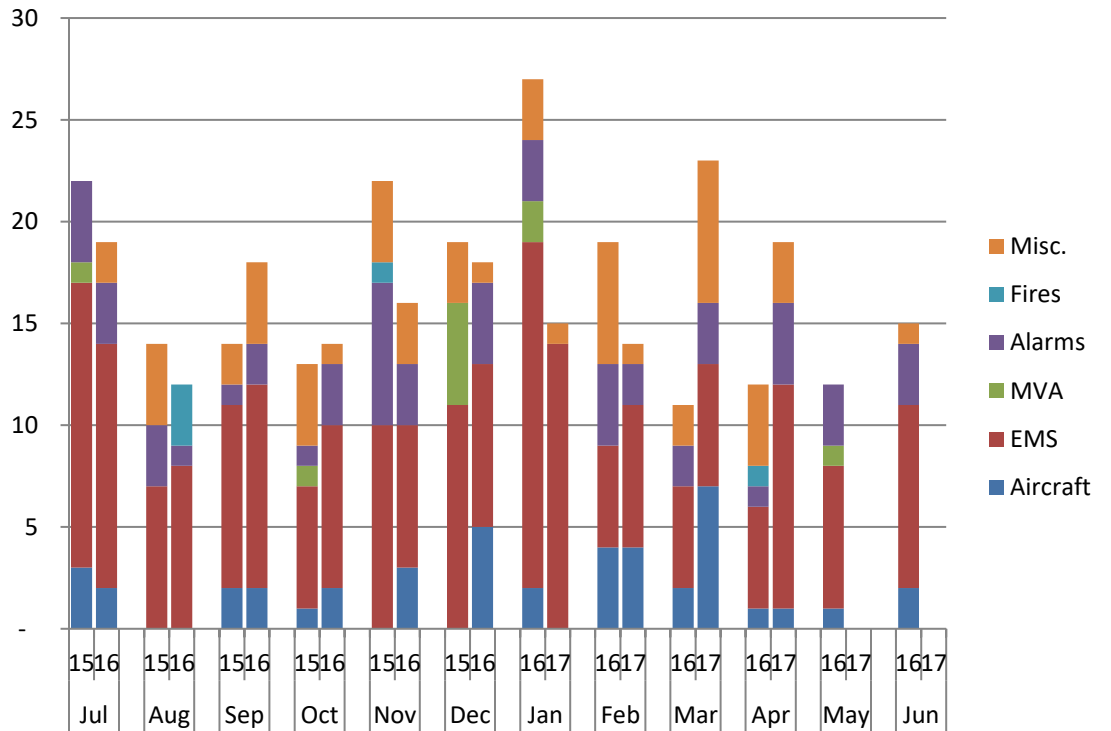
**2015/16
ARFF Operations = 200**



**2016/17 YTD
ARFF Operations**



**Total ARFF Operations
2015/16 (Apr YTD-173) vs.
2016/17 (Apr YTD-168)**



Proposed Capital Budget									
Status as of:		Proposed, June 9, 2017							
ACIP Funded Projects									
		90%			5%				
2017/18	Cost	Total	AIP	NYS	Local	Share	Grant/		
Year	Center	Project Description	Cost*	Share	Share	PRRSM	Discretionary	Restricted	Status
	Airfield	Rehab Deicing Fluid Collection Facility (Desig	550,000	495,000	27,500	27,500			
	Terminal	TIP Phase I (Canopy)	4,167,000	3,750,300	208,350	208,350			
	Terminal	S. Concourse Bathrooms (Design & Construc	1,325,000	1,192,500	66,250	66,250			
	Terminal	Passenger Jet Bridge (20) Phase II	1,400,000	1,260,000	70,000	70,000			
		Sub-total ACIP	7,442,000	6,697,800	372,100	372,100	-	-	
Local Projects									
		90%			5%				
2017/18	Cost	Total	AIP	NYS	Local Funding Source		Grant/		
Year	Center	Project Description	Cost	Share	Share	PRRSM	Discretionary	Restricted	Status
	Airfield	ARFF Officer Vehicle	100,000			100,000			
	Airfield	Rotary Mower (2)	50,000			50,000			
	Airfield	Main Road Plow	225,000			225,000			
	Airfield	Wheel Loader	145,000			145,000			
	Airfield	Large-are Mower (Fine Cut)	120,000			120,000			
	Airfield	Small Mowers (2)	60,000			60,000			
	Airfield	Floor Scrubber	55,000				55,000		
	Airfield	Painting Equipment	46,100			46,100			
	Terminal	N. Concourse Roof Repairs	300,000					300,000	
	Terminal	S. Concourse Lower Windows, Phase 1	83,000			83,000			
	Terminal	Intl. Gate to include CBP (design only)	250,000				250,000		
	SRAA	Engineer Field Vehicle	50,000				50,000		
	SRAA	Shuttle Bus	140,000				140,000		
	SRAA	Law Enforcement Vehicles (3)	150,000			150,000			
	SRAA	Asphalt Paving Repair	250,000			250,000			
	SRAA	Parking Garage Center Elevator	125,000			125,000			
	SRAA	Parking Garage - Required Repairs	250,000			250,000			
		Sub-total Local	2,399,100	-	-	1,604,100	495,000	300,000	
Additional Projects									
		90%			5%				
2017/18	Cost	Total	AIP	NYS	Local Funding Source		Grant/		
Year	Center	Project Description	Cost	Share	Share	PRRSM	Discretionary	Restricted	Status
	SRAA	Debt Service	418,600			418,600			
		Sub-total Additional	418,600	-	-	418,600	-	-	
		GRAND TOTAL	10,259,700	6,697,800	372,100	2,394,800	495,000	300,000	

* To be approved plus 20% to "accommodate change orders and other routine construction and contract administration matters."

Board Approved Capital Budget, May 6, 2016											
Status as of:		Update									
ACIP Funded Projects											
2016/17											
Year	Center	Project Description	Est. Cost*	Projected Cost	Variance From Est.	AIP Share	NYS Share	Local PRRSM	Cost Discretionary	Grant/ Restricted	Status
	Airfield	Replace ARFF Vehicle & Equipment	1,000,000	-							Deferred to 2018/19
	Airfield	Replace SRE (Broom)	800,000	772,146	(27,854)	607,500	33,750	130,876			Under Contract w/Tracey Rd, add-ons non-elig
	Airfield	Reconfigure Exit Taxiways (Design)	650,000	-							Deferred to 2019/20
	Airfield	Culvert Replacement R/W 28 (Construction)	250,000	237,036	(12,964)	213,332	11,852	11,852			Complete (Acts II w/C&S)
	Airfield	R/W 15-33 Obs. Remove (Construct)	253,000	120,241	(132,759)	108,217	6,012	6,012			Complete (Terry Tree w/Arcadis)
	Terminal	Passenger Term. Imprv. (Design)	750,000	150,800	(599,200)	135,720	7,540	7,540			Preliminary design
	Terminal	Passenger Jet Bridge (2)	2,500,000	2,708,578	208,578	2,437,720	135,429	135,429			Awarded (Bouley, Patricia and C&S)
		Annual Total	6,203,000	3,988,801	(564,199)	3,502,489	194,583	291,709	-	-	
Local Projects											
2016/17											
Year	Center	Project Description	Est. Cost	Projected Cost	Variance From Est.	AIP Share	NYS Share	Local PRRSM	Cost Discretionary	Grant/ Restricted	Status
	Airfield	Rehab Lagoons (Design)	250,000	-							Moved to ACIP, 2017/18
	Airfield	Maint. Area Fuel Canopy	200,000	-							Withdrawn
	Airfield	Replacement Vehicles, 2 @ \$40K	80,000	64,000	(16,000)			64,000			Awarded (Van Bortel)
	Terminal	Concourse Flooring/Seating	2,610,078	2,870,178	260,100			2,870,178			Original cost of \$1M revised by Board on 2/3/17. (Bouley, Ridley and C&S)
	Terminal	Convert Gate 15 to International Gate	250,000	-							Withdrawn
	Terminal	Replace S. Concourse Elevator	150,000	96,000	(54,000)			96,000			Underway
	SRAA	Terminal Parking (Concept Design)	250,000	299,000	49,000				299,000		Underway (Otis)
	SRAA	Parking Garage - Required	200,000	218,493	18,493			218,493			Complete (Crane Hogan and C&S)
	SRAA	Bus, Shuttle	75,000	-							Withdrawn
		Annual Total	4,065,078	3,547,671	257,593	-	-	3,248,671	299,000	-	
Additional Projects											
2016/17											
Year	Center	Project Description	Est. Cost	Projected Cost	Variance From Est.	AIP Share	NYS Share	Local PRRSM	Cost Discretionary	Grant/ Restricted	Status
	Airfield	West Deice Pad Repairs		132,455				132,455			Emergency Exception
	SRAA	PERB Settlement, Phase 1							2,350,975		Board Approved, 11/10/16
	SRAA	PERB Settlement, Phase 2							241,714		Board Approved, 5/12/17
	SRAA	Debt Service		2,524,300				2,524,300			Operating Budget
		Annual Total	-	2,656,755	-	-	-	2,656,755	2,592,689	-	
		GRAND TOTAL	10,268,078	10,193,227	(306,606)	3,502,489	194,583	6,197,135	2,891,689	-	
* Approved plus 20% to "accommodate change orders and other routine construction and contract administration matters."											

Budget 2016/2017

PRRSM

	Airfield Ops/Maintenance	Terminal	SRAA	Total
Opening Balance	\$ -	\$ -	\$ -	\$ -
Deposits	\$ 263,100	\$ 1,576,600	\$ 2,324,800	\$ 4,164,500
Projected Expenditures	\$ (345,195)	\$ (3,109,147)	\$ (2,742,793)	\$ (6,197,135)
Ending Balance	\$ (82,095)	\$ (1,532,547)	\$ (417,993)	\$ (2,032,635)

Budget 2017/2018

PRRSM

	Airfield Ops/Maintenance	Terminal	SRAA	Total
Opening Balance	\$ (82,095)	\$ (1,532,547)	\$ (417,993)	\$ (2,032,635)
Deposits	\$ 327,238	\$ 1,260,034	\$ 2,652,101	\$ 4,239,373
Budgeted Expenditures	\$ (773,600)	\$ (427,600)	\$ (1,193,600)	\$ (2,394,800)
Ending Balance	\$ (446,362)	\$ 832,434	\$ 1,458,501	\$ 1,844,573

Budget 2016/2017

Discretionary

Beginning Balance

\$ 11,414,692.09

	Airfield Ops/Maintenance	Terminal	SRAA	Total
Projected Expenditures			\$ (2,891,690)	\$ (2,891,690)
Projected Deposit				\$ 1,787,567
Ending Balance				\$ (1,104,122)

Budget 2017/2018

Discretionary

\$ 10,310,570

	Airfield Ops/Maintenance	Terminal	SRAA	Total
Budgeted Expenditures	\$ (55,000)		\$ (440,000)	\$ (495,000)
Budgeted Deposit				\$ 655,042
Ending Balance				\$ 160,042

\$ 10,470,612

Resolution No. ____

2017

**RESOLUTION ADOPTING THE 2017-2018 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 2017-2018 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 2017-2018 Operating Budget as set forth on Exhibit "A" of this Resolution.

Resolution Adopted Date: June 9, 2017

Vote: Ayes _____ Nay _____ Abstentions _____.

Signed: _____
Secretary

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Syracuse Regional Airport Authority
Operating Budget

5/31/2017, 3:09 PM

CCtr	REVENUE	2016/17 Bdgt	2016/17 Prj.	\$ Var. - Prj. From Budget	Proposed 2017/18 Budget	\$ Variance 16/17 Bdgt	% Var 16/17 Bdgt	\$ Variance 04/17 Prj.	% Var 04/17 Prj.
075A	Airfield	7,423,200	7,678,000	254,800	7,861,300	438,100	5.9%	183,300	2.4%
080A	Terminal	5,544,500	5,177,600	(366,900)	6,534,400	989,900	17.9%	1,356,800	26.2%
090A	Parking	10,884,600	11,167,600	283,000	11,167,600	283,000	2.6%	0	0.0%
091A	Concessions	1,644,800	1,290,400	(354,400)	1,315,400	(329,400)	-20.0%	25,000	1.9%
092A	Other	4,093,300	4,040,300	(53,000)	4,040,300	(53,000)	-1.3%	0	0.0%
TOTAL REVENUE		29,590,400	29,353,900	(236,500)	30,919,000	1,328,600	4.5%	1,565,100	5.3%

CCtr	EXPENSE	2016/17 Bdgt	2016/17 Prj.	\$ Var. - Prj. From Budget	Proposed 2017/18 Budget	\$ Variance 16/17 Bdgt	% Var 16/17 Bdgt	\$ Variance 04/17 Prj.	% Var 04/17 Prj.
070	Airfield Operations	1,231,800	997,500	(234,300)	1,169,300	(62,500)	-5.1%	171,800	17.2%
075B	Airfield Maintenance	4,325,500	4,667,400	341,900	4,471,100	145,600	3.4%	(196,300)	-4.2%
080B	Terminal Maintenance	6,529,200	5,756,400	(772,800)	6,407,700	(121,500)	-1.9%	651,300	11.3%
085	Trades	696,000	732,800	36,800	859,900	163,900	23.5%	127,100	17.3%
090B	Parking	4,730,900	4,693,600	(37,300)	5,271,900	541,000	11.4%	578,300	12.3%
091B	Concessions	50,000	0	(50,000)	0	(50,000)	-100.0%	0	
092B	Other	5,000	45,000	40,000	95,000	90,000	1800.0%	50,000	111.1%
005	ARFF	3,097,700	3,019,300	(78,400)	3,612,200	514,500	16.6%	592,900	19.6%
010	Airport Security	276,400	258,800	(17,600)	415,600	139,200	50.4%	156,800	60.6%
015	Uniformed Security	2,286,400	2,215,700	(70,700)	2,774,400	488,000	21.3%	558,700	25.2%
020	Finance	649,900	588,000	(61,900)	706,300	56,400	8.7%	118,300	20.1%
025	Personnel	87,000	83,700	(3,300)	213,600	126,600	145.5%	129,900	155.2%
030	Legal Affairs	160,700	151,500	(9,200)	170,500	9,800	6.1%	19,000	12.5%
035	Public Information	69,100	0	(69,100)	0	(69,100)	-100.0%	0	
040	Marketing	127,600	126,400	(1,200)	150,100	22,500	17.6%	23,700	18.8%
045	Facilities Planning/GIS	210,300	205,000	(5,300)	252,700	42,400	20.2%	47,700	23.3%
050	Director's Office	1,452,900	1,089,800	(363,100)	1,326,400	(126,500)	-8.7%	236,600	21.7%
055	Deputy Comm. Office	116,900	100,900	(16,000)	117,100	200	0.2%	16,200	16.1%
060	General Administrative	2,968,000	2,238,700	(729,300)	2,250,000	(718,000)	-24.2%	11,300	0.5%
065	Non-Operating	519,100	2,383,400	1,864,300	655,000	135,900	26.2%	(1,728,400)	-72.5%
TOTAL EXPENSE		29,590,400	29,353,900	(236,500)	30,918,800	1,328,400	4.5%	1,564,900	5.3%

Surplus/(Deficit) | 0 | 0 | 0 | 200 | 200 | 200

RESOLUTION: (1) ADOPTING THE 2017-2018 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 2017-2018 Capital Improvement Budget for the Authority (the "2017-2018 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 2017-2018 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2017-2018 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2017-2018 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 2017-2018 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 2017-2018 Projects through the CIP program; (3) enter into such contracts as necessary to undertake and complete the 2017-2018 Projects; and (4) expend such grant monies and funds of the Authority for each 2017-2018 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 2017-2018 Projects.

Resolution Adopted Date: June 9, 2017

Vote: Ayes _____ Nay _____ Abstentions _____

Signed: _____

Secretary

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Proposed Capital Budget									
Status as of:		Proposed, June 9, 2017							
ACIP Funded Projects									
		90%		5%					
2017/18	Cost	Total	AIP	NYS	Local	Share	Grant/		
Year	Center	Project Description	Cost*	Share	Share	PRRSM	Discretionary	Restricted	Status
	Airfield	Rehab Deicing Fluid Collection Facility (Desig	550,000	495,000	27,500	27,500			
	Terminal	TIP Phase I (Canopy)	4,167,000	3,750,300	208,350	208,350			
	Terminal	S. Concourse Bathrooms (Design & Construc	1,325,000	1,192,500	66,250	66,250			
	Terminal	Passenger Jet Bridge (20) Phase II	1,400,000	1,260,000	70,000	70,000			
Sub-total ACIP			7,442,000	6,697,800	372,100	372,100	-	-	
Local Projects									
		90%		5%					
2017/18	Cost	Total	AIP	NYS	Local Funding Source		Grant/		
Year	Center	Project Description	Cost	Share	Share	PRRSM	Discretionary	Restricted	Status
	Airfield	ARFF Officer Vehicle	100,000			100,000			
	Airfield	Rotary Mower (2)	50,000			50,000			
	Airfield	Main Road Plow	225,000			225,000			
	Airfield	Wheel Loader	145,000			145,000			
	Airfield	Large-are Mower (Fine Cut)	120,000			120,000			
	Airfield	Small Mowers (2)	60,000			60,000			
	Airfield	Floor Scrubber	55,000				55,000		
	Airfield	Painting Equipment	46,100			46,100			
	Terminal	N. Concourse Roof Repairs	300,000					300,000	
	Terminal	S. Concourse Lower Windows, Phase 1	83,000			83,000			
	Terminal	Intl. Gate to include CBP (design only)	250,000				250,000		
	SRAA	Engineer Field Vehicle	50,000				50,000		
	SRAA	Shuttle Bus	140,000				140,000		
	SRAA	Law Enforcement Vehicles (3)	150,000			150,000			
	SRAA	Asphalt Paving Repair	250,000			250,000			
	SRAA	Parking Garage Center Elevator	125,000			125,000			
	SRAA	Parking Garage - Required Repairs	250,000			250,000			
Sub-total Local			2,399,100	-	-	1,604,100	495,000	300,000	
Additional Projects									
		90%		5%					
2017/18	Cost	Total	AIP	NYS	Local Funding Source		Grant/		
Year	Center	Project Description	Cost	Share	Share	PRRSM	Discretionary	Restricted	Status
	SRAA	Debt Service	418,600			418,600			
Sub-total Additional			418,600	-	-	418,600	-	-	
GRAND TOTAL			10,259,700	6,697,800	372,100	2,394,800	495,000	300,000	

* To be approved plus 20% to "accommodate change orders and other routine construction and contract administration matters."

**RESOLUTION AUTHORIZING A LEASEHOLD MORTGAGE FOR
MGL AIRPORT REALTY, LLC**

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-EEE (2) Enabling Act authorizes the Authority to enter lease agreements related to any property or facilities which are useful in connection with the exercise by the Authority of its powers under the Enabling Act to operate the Syracuse Hancock International Airport (the “Airport”); and

WHEREAS, the Authority has negotiated a forty-year lease agreement with the owner of the Airport, the City of Syracuse, which grants and obligates the Authority to control and maintain the real property of the Airport;

WHEREAS, pursuant to Section 2799-hhh of the Enabling Act the Authority may provide for the establishment, construction, effectuation, operation, management, maintenance, renovation, improvement, extension or repair of aviation facilities by contract, lease or other arrangement with any natural person, firm, partnership, association, joint venture or corporation; and

WHEREAS, on November 25, 2013, the City of Syracuse entered into a lease agreement (the “Lease”) with MGL AIRPOT REALTY, LLC (the “Tenant”) to lease land and a building at 123 Air Cargo Road, in the Town of Salina (the “Premises”), which building is to be purchased by Tenant for \$1.00 at the end of fifteen years after the execution of the Lease;

WHEREAS, as part of the Lease, the Tenant has the right to grant a mortgage or other security interest in Tenant's leasehold interest, as set forth in Article XV, Section 15.1 of the Lease;

WHEREAS, on November 25, 2013, the Authority entered into an agreement (the "Airport Lease Agreement") to assume the City of Syracuse's obligations and responsibility under all existing leases and contracts at the Airport, including the Lease (see paragraph 2.1 and 2.2 of the of the Airport Lease Agreement between the City of Syracuse and the Authority);

WHEREAS, the Airport Lease Agreement also contemplates the City of Syracuse and the Authority working cooperatively to obtain any necessary approvals not specifically outlined in the Airport Lease Agreement (see paragraph 15.1 of the Airport Lease Agreement) and giving the Authority the power to grant mortgages on the Premises (see paragraph 7.5 of the Airport Lease Agreement);

WHEREAS, pursuant to the terms of an Airport Lease Agreement between the City of Syracuse, New York and the Authority dated November 25, 2013 and related agreements between such parties and the issuance of an Operating Certificate to the Authority by the Federal Aviation Administration effective March 1, 2014, (collectively the "Enabling Agreements") the Authority is responsible for the operation and management of the Airport; and

WHEREAS, Tenant is seeking financing for leasehold improvements as set forth in the Lease Agreement and, through M&T BANK, is requesting the Authority and the City of Syracuse to execute a Non-Disturbance and Attornment agreement, substantially in the form set forth on Exhibit A;

WHEREAS, such financing will require a mortgage on the leasehold interest of Tenant;

WHEREAS, the Authority has requested the City of Syracuse cooperate in the execution of the Non-Disturbance and Attornment agreement pursuant to the Airport Lease Agreement;

WHEREAS, consistent with its responsibilities under the Enabling Act and authorization under the Enabling Agreements the Authority wishes to develop and expand aviation facilities at the Airport, and the investment of the Tenant is consistent with such development and expansion of aviation facilities at the Airport.

NOW, THEREFORE, BE IT RESOLVED, that the Syracuse Regional Airport Authority, upon review and acceptance of legal counsel, hereby authorizes the Executive Director of the Authority to execute a Non-Disturbance and Attornment agreement in substantially the same form set forth in Exhibit A; and be it

FURTHER RESOLVED, that the Executive Director is hereby authorized to hire outside conflict counsel to advise at an hourly rate substantially similar to that of the existing Counsel for the Authority; and be it

FURTHER RESOLVED, that the Authority waives any conflict the Authority's Counsel has by representing M&T Bank in this matter.

Resolution Adopted Date:_____.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed:_____
Secretary

Return to Agenda



Human Resources Committee Meeting Minutes

May 18, 2017

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the Department of Aviation Conference Room on Thursday, May 18, 2017.

The meeting was called to order at 11:06 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 Clark, Mr. John McCann, Ms. Debi Marshall, Ms. Laurie Sabel

Not present: Mr. William Simmons, Mr. Mark Venesky, Mr. Patrick Mannion

II. Approval of Minutes from Previous Meetings

The minutes from February 16, 2017 were reviewed. Suggested amendments from John McCann being accepted, a motion was made to approve by Mr. Fisher, seconded by Mr. Quill, and passed unanimously.

III. Old Business

A. Town Hall Meetings

Ms. Callahan related her efforts to reach out to the union members and expressed her desire to negotiate in a proper environment with their leadership. Ms. Rougeux then described the discussion among those present at the Labor Management meeting and it was noted that there remains a good deal of misunderstanding about what the SRAA has to offer to those who come to the table. Additional communication with union membership will therefore be attempted in the interest of advancing the effort.

B. Staffing and Salary Analysis

1. SBA Proposal

Included in the packet was a proposal to provide analysis by Steven Baldwin Associates regarding the level of compensation for SRAA staff as compared to other airports. It was noted that the proposal did not include analysis of non-wage benefits. The cost exceeds the limit for authorization without an RFP, but it would be possible to invoke the "best interest" provision, due to the level of expertise of SBA in the airport business field and experience with Hancock International Airport. Otherwise it would be necessary to get two (2) more quotes before awarding the contract. Ms.

Rougeux expressed interest in getting more quotes, as well as requesting from SBA an updated proposal including benefits analysis. It was also suggested that there be a “not to exceed” clause added. These points were agreed upon: to solicit additional quotes as well as to expand the scope to include benefits and to require a “not to exceed” clause.

IV. Executive Session

At this time, it was decided that, due to time constraints, it would be best to go into Executive Session out of the regular order. Ms. Rougeux invited a motion and a motion was made by Mr. Fisher and seconded by Dr. Chin to enter Executive Session to discuss several matters pertaining to the employment history of particular persons or corporations and/or employment of particular persons or corporations by the Authority. The Committee entered Executive Session at 11:20 and emerged at 12:20, with no action taken.

V. New Business

A. Updates to Employee Handbook

1. SRAA position on NYS Retirement System 211 Waiver

It was discussed and agreed by the Committee that the SRAA would not offer any 211 waivers to SRAA employees

2. Accrued time eligible for payout upon separation from the SRAA

Ms. Marshall made the distinction that it is possible to deny accrued vacation time if it is stated in the handbook that this is the policy. Mr. McCann verified that this is a legal policy to adopt. He also stated that it would likely be used only in the case of discharge due to misconduct. Ms. Marshall proposed a revision that specifies denial of accrued vacation time in cases of “severe misconduct.”

It was decided that accrued vacation time would be paid in all cases.

Adjournment

A motion to adjourn being made by Mr. Quill and seconded by Dr. Chin, the meeting adjourned at 12:45 a.m.