

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
1000 COL. EILEEN COLLINS BLVD.
SYRACUSE, NEW YORK 13212
P: 315.454.3263
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**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, November 9, 2018
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call (2 Minutes)
2. **Reading and Approval of Minutes from the September 7, 2018 Regular Meeting (2 Minutes)**
3. Executive Session (20 Minutes)
4. **Old Business: (15 Minutes)**
 - Terminal Improvement Project Update (20 Minutes)
5. **Management Report (20 Minutes)**
6. **New Business (20 Minutes)**
 - **Resolution Amending the 2018-2019 Capital Budget for The Syracuse Regional Airport Authority**
 - **Resolution Authorizing Long Term Lease of Fixed Base Operations Facility with Signature Flight Support**
 - **Resolution Amending Ethics Policy for The Syracuse Regional Airport Authority**
 - **Resolution Adopting Policies Procedures and Complaint Forms for the Americans With Disabilities Act and Title VI of the Civil Rights Act for the Syracuse Regional Airport Authority**
 - **Resolution Adopting the 2019 Regular Meeting Schedule for the Syracuse Regional Airport Authority**
 - **Resolution Authorizing the creation of the position of Marketing and Communications Specialist for the Syracuse Regional Airport Authority**
 - **Resolution Authorizing the creation of the position of Airport Fleet Manager for the Syracuse Regional Airport Authority**
 - **Resolution Authorizing the creation of the position of Payroll Assistant for the Syracuse Regional Airport Authority**

{H3466308.1} 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.

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- **Resolution Authorizing the creation of the position of Airport Welcoming Officer for the Syracuse Regional Airport Authority Resolution Approving the selection of a Financial Consultant**
- **Resolution Approving selection of Financial Consultant and Authorizing Negotiation and Execution of Definitive Agreement To Provide Financial Consulting Services**

7. Committee Reports

- **Governance Committee**
- **HR Committee**

8. Adjournment

Bold = materials available

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

September 7, 2018

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 7, 2018 at 11:44 a.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 – departed 1:00 p.m.
Mr. Khalid Bey
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. Bill Fisher
Ms. Jo Anne Gagliano
Mr. John B. Johnson Jr.
Mr. Ken Kinsey
Mr. Michael Lazar
Mr. Mark Nicotra
Mr. Michael Quill

Members Absent:

N/A

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Mr. John Carni
Ms. Joanne Clancy
Mr. Dennis Greco
Ms. Cheryl Herzog
Ms. Linda Ryan
Ms. Jennifer Sweetland
Mr. R. John Clark
Mr. Morris Sorbello
Mr. Tom Horth
Mr. Mike LaMontagne
Digital Hyve – Anja Godlewski-Dykes

Roll Call

As noted, all Board members were present.

Mr. Patrick Mannion, Chair

Chair Mannion started by welcoming everyone to the regular scheduled Regular Meeting of the Board at 11:44 a.m.

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 Dr. DeSiato. Board members went into executive session at 11:45 a.m.

The motion was approved: 11 ayes, 0 nays, 0 abstain

Executive session ended at 12:45 p.m. No action was taken.

Reading and Approval of the Minutes

A motion was made by Mr. Nicotra and seconded by Dr. DeSiato and was unanimously approved to accept the minutes from the June 15, 2018 regular meeting.

The motion was approved: 11 ayes, 0 nays, 0 abstain

New Business

Resolution Authorizing Airline Incentive Agreement with Frontier Airlines (TPA)

Mr. Johnson asked a question about the maximum possible amount of the incentive agreements. There was no further discussion regarding the resolution.

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

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Authorizing Airline Incentive Agreement with Frontier Airlines (RSW)

There was no further discussion regarding the resolution.

A motion was made by Mr. Quill and seconded by Dr. DeSiato to approve this resolution.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Authorizing Airline Incentive Agreement with Allegiant Airlines (PGD)

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

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Adopting Fee Schedules for Taxi Service Program and Ground Transportation Rules and Regulations for Taxis and Transportation Network Companies

There was no further discussion regarding the resolution. A motion was made by Dr. Chin and seconded by Mr. Bey to approve this resolution.
The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Authorizing Management to Plan and Host the 2019 Syracuse International Aviation Weekend

Executive Director Callahan explained that there was an unsuccessful effort to obtain a military demo team to perform, however, this would be a weekend with some smaller teams, static aircraft, museum tours, include the 174th, etc. and that the timing most likely would be in the early fall, 2019. There was no further discussion regarding the resolution. A motion was made by Mr. Nicotra and seconded by Mr. Lazar to approve this resolution.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Electing Jo Anne Gagliano as Vice-Chair of the Board of the Syracuse Regional Airport Authority

Mr. Fisher started the discussion by announcing his resignation as the Vice Chair position, effective immediately but will remain as a member of the board, therefore creating a vacancy. Ms. Gagliano will become the Chair of the Board effective January 1, 2019. In anticipation of that, Ms. Gagliano will be Vice Chair effective today. There was no further discussion regarding the resolution. A motion was made by Mr. Bey and seconded by Mr. Lazar to approve this resolution.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Chair Mannion left the meeting at 1:00 p.m. with Mr. Bill Fisher taking his place as officiate of the meeting.

Presentation - Digital Hyve Digital Campaign

Director of Marketing Sweetland explained the background targeted campaign and marketing project that was recently run with Digital Hyve and introduced Senior Account Manager, Anja Godlewski-Dykes. Anja explained their marketing agency history and the six week campaign run by them for SYR. This campaign focused on two areas: creating awareness for the 21 non-stop flights in the catchment areas such as Elmira, Kingston, Watertown, Ithaca and Binghamton and secondly, to increase traffic on the SYR airport website. She explained the tactics to reach the target audiences in social media and other platforms. The destinations page is where people were driven to in order to see the drop down menus for destinations, airlines and select cities, dates, etc. for bookings. The motivation being to fly direct/non-stop to get to destination. i.e. "Flying Direct is always the right direction" "Go from state to state without running gate to gate". Google ad words and other tactics were used for key words or cities, they would then be shown ads for those key word destinations and placed a "book now" button "you only regret the vacations you didn't take". Ms. Godlewski-Dykes stated that this was the most successful digital campaigns that they have ever run. The demand is there for these outside markets shown by the large amount of new users, clicks, etc. 20% and 27% increases compared to the same 6-week period last year. Great comments are also being attached to these ads. 1,396 in their total goal

completions were met in the 6 week period. The conversion rate was 29%. A good conversion rate is about 5% in comparison. More data is available in the Google analytics for those interested in gaining more detailed results.

Executive Director Callahan thanked Ms. Godlewski-Dykes for explaining the data to the board and she wants to continue to get the non-stop flights message out to the greater catchment areas and the plan to continue to work with Digital Hyve for these goals.

Management Report

Ms. Callahan provided recent highlights and images of the terminal improvement project and brought the board up to speed regarding the contents of the management report for projects & operations, security, ARFF, Finance, IT, contracts, HR, marketing, PR, events and air service developments.

Some important milestones have been met with the asphalt and the curbing. Executive Director Callahan explained how the steel supports and weather panels will be erected and displayed photos from the trip that was made to the steel factory in Bremerton, WA and to the field where the panels were being rendered. The steel canopy is being installed and will provide cover over the drop off and pick up lanes and sidewalk. All of the glass in the sky bridges was replaced but the exterior will simply be power washed. The glass curtain is almost complete, the metal panels are en-route, the Grand Hall concession space is being completed the week of the 14th, the Rental Car counters are being installed and will be relocated the week of October 9th, the Grand Hall staircase will be completed the week of October 21st. The Grand Hall water feature, solar panels, museum and other areas will be completed by October 31st with a grand opening planned for November 1st.

Other operations, training and compliance programs continue including awareness of wildlife in and around the airport. Our security division has been very busy with issuing 44 permits for taxis, a full TSA inspection, assisting in parking for the NYS Fair, the Triennial/Live Fire Drill on Saturday, August 18th. This coordinated multi-agency training drill had a record 206 total participants and is required and conducted every 3 years. Finance and Accounting responsibilities have grown and are working on a cost allocation study. For the 10th consecutive month, we've had month to month growth in our enplanement activity including some double digit growth months resulting in record growth for the past year, notably in the midst of a major construction project. This can be attributed in part to new air service, a new airline, the economy for business and increases in leisure markets. Concession sales continue to be very strong even with the limited options pre-security during the construction. Parking and car rental revenues remain strong. In the IT department, private wifi will be available. In Contracts, the FAA conducted an Airport Concessions Disadvantaged Business Enterprise (ACDBE) compliance review and we continue to perform very strong with our MWBE goals, our goal is 30% and we continue to exceed these goals. We are active in the industry for current and best practices. The new Key Bank ATM has been relocated. An Airfield equipment storage building grant was submitted and we have responded to several FOIL requests. We are in the process of renewing the contract with ABT who provides the geo fencing that is used for Uber and Lyft; we amended the TSA contract for the space that they lease in the terminal building and also have a new operating agreement with Quick Flight, the ground handlers who support Frontier Airlines. Our HR department issued a new revision for our employee handbook. HR Manager, Debi Marshall

is now on a new committee for the Governor's office for an agency policy team to develop best practices in a number of different areas and diversity. Syracuse Fly Guide program is being launched soon with nine new volunteers officially beginning November 1st. Executive Director Callahan also recognized Executive Assistant Joanne Clancy and Management Assistant, Elana Sukert for their work on the General Internship Summer program. The FAA conducted an ADA site visit and identified recommendations that we are working with them to make changes and conduct training. Ground Transportation Officer and Airport Maintenance positions are in the recruiting process. We will attend a SU job and internship fair later this month. Our goal is to also continue union negotiations for a united work force. Our air service announcements have gone up to 24 non-stop destinations, which is more markets than have ever been served. Our PET Program now has 10 dog/volunteers. Creative works with our new logo and our new tag line "SYRiously" are being produced for various marketing campaigns. We will present regarding our new in-house advertising program at future board meetings.

No other committee reports were given.

Adjournment

A motion was made by Mr. Johnson and seconded by Dr. Chin to adjourn the meeting.
The motion was approved: 10 ayes, 0 nays, 0 abstain
The meeting was adjourned at 1:30 p.m.

**RESOLUTION AMENDING THE 2018-2019 CAPITAL BUDGET FOR
THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

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

WHEREAS, the Enabling Act provides that the purposes of the Authority include the construction, development, improvement, maintenance and operation of aviation and related facilities 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, by Resolution No. 21 the Board previously adopted and approved the 2018-2019 Capital Budget for the Authority; and

WHEREAS, the 2018-2019 Capital Budget referenced a capital improvement project identified as "Rehab Deicing Fluid Collection Facility" which was budgeted for \$5,100,000 (the "Deicing Facility Project"); and

WHEREAS, the budget for the Deicing Facility Project was based on initial estimates and subsequent thereto it was determined that the soil in the area of the Deicing Facility Project was inadequate for such Project and that pilings would have to be driven in the soil in order to undertake and complete the Deicing Facility Project and that doing so would increase the cost of the Project from \$5,100,000.00 to approximately \$9,299,462.00 (the increased amount of the Deicing Facility Project in the sum of approximately \$4,200,000.00 being hereafter referred to as

the “Increased Project Amount”); and

WHEREAS, the Federal Aviation Administration (“FAA”) has advised it will provide the sum of approximately \$2,100,000 in discretionary funds toward the Increased Project Amount and the Authority has the approximate sum of \$2,100,000.00 available in remaining entitlement funds in order to cover the balance of the Increased Project Amount; and

WHEREAS, the Deicing Facility Project is necessary for the operation of the Airport and will improve and maintain the environmental integrity of the Airports essential deicing fluid containment and dispensing capabilities; and

WHEREAS, the Finance Committee has reviewed the circumstances surrounding the Increased Project Amount and recommended to the Board that the 2018-2019 Capital Budget be amended to include the revised cost for the Deicing Facility Project in the amount of \$9,300,000.00.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby amends the 2018-2019 Capital Budget to include a new cost estimate for the Deicing Facility Project in the sum of \$9,300,000.00.

Resolution Adopted Date: November __, 2018

Vote: Ayes _____ Nay _____ Abstentions _____

Signed: _____

Secretary

Proposed Capital Budget										
Status as of:		Approved - For Budget v5.0, Revised								
ACIP Funded Projects										
				90%		5%				
2018/19	Cost			Total	AIP	NYS	Local	Share	Grant/	
Year	Center	Owner	Project Description	Cost*	Share	Share	PRRSM	Discretionary	Restricted	Status
	Airfield	BD	Rehabilitate Runway 10-28 (Design)	1,100,000	990,000	55,000	55,000			
	Airfield	BD	Reconfigure Exit Taxiways (Construct)	8,400,000	7,560,000	420,000	420,000			
	Airfield	BD	Rehab Deicing Fluid Collection Facility (Cons)	9,300,000	8,370,000	465,000	465,000			
Sub-total ACIP				18,800,000	16,920,000	940,000	940,000	-	-	
Local Projects										
				90%		5%				
2018/19	Cost			Total	AIP	NYS	Local Funding Source		Grant/	
Year	Center		Project Description	Cost	Share	Share	PRRSM	Discretionary	Restricted	Status
	Terminal		Pre-Security Furnishings	375,000			375,000			
	Terminal		Floor Equip. - Scrubber	20,000			20,000			
	Terminal		Floor Equip. - Buffer	20,000				20,000		
	SRAA	JS	Terminal Advertising Hardware	200,000				200,000		
	SRAA	BD	Parking Garage - Required Repairs	500,000			500,000			
Sub-total Local				1,115,000	-	-	895,000	220,000	-	
Additional Projects										
				90%		5%				
2018/19	Cost			Total	AIP	NYS	Local Funding Source		Grant/	
Year	Center		Project Description	Cost	Share	Share	PRRSM	Discretionary	Restricted	Status
	SRAA	TA	Debt Service	287,500			287,500			
	SRAA	TA	Discretionary Airfield Stabilization	335,000				335,000		
	SRAA	TA	ASD Incentives	555,251				555,251		
Sub-total Additional				1,177,751	-	-	287,500	890,251	-	
GRAND TOTAL				21,092,751	16,920,000	940,000	2,122,500	1,110,251	-	
* To be approved plus 20% to "accommodate change orders and other routine construction and contract administration matters."										
						Airfield	940,000			
						Terminal	395,000	20,000		
						SRAA	787,500	1,090,251		
						Total	2,122,500	1,110,251		

**RESOLUTION AUTHORIZING LONG TERM LEASE OF FIXED BASE
OPERATIONS FACILITY WITH SIGNATURE FLIGHT SUPPORT**

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;

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

WHEREAS, prior to the Authority’s taking over operations at the Airport from the City of Syracuse, the City entered into various separate lease agreements with Landmark Aviation for the operation of a fixed base operations facility at the Airport (the “Prior Leases”);

WHEREAS, the assets of Landmark Aviation, including the Prior Leases, were thereafter acquired by Piedmont Hawthorne Aviation, LLC, a Delaware limited liability company doing business as Signature Flight Support (“Signature”);

WHEREAS, the terms of the Prior Leases matured on or about December 31, 2016 however the Prior Leases have continued on a month to month basis since that time;

WHEREAS, the Authority and Signature have negotiated the terms of a new lease which consolidates the multiple Prior Leases into a single agreement with a term commencing effective October 1, 2018 and a base term of 20 years with the ability to extend the term of the lease for an additional five (5) to (7) years (the “Signature Lease”)

WHEREAS, the Signature Lease has been reviewed and discussed by the members of the Finance Committee at its regularly scheduled meeting on November 9, 2018 and the members of the Finance Committee voted to recommend to the full Board, that the Authority enter into the Signature Lease and which recommendation was made to the Board at its regular meeting also held on November 9, 2018.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that the Signature Lease as recommended by the Finance Committee is hereby approved; and it is further

RESOLVED, that the Executive Director is hereby authorized to execute the Signature Lease on behalf of the Authority.

Resolution Adopted Date: November __, 2018

Vote: ____ **Nays:** ____ **Abstentions:** ____

Signed: _____
Secretary

**RESOLUTION AMENDING ETHICS POLICY FOR
THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

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

WHEREAS, the Authority has duly adopted a code of ethics applicable to each officer, member and employee of the Authority pursuant to Section 2824(1) of the New York Public Authorities Law, as amended; and

WHEREAS, at its October 18, 2018 meeting the Authority’s Governance Committee discussed with Authority management representatives certain proposed changes to the Authority’s Ethics Policy at which the Governance Committee tabled the matter for discussion by the entire Board; and

WHEREAS, at its regular meeting held on November 9, 2018 the Board fully discussed the proposed changes to the Ethics Policy.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that the Authority’s Ethics Policy be amended to include the changes as shown on the draft amended Ethics Policy annexed to this Resolution.

Resolution Adopted Date: November __, 2018

Vote: Ayes ____ Nays: ____ Abstentions: ____

**Signed: _____
Christina R. Callahan**



SYRACUSE REGIONAL AIRPORT AUTHORITY CODE OF ETHICS

ARTICLE I PURPOSE AND CONSTRUCTION

Section 1.1 This Code of Ethics is applicable to officers, members, staff and employees of the Syracuse Regional Airport Authority, is adopted as a supplement to the provisions of Article 18 of the New York General Municipal Law and the City of Syracuse Code of Ethics and shall be construed to give effect to that law and local law and its purposes.

ARTICLE II DEFINITIONS

Section 2.1 For purposes of this Code of Ethics, the following terms are defined as follows:

1. *Authority* shall mean the Syracuse Regional Airport Authority.
2. *City* shall mean the City of Syracuse.
3. *Officer, member, staff or employee* shall mean any officer, member, staff or employee of the Authority, paid or unpaid.
4. *Agency* shall include any board, commissioner, authority, office, committee, department, branch, bureau of other administrative subdivision of the Syracuse Regional Airport Authority.
5. *Relative* shall mean a spouse, child, parent, or sibling of the officer, member, staff or employee of the Authority, or a person claimed as a dependent on the officer's or employee's latest individual income tax return.
6. *Vendor* shall mean any individual, organization, or entity that has a contract to provide or perform services of any kind with the Syracuse Regional Airport Authority

ARTICLE III CODE OF ETHICS

Section 3.1 There is hereby established and adopted a Code of Ethics containing standards of conduct for officers, members, staff and employees of the Syracuse Regional Airport Authority.

Section 3.2 All officers, members, staff or employees of the Authority shall adhere to the following standards:

1. *General prohibition.* Authority officers, members, staff or employees shall not use their official position or office, or take or fail to take any action, in a manner which they know or have reason to know may result in a personal financial benefit for any of the following persons:
 - a. The Authority officer, member, staff or employee;
 - b. The outside employer or business of an Authority officer, member, staff or employee if the officer, member, staff or employee's outside employment compensation or business income would be affected by the action;
 - c. A relative, where the action would affect them to a greater degree than the general public or a class of individuals similarly situated, including in the process of employment, recruitment, hiring, promotion, and discipline.
2. *Secondary Employment.* No Authority employee may be employed by a Vendor or engaged to perform services as a contractor or subcontractor for a Vendor while employed by the Authority.
3. *Disclosure and recusal.* Authority officers, members, staff or employees
 - a. To the extent they know or should know thereof, publicly disclose to the appropriate Authority officer or agency, the nature of any potential conflict of interest between their official duties with the Authority and any outside interest; and
 - b. Promptly recuse themselves from any debate, discussion, decisions or action of any matter before the Authority or agency when acting on the matter, or failing to act on the matter, could reasonably be expected to be more beneficial financially to any of the persons listed in Section 3.2(1) above, than it would be to any member of the general public.
 - c. Not be employed by a Vendor or engaged to perform services as a contractor or subcontractor for a Vendor while employed by the Authority.
4. *Revolving door.* Persons who have served as officers, members, staff or employees of the Authority shall neither, after the termination of such service or employment,

appear before the Authority or any agency of the Authority, nor render

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services on behalf of any person, firm, corporation or association, in relation to any case, proceeding or application with respect to which the officer, member, staff or employee was directly concerned or in which they personally participated during the period of their service or employment of which was under their active consideration, until the case, proceeding or application have been finally disposed of or for a period of two (2) years from the date of separation from Authority service or employment, whichever is earlier; nor shall the officer, member, staff or employee receive or agree to receive any compensation with respect to such matter.

5. *Gifts.*

a. No Authority officer, member, staff or employee shall directly or indirectly solicit any gift, or accept or receive any gift, having a value of seventy- five dollars (\$75.00) or more, whether the gift is in the form of money, property, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official duties or was intended as a financial reward for any official action on their part.

b. This subsection shall not apply to the acceptance of free invitations to charitable fund raising events, recognition dinners, or similar community events.

6. *Confidential information.* Authority officers, members, staff or employees shall not disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interests or those of the persons listed in Section 3.2(1).

7. *Representation.* Authority officers, members, staff or employees shall not:

a. Receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matters before any Authority agency of which they are an officer, member, staff or employee, or of any Authority agency over which they have jurisdiction, or to which they have the power to appoint any officer, member, staff or employee; or

b. Receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the Authority, whereby their compensation is to be dependent or

contingent upon any action by the agency with respect to such matter. This subsection shall not prohibit the representation by an Authority officer, member, staff or employee before such other unaffiliated Authority agencies for fees based solely upon the reasonable value of the services.

ARTICLE IV CIVIL SERVICES EMPLOYEES

Section 4.1 This Code of Ethics shall not be deemed in any way to conflict with or modify any act of the Legislature of the State of New York relating to the civil service rights, privileges or status of any employees of the Authority and shall not apply wherever and to the extent that to do so would be to repeal or modify any such act or portion thereof.

ARTICLE V SEVERABILITY CLAUSE

Section 5.1 If any clause, sentence, paragraph, section or part of this Code of Ethics shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgment shall have been rendered.

Adopted: November 18, 2011, Draft Revision October 18, 2018
Resolution No.: 32



SYRACUSE REGIONAL AIRPORT AUTHORITY CODE OF ETHICS

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3. *Officer, member, staff or employee* shall mean any officer, member, staff or employee of the Authority, paid or unpaid.
4. *Agency* shall include any board, commissioner, authority, office, committee, department, branch, bureau of other administrative subdivision of the Syracuse Regional Airport Authority.

5. *Relative* shall mean a spouse, ~~or minor child,~~ parent, or sibling of the officer, member, staff or employee of the Authority, or a person claimed as a dependent on the officer's or employee's latest individual income tax return.

6. Vendor shall mean any individual, organization, or entity that has a contract to provide or perform services of any kind with the Syracuse Regional Airport Authority

ARTICLE III CODE OF ETHICS

Section 3.1 There is hereby established and adopted a Code of Ethics containing standards of conduct for officers, members, staff and employees of the Syracuse Regional Airport Authority.

Section 3.2 All officers, members, staff or employees of the Authority shall adhere to the following standards:

1. *General prohibition.* Authority officers, members, staff or employees shall not use their official position or office, or take or fail to take any action, in a manner which they know or have reason to know may result in a personal financial benefit for any of the following persons:

a. The Authority officer, member, staff or employee;

b. The outside employer or business of an Authority officer, member, staff or employee if the officer, member, staff or employee's outside employment compensation or business income would be affected by the action;

c. A relative, where the action would affect them to a greater degree than the general public or a class of individuals similarly situated, including in the process of employment, recruitment, hiring, promotion, and discipline.-

2. *Secondary Employment.* No Authority employee may be employed by a Vendor or engaged to perform services as a contractor or subcontractor for a Vendor while employed by the Authority.

2.3. *Disclosure and recusal.* Authority officers, members, staff or employees

a. To the extent they know or should know thereof, publicly disclose to the appropriate Authority officer or agency, the nature of any potential conflict of interest between their official duties with the Authority and any outside interest; and

b. Promptly recuse themselves from any debate, discussion, decisions or action of any matter before the Authority or agency when acting on the matter, or failing to act on the matter, could reasonably be expected to be more beneficial financially to any of the persons listed in Section 3.2(1) above, than it would be to any member of the general public.

b.c. Not be employed by a Vendor or engaged to perform services as a contractor or subcontractor for a Vendor while employed by the Authority.

3.4. *Revolving door.* Persons who have served as officers, members, staff or

employees of the Authority shall neither, after the termination of such service or employment, appear before the Authority or any agency of the Authority, nor render

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services on behalf of any person, firm, corporation or association, in relation to any case, proceeding or application with respect to which the officer, member, staff or employee was directly concerned or in which they personally participated during the period of their service or employment of which was under their active consideration, until the case, proceeding or application have been finally disposed of or for a period of two (2) years from the date of separation from Authority service or employment, whichever is earlier; nor shall the officer, member, staff or employee receive or agree to receive any compensation with respect to such matter.

4.5. *Gifts.*

a. No Authority officer, member, staff or employee shall directly or indirectly solicit any gift, or accept or receive any gift, having a value of seventy- five dollars (\$75.00) or more, whether the gift is in the form of money, property, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official duties or was intended as a financial reward for any official action on their part.

b. This subsection shall not apply to the acceptance of free invitations to charitable fund raising events, recognition dinners, or similar community events.

5.6. *Confidential information.* Authority officers, members, staff or employees shall not disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interests or those of the persons listed in Section 3.2(1).

6.7. *Representation.* Authority officers, members, staff or employees shall not:

a. Receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matters before any Authority agency of which they are an officer, member, staff or employee, or of any Authority agency over which they have jurisdiction, or to which they have the power to appoint any officer, member, staff or employee; or

b. Receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the Authority, whereby their compensation is to be dependent or

contingent upon any action by the agency with respect to such matter. This subsection shall not prohibit the representation by an Authority officer, member, staff or employee before such other unaffiliated Authority agencies for fees based solely upon the reasonable value of the services.

ARTICLE IV CIVIL SERVICES EMPLOYEES

Section 4.1 This Code of Ethics shall not be deemed in any way to conflict with or modify any act of the Legislature of the State of New York relating to the civil service rights, privileges or status of any employees of the Authority and shall not apply wherever and to the extent that to do so would be to repeal or modify any such act or portion thereof.

ARTICLE V SEVERABILITY CLAUSE

Section 5.1 If any clause, sentence, paragraph, section or part of this Code of Ethics shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgment shall have been rendered.

Adopted: November 18, 2011, Draft Revision October 18, 2018
Resolution No.: 32

**RESOLUTION ADOPTING POLICIES PROCEDURES AND COMPLAINT FORMS
FOR THE AMERICANS WITH DISABILITIES ACT AND TITLE VI OF THE CIVIL
RIGHTS ACT 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, during the course of a mini-review (the “Review”) conducted by the Federal Aviation Administration’s Office of Civil Rights (“FAA/OCR”) on May 1, 2018 at the Syracuse Hancock International Airport (“Airport”) the FAA/OCR recommended that the Authority adopt policies, procedures and forms to be utilized in connection with any complaints that may arise in connection with aggrieved persons under the Americans with Disabilities Act (“ADA”) and/or Title VI of the Civil Rights Act (“Title VI”) in connection with the Authority’s operation of the Airport; and

WHEREAS, since the Review, Authority management in conjunction with counsel, has prepared ADA and Title VI policies and complaints as recommended by FAA/OCR (the “ADA/Title VI Policies and Complaint Forms”) copies of which were presented to the Board and discussed at its regular November 9, 2018 meeting; and

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that the ADA/Title VI Policies and Complaint Forms as annexed hereto are hereby adopted by the Authority and are to be utilized in connection with any complaints at the Airport concerning any alleged violations of the ADA or Title VI by the Authority.

Resolution No. __

2018

Resolution Adopted Date: November __, 2018

Vote: Ayes ____ Nays: ____ Abstentions: ____

Signed: _____
Christina R. Callahan



Title VI Non-Discrimination Policy

The Syracuse Regional Airport Authority is committed to a policy of non-discrimination in the conduct of its business, including Title VI responsibilities, and to the delivery of equitable and accessible airport services. As the operator of the Syracuse Hancock International Airport, the Syracuse Regional Airport Authority recognizes its responsibilities to the community in which it operates and to the society it serves.

It is the policy of the Syracuse Regional Airport Authority that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the receipt of its services on the basis of race, color, national origin, sex, age, creed, or religion, or any other federally protected category as protected by Title VI of the Civil Rights Act of 1964, as amended. If you believe that you have been excluded, denied benefits, or subjected to discrimination, you may file a complaint with the Syracuse Regional Airport Authority Title VI Coordinator within sixty (60) days of the date of the alleged discrimination.

The Authority has established, pursuant to Title VI of the Civil Rights Act of 1964, the following process to be used by persons who allege a violation of Title VI. Individuals are not required by federal regulations to use this process, but instead may file complaints directly with the appropriate outside agency such as the Office of Civil Rights of the Federal Aviation Administration.

Title VI Complaint Procedure

Step 1: Anyone who wishes to file a complaint alleging a violation of Title VI based on race, color, national origin, sex, age, creed, or religion, should complete and sign the *Title VI Complaint Form* within 60 calendar days of the alleged incident. The form must contain the name, address and phone number of the complainant, and should include as much information as possible regarding the alleged denial of access or discrimination, including date, time, location and description of denial of access. The form must be signed by the complainant or his/her authorized representative and should be submitted as soon as possible to the Title VI Coordinator. A copy of the complaint will be forwarded to the Office of Civil Rights of the Federal Aviation Administration within fifteen (15) days of receipt.

Step 2: The Title VI Coordinator will review the completed form within fifteen (15) business days of receipt. If the form requires additional information, the Title VI Coordinator will contact the complainant and return the form for completion. Once a completed form has been received, the Title VI Coordinator will attempt to discuss the issue with the complainant and involved parties (including tenants, contractors and concessionaires, if necessary) to determine the existence of a violation.

If the Title VI Coordinator determines further investigation is warranted, he/she will issue a Notice of Continuing Investigation (NCI) no later than fifteen (15) business days after receiving the complaint form and forward the form and all supporting documentation received to the Authority's Executive Director for formal investigation and assistance in the resolution of the complaint. It is the Airport's policy to encourage an informal resolution of all complaints within ninety (90) calendar days after receiving the complaint. If a mutually agreed upon information decision cannot be achieved, the Title VI coordinator will respond in writing with a case determination within ninety (90) calendar days of receiving the

complaint. An extension of ninety (90) calendar days may be granted for final resolution if both parties agree to such in written form.

Step 3: If the Title VI Coordinator's determination does not satisfactorily resolve the matter, the complainant may appeal. The written appeal and supporting documentation must provide a detailed description of its basis, be filed within fifteen (15) business days of the Title VI Coordinator's case determination and be sent to the Executive Director.

Within thirty (30) calendar days of receipt of the appeal, the Executive Director will review the appeal, the Title VI Coordinator's Case Determination, and gather any additional information needed. The Executive Director will then prepare the appeal response for review by the SRAA Governance Committee. Once the review process is completed, the Executive Director will finalize the Authority's appeal response and provide it to the complainant and the Title VI Coordinator.

Should the Syracuse Hancock International Airport receive a Title VI complaint in the form of a lawsuit, or a complaint filed with any federal or state agency, the Syracuse Regional Airport Authority shall be responsible for the investigation of the complaint, either through its own internal process or legal counsel.

Title VI Complaint Form

The Syracuse Regional Airport Authority is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, sex, age, creed, or religion. If you believe you were denied service, access, or excluded from an activity or program, please complete the **Title VI Complaint Form**. The information on this form is necessary to assist the Authority in processing your complaint. Please complete the form and submit it to the Airport within sixty (60) calendar days from the date of the incident.

Reasonable accommodations will be provided upon request to individuals unable to file a written complaint due to disability. Upon request, the Airport will make available language assistance for persons with Limited English Proficiency or other assistance as necessary to file a complaint. Contact the Syracuse Regional Airport Authority at (315) 454-3263 or CivilRights@syrairport.org.

Records

All written communication and noted information will remain on file in the office of the Airport's Title VI Coordinator and the Syracuse Regional Airport Authority Human Resources Department for a period of three years from the date of the Airports Title VI Coordinator's case determination or the appeal response. Information provided will be treated confidentially to the extent required by law. Sharing of information, including identity, will be done only as needed to resolve the complaint or as required by law. The Syracuse Regional Airport Authority is obligated to comply with both State and Federal Freedom of Information Acts.

The Airport's Title VI Policy Statement and Complaint Procedure is available on the Airport's website and in hard copy at the Syracuse Regional Airport Authority's Executive Director's office, 1000 Col. Eileen Collins Blvd, Syracuse, NY 13212. Upon request, it may also be made available in alternative formats by contacting the Airport Title VI Coordinator.



The Title VI Policy and Complaint Procedure is reviewed annually by the Airport Title VI Coordinator and the Executive Director and SRAA Governance Committee to ensure compliance with applicable federal law.

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Title VI Complaint Form

Purpose: Use this form to file a complaint if you believe Syracuse Hancock International Airport or the Syracuse Regional Airport Authority has not provided adequate access to services, programs, opportunities, or activities based on race, color, national origin, age, sex, creed, or religion.

Instructions: Complete this form, sign it, and mail, email, or fax it to:

Syracuse Regional Airport Authority
Attn: Human Resources Manager
1000 Col. Eileen Collins Blvd.
Syracuse, NY 13212

CivilRights@syraairport.org

Telephone: (315) 454-3263 * Fax: (315) 455-3685

Complainant Information

Complainant Name:			
Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	

Person (other than Complainant) Alleging a Title VI Violation

Complainant Name:			
Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	

Airport Authority Service, Program, Facility Allegedly in Violation

Date Alleged Violation Occurred (dd/mm/yyyy):			
Type of Discrimination Alleged:	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
	<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Religion/Creed
Description of Alleged Violator (Airport, Tenant, Concessionaire, Contractor, Other):			
Has this complaint been filed with the Federal Aviation Administration or any other governmental agency or court? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered yes, name the Agency or Court:			
Contact Person:			
Address:	City:	State:	Zip:
Phone:	Date Filed:		



SRAA Title VI Complaint Form – Page 2

Please describe the complaint of alleged violation, using as many details as possible, including the description of services, program, opportunity or activity, and your requested remedy. Attach all relevant documents and use extra paper if necessary:

Signature: _____ Date: _____

Note: The Syracuse Regional Airport Authority is obligated to comply with both State and Federal Freedom of Information Acts, which may result in disclosure of the information provided in this complaint. Furnishing of the requested information above is voluntary, except that the failure to provide such information may result in the Authority being unable to process your complaint.

A copy of this complaint will be forwarded to the Federal Aviation Administration, Office of Civil Rights.

For Office Use Only:

Initial Complaint Received:		Appeal Request Received:	
NCI Sent to Complainant:		Appeal Response Sent:	
Final Response Sent:			



ADA Complaint Policy and Procedure

As the operator of the Syracuse Hancock International Airport, the Syracuse Regional Airport Authority has established these policies and procedures in accordance with the Title II of the Americans with Disabilities Act of 1990 (ADA), and to ensure better service and access to all customers using its facilities, programs, or services.

The Airport's ADA/Sec. 504 Coordinator is responsible for administering the Airport's overall compliance program and is designated, in accordance with federal regulation, to coordinate the Airport's efforts to comply with and carry out its responsibilities on the basis of disability, including investigation of any complaint communicated to the Airport alleging the denial of access to Airport services, activities, or programs based on disability.

Pursuant to Title II of the ADA and Section 504 of the Rehabilitation Act of 1973, the complaint procedure is to be used by persons who allege a complaint or violation of the ADA. Individuals are not required by federal regulations to use this complaint procedure, but may file complaints directly with the appropriate outside agency such as the Office of Civil Rights of the Federal Aviation Administration.

Complaint Procedure

Step 1: A complaint alleging denial of access to an Airport's program, activity, or service based on disability should be documented in writing on the ADA/Title VII Complaint Form within 60 calendar days. The form must contain the name, address and phone number of the complainant, and should include as much information as possible regarding the alleged denial of access, including date, time, location and description of denial of access. The form must be signed by the complainant or his/her authorized representative and should be submitted as soon as possible to the Airport's ADA/Sec. 504 Coordinator. A copy of the complaint will be forwarded to the Office of Civil Rights of the Federal Aviation Administration within fifteen (15) days.

Step 2: The Airport ADA/Sec. 504 Coordinator will review the completed form within fifteen (15) business days of receipt. If the form requires additional information, the Airport ADA/Sec. 504 Coordinator will contact the complainant and return the form for completion. Once a completed form has been received, the Airport/Sec. 504 Coordinator will attempt to discuss the issue with the complainant and involved parties (including tenants, contractors and concessionaires, if necessary) to determine the existence of a violation.

If the Airport ADA/Sec. 504 Coordinator determines further investigation is warranted, he/she will issue a Notice of Continuing Investigation (NCI) no later than fifteen (15) business days after receiving the complaint form and forward the form and all supporting documentation received to the Authority's Executive Director for formal investigation and assistance in the resolution of the complaint. It is the Airport's policy to encourage an informal resolution of all complaints within ninety (90) calendar days after receiving the complaint. If a mutually agreed upon information decision cannot be achieved, the Airport ADA/Sec. 504 coordinator will respond in writing with a case determination within ninety (90) calendar days of receiving the complaint. An extension of ninety (90) calendar days may be granted for final resolution if both parties agree to such in written form.

Step 3: If the Airport's ADA/Sec. 504 Coordinator's determination does not satisfactorily resolve the matter, the complainant may appeal. The written appeal and supporting documentation must provide a detailed description of its basis, be filed within fifteen (15) business days of the Airport ADA/Sec. 504 Coordinator's case determination and be sent to the Executive Director.

Within thirty (30) calendar days of receipt of the appeal, the Executive Director will review the appeal, the Airport ADA/Sec. 504 Coordinator's Case Determination, and gather any additional information needed. The Executive Director will then prepare the appeal response for review by the SRAA Governance Committee. Once the review process is completed, the Executive Director will finalize the Authority's appeal response and provide it to the complainant and the Airport ADA/Sec. 504 Coordinator.

Should the Syracuse Hancock International Airport receive an ADA/Title VII complaint in the form of a lawsuit, or a complaint filed with any federal or state agency, the Syracuse Regional Airport Authority shall be responsible for the investigation of the complaint, either through its own internal process or legal counsel.

Complaint Form

The Syracuse Regional Airport Authority is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of disability. If you believe you were denied service, access, or excluded from an activity or program, please complete the ADA/Title VI Complaint Form. The information on this form is necessary to assist the Authority in processing your complaint. Please complete the form and submit it to the Airport within sixty (60) calendar days from the date of the incident.

Reasonable accommodations will be provided upon request to individuals unable to file a written complaint due to disability. Upon request, the Airport will make available language assistance for persons with limited English proficiency or other assistance as necessary to file a complaint. Contact the Syracuse Regional Airport Authority at (315) 454-3263 or CivilRights@syrairport.org.

Records

All written communication and noted information will remain on file in the office of the Airport's ADA/Sec. 504 Coordinator and the Syracuse Regional Airport Authority Human Resources Department for a period of three years from the date of the Airport's ADA/Sec. 504 Coordinator's case determination or the appeal response. Information provided will be treated confidentially to the extent required by law. Sharing of information, including identity, will be done only as needed to resolve the complaint or as required by law. The Syracuse Regional Airport Authority is obligated to comply with both State and Federal Freedom of Information Acts.

The Airport's ADA/Title II Policy Statement and Complaint Procedure is available on the Airport's website and in hard copy at the Syracuse Regional Airport Authority's Executive Director's office, 1000 Col. Eileen Collins Blvd, Syracuse, NY 13212. Upon request, it may also be made available in alternative formats by contacting the Airport's ADA/Title II Coordinator.

The ADA/Title II Policy and Complaint Procedure is reviewed annually by the Airport's ADA/Title II Coordinator and the Executive Director and SRAA Governance Committee to ensure compliance with applicable federal law.



American with Disabilities Act (ADA)/Title II Complaint Form

Purpose: Use this form to file a complaint if you believe Syracuse Hancock International Airport or the Syracuse Regional Airport Authority has not provided adequate or reasonable accommodations based on disability.

Instructions: Complete this form, sign it, and mail, email, or fax it to:

Syracuse Regional Airport Authority
 ADA/Sec 504 Coordinator
 1000 Col. Eileen Collins Blvd.
 Syracuse, NY 13212
CivilRights@syraairport.org
 Telephone: Telephone: (315) 454-3263
 Fax: (315) 455-3685

Complaint Information

Complainant Name:			
Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	

Person (other than Complainant) Alleging an ADA Violation

Complainant Name:			
Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	

Airport Authority Service, Program, Facility Allegedly in Violation

Date Alleged Violation Occurred (dd/mm/yyyy):			
Description of Alleged Violator (Airport, Tenant, Concessionaire, Contractor, Other)			
Has this complaint been filed with the Federal Aviation Administration or any other governmental agency or court? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered yes, name the Agency or Court:			
Contact Person:			
Address:	City:	State:	Zip:
Phone:		Date Filed:	



SRAA ADA/Title II Complaint Form – Page 2

Please describe the complaint of alleged violation, using as many details as possible, including the description of services, program, opportunity or activity, and your requested remedy. Attach any relevant documents and use extra paper if necessary:

Signature: _____ Date: _____

***Note:** The Syracuse Regional Airport Authority is obligated to comply with both State and Federal Freedom of Information Acts, which may result in disclosure of the information provided in this complaint. Furnishing of the requested information above is voluntary, except that the failure to provide such information may result in the Authority being unable to process your complaint.*

For Office Use Only:

Initial Complaint Received:		Appeal Request Received:	
NCI Sent to Complainant:		Appeal Response Sent:	
Final Response Sent:			

**RESOLUTION ADOPTING THE 2019 REGULAR
BOARD AND COMMITTEE MEETING SCHEDULE 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, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 5.2 of the Organizational By-Laws of the Authority grants the Board of the Authority the power to hold regular meetings at such times and places as from time- to-time may be determined by resolution of the Board; and

WHEREAS, a proposed 2019 regular Board and Committee meeting schedule has been proposed and submitted to the Board by Authority management and has been duly considered by the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby adopts the 2019 regular Board and Committee meeting schedule as attached to and made a part of this Resolution, as the regular meeting schedule of the Board and its Committees of the Authority for 2019 ;and

BE IT FURTHER RESOLVED, that the Syracuse Regional Airport Authority hereby authorizes and directs the Secretary of the Authority to publish the 2019 regular Board and Committee meeting schedule, and to revise and republish any subsequent changes to the 2019 regular Board and Committee meeting schedule as the Board and/or Committees may require; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Resolution Adopted Date: November __, 2018

Vote: Ayes ___ Nays: ___ Abstentions: ___

Signed: _____
Secretary

Syracuse Regional Airport Authority Regular Board Meeting Schedule 2019

All are on Friday's:

1. February 1
2. March 22
3. May 10
4. June 14
5. September 6 – Annual and Regular Board meeting
6. November 8
7. December 6

{H3409087.1} 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.

2019 SRAA COMMITTEE MEETING SCHEDULE - DRAFT

DATE	COMMITTEE	TIME
Thursday, January 17, 2019	BOARD DEVELOPMENT COMMITTEE	11:00 A.M.
Friday, February 01, 2019	FINANCE COMMITTEE	10:00 A.M.
Friday, February 01, 2019	BOARD MEETING	11:00 A.M.
Thursday, February 21, 2019	HR COMMITTEE	10:30 A.M.
Thursday, February 21, 2019	GOVERNANCE COMMITTEE	12:00 P.M.
Thursday, February 21, 2019	AUDIT COMMITTEE	1:30 P.M.
Friday, March 15, 2019	BOARD MEETING	11:00 A.M.
Friday, April 5, 2019	FINANCE COMMITTEE	11:00 A.M.
Friday, May 10, 2019	FINANCE COMMITTEE	10:00 A.M.
Friday, May 10, 2019	BOARD MEETING	11:00 A.M.
Thursday, May 16, 2019	HR COMMITTEE	11:00 A.M.
Thursday, May 16, 2019	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, June 14, 2019	BOARD MEETING (Location TBD)	11:00 A.M.
Thursday, July 25, 2019	HR COMMITTEE	11:00 A.M.
Thursday, July 25, 2019	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, September 6, 2019	ANNUAL MEETING	11:00 A.M.
Friday, September 6, 2019	BOARD MEETING	11:30 A.M.
Friday, October 11, 2019	FINANCE COMMITTEE	11:00 A.M.
Thursday, October 17, 2019	HR COMMITTEE	11:00 A.M.
Thursday, October 17, 2019	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, November 8, 2019	BOARD MEETING	11:00 A.M.
Friday, December 6, 2019	BOARD MEETING	11:00 A.M.

Color Coding:

BOARD MEETING	HR COMMITTEE
FINANCE COMMITTEE	GOVERNANCE COMMITTEE
AUDIT COMMITTEE	BOARD DEVELOPMENT COMMITTEE

**RESOLUTION AUTHORIZING THE CREATION OF THE POSITION
OF MARKETING AND COMMUNICATIONS SPECIALIST 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 Marketing and Communications Specialist, 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 Marketing and Communications Specialist, and it is further

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

RESOLUTION ADOPTED DATE: NOVEMBER ____, 2018

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

Marketing and Communications Specialist (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting in implementation of a marketing and communications program specifically related to the promotion of airport services. An employee in this role will write, edit, design, and disseminate materials that are timely, accurate, and easily understood. An emphasis on the position is to prepare digital content for the agency website and to use social media and media platforms to promote the airport and provide information in a positive and appropriate manner. The position reports to the Director of Marketing, Communications, and Air Service Development.

TYPICAL WORK ACTIVITIES

Develops and publishes Social Media content, with guidance from supervisor
Assists with website maintenance, including publishing and editing content, and contacting the website vendor for necessary updates and changes
Assists with passenger enhancement programs, such as Pets Easing Travelers program and Fly Guide ambassador program, which may include orientation, scheduling, logging monthly volunteer hours, placing uniform orders, pet therapy book mark orders, and ensuring vaccination records, certifications and insurance is up to date
Assists Director of Marketing, Communications, and Air Service Development in event coordination, including inaugural events, press events, and employee events
Manages apparel program
Places orders of SYR branded items, including letterhead, envelopes, business cards, note pads, pens and promo items.
Ensures SYR brand is consistent and up to date with local organizations, COCs and business partners
Organizes and provides airport tours for local organizations and community groups
Organize table set up, pick up and drop off for welcome events
Writes and edits newsletter, E-blast content, and press releases
Receives, tracks, logs, and drafts replies to inquiries and complaints received
Assists Director with Terminal Advertising Program
Any other duties as assigned

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 writing style, vocabulary, spelling and grammar; technical writing skills preferred
Good knowledge of newsletter design
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
Ability to research and verify information
Ability to proofread written publications and graphics
Working knowledge of computer applications for office operations, including word processing and spreadsheets
Working knowledge of Word Press, Illustrator, and Photoshop
Ability to engage with online community on behalf of a brand
Ability to use good judgment
Tact and courtesy in dealing with staff and public

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.

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.

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.

Draft 9/2018

**RESOLUTION AUTHORIZING THE CREATION OF THE POSITION
OF AIRPORT FLEET MANAGER 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 Airport Fleet Manager, 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 Airport Fleet Manager, and it is further

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

RESOLUTION ADOPTED DATE: NOVEMBER ____, 2018

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

AIRPORT FLEET MANAGER (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for administration and management of the operational needs of fleet maintenance for the airport, under the supervision of the Director of Airfield Maintenance. Work focuses on purchasing and inventory management of a large variety and volume of gas and diesel powered motor driven equipment and related parts which may include but is not limited to trucks, buses, heavy equipment, street cleaning equipment, lawn care equipment, passenger vehicles, and snowplow equipment. The work is carried out in accordance with agency policy and involves program administration, production coordination and scheduling, parts and record keeping, and support services. General supervision is received from the administrative superior with leeway allowed for independent judgment in planning directives. Does related work as required.

TYPICAL WORK ACTIVITIES

Management of fleet operations program, including purchasing and administration, inventory, inspections, preventative maintenance, and repairs/replacement schedules
Monitors and initiates actions to maintain Airport Authority fleet equipment in accordance with recognized trade standards and federal and state regulations
Ensure tasks are completed in a prioritized, timely and professional manner that provides optimum reliability of equipment
Maintain records of all inspections, preventative maintenance, and repairs made on vehicles and equipment
Plan and submit recommendations regarding the repair and replacement of motor equipment for annual budget approval.
Recommends operating budget for motor equipment maintenance section based upon review of budget analysis.
Insures all motor vehicles and motor equipment are properly inspected and are at top operating performance.
Participate in safety programs and safety training, and have total commitment and compliance with all safety and environmental policies
Assists with vehicle accident insurance claims
Maintain inventory through management of supply room activities, maintaining parts and material inventories, controlling the of issuing parts and supplies, and performing inventory audits
Reviews work orders and records to identify such factors as rates of productivity, types of repair tasks performed and the time required to perform such tasks for the purpose of identifying problems and improving the efficient utilization of staff, equipment, supplies and space.
Procurement of new and used vehicles and equipment as directed to support airport needs
Procurement of necessary parts and supplies for mechanics to perform required maintenance
Reviews specifications for the purchase and overhaul of regular and unconventional equipment and approves all vouchers for the purchase and payment of automotive and other motor driven equipment supplies.
Responsible for researching best pricing of inventoried and non-inventoried parts/materials
Deals with motor equipment distributors, dealers and sales personnel regarding the ordering and purchasing of motor equipment.
Responsible for the inspection, maintenance, and fueling of all airport standby generators
Maintaining fueling equipment and fuel inventories
Perform other duties necessary to keep the airport and airport vehicles operating safely and efficiently

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the methods and procedures used in stocking, receiving, and dispensing of a wide variety of materials

Good knowledge of the procedures for requisitioning materials

Ability to keep accurate inventory records and make reports from these records

Ability to make accurate arithmetical computations

Good knowledge of repair shop safety rules and regulations

Working knowledge of automotive and maintenance repair parts and equipment as it pertains to the review of equipment specifications and inventory maintenance

Ability to write and to interpret technical specifications relating to the purchase of new equipment

Ability to read and interpret technical maintenance manuals, diagrams, and written reports

Proficiency in the use of a personal computer, including skills in a variety of computer-based technologies including databases, word processing, and spreadsheets

Basic financial management principles

Ability to maintain professional, respectful, and cooperative working relationships with employees, visitors, contractors, and vendors, and any other individuals interacted with throughout the course of work.

Able to perform the physical requirements of the position, including frequent standing, sitting, walking, lifting up to 50 lbs., pushing/pulling carts, driving, and working both indoors and outdoors, sometimes during inclement weather.

MINIMUM QUALIFICATIONS

Open Competitive

- A. Associates degree in a related field and three (3) years of experience in airfield or vehicle maintenance, fleet management, purchasing, or business management; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job; or
- B. Five (5) years of work experience, or its part time equivalent, in airfield or vehicle maintenance, fleet management, purchasing, or business management, or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Special Necessary Requirement:

When required to operate motor vehicles, employees must possess a valid non CDL or CDL with appropriate endorsements as required by the New York State Department of Motor Vehicles for the class of vehicle(s) being operated.

10/2018 original composition

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

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

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

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

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

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

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

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

RESOLUTION ADOPTED DATE: NOVEMBER ____, 2018

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

PAYROLL ASSISTANT

02120
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This work involves responsibility for performing highly specialized clerical work in connection with the preparation/processing of payrolls for multiple departments of a municipality or public authority including the maintenance of payroll accounts and the preparation of various payroll reports in accordance with prescribed standards and procedures. Under supervision of an administrator, an employee in this class also trains and directs employees in various departments who are engaged in collecting and preparing payroll data. Work is performed within narrow time constraints. Supervision is not typically exercised in this class, although direction may be given to payroll staff as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES

Receives from departments, employee time cards, via an electronic time and attendance system, and/or paper timecards, and processes to an automated payroll system.

Receives from departments, electronic payroll worksheets on which changes from the previous pay period are noted; reviews changes for accuracy; processes to an automated payroll system.

Receives and processes data pertaining to payroll changes, such as appointments, promotions, terminations, changes in payroll deductions, etc.

Prepares work sheets totaling all payroll deductions including withholding taxes; balances totals against other fiscal reports; assists in the preparation of a variety of payroll reports, including federal quarterly taxes, state wage reports, retirement system reports; etc.; deposits and balances withholding taxes with the treasury division.

Processes payroll adjustment as required to correct errors in payroll input data; redeposit checks or a portion thereof and issues supplemental checks; adjusts payroll deductions accordingly; notifies various federal, state municipal and private agencies of adjustments and any rebates due; manually prepares a supplemental redeposit control sheet for each item and updates computer files using a computer terminal.

Keeps tracks of all paid leave accruals, usage and balances, ensures all paid leave is properly reflected in the payroll system, on paychecks, and employee reports

Understand proper taxation of employer paid benefits

Acts as administrator of payroll system, and works directly with the vendor to ensure organization's system and configurations are set up properly

Manages workflow to ensure all payroll transactions are processed accurately and timely

Processes correct garnishment calculations and compliance

Processes accurate and timely year-end reporting when necessary (i.e. third party sick pay W2s, ACA reporting)

Processes manual checks when necessary

Answers employee questions on time keeping, paychecks, and leave

May respond to employment verification requests

Works in conjunction with human resources staff to ensure all personnel and payroll records are up to date, accurate, and any personnel changes, including pay rates, leave accruals, benefit deductions, etc. are properly updated.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of wage and hour, payroll tax, and withholding regulations

Basic knowledge of the principles and practices of financial record keeping.

Working knowledge of procedures, forms and codes used to process payroll transactions.

Good knowledge of standard office terminology, procedures and equipment.

Working knowledge of basic arithmetic.

Ability to work under tight time constraints.

Ability to communicate effectively orally and in writing with all levels of personnel.

Ability to comprehend and apply department standards and regulations regarding payroll processing.

Ability to read, comprehend and interpret Collective Bargaining Agreements and Employment policies in reference to wages, hours, leave and benefits

Excellent organizational and attention to detail skills

Able to maintain confidentiality

MINIMUM QUALIFICATIONS

Open-Competitive:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Finance, Business Administration; OR,
- B) Three (3) years of payroll work experience or its part time equivalent, the major job function of which is processing payroll and preparing payroll reports, including the maintenance of payroll accounts and tax reporting records such as tax distribution, wage reporting and distribution of employee deductions.

10/2018 Revised

DRAFT

**RESOLUTION AUTHORIZING THE CREATION OF THE POSITION
OF AIRPORT WELCOMING 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 Airport Welcoming 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 Airport Welcoming 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: NOVEMBER ____, 2018

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

Airport Welcoming Officer (SRAA)
(or Welcoming and Support Specialist)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility of providing exceptional customer service through both telephone interactions and in person interactions. This work involves making a superior first impression for the Syracuse Regional Airport Authority in line with the mission of the organization, answering questions relating to the variety of services provided at Syracuse Hancock International Airport, and properly relaying those calls and questions to the appropriate individuals/organizations. Employees in this class must be courteous in dealing with the public and be able to give verbally information clearly. Employees in this class do not exercise supervision.

TYPICAL WORK ACTIVITIES

Provides exceptional customer service to visitors to the SRAA office
Answers telephone calls, providing information and/or relaying calls to the appropriate departments/organizations on site at Syracuse Hancock International Airport
Greets visitors who come to the SRAA office, providing hospitality and assistance
Assist visitors and the public to navigate throughout the airport, and obtain the services they require
Assists the Director of Marketing, Communications, and Air Service Development and Marketing and Communications Specialist with Customer Service programs administration
Assists administrative staff from a variety of divisions with routine clerical duties as needed

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of functions and layout of Syracuse Hancock International Airport
Ability to give information verbally and in writing in a courteous and easy to understand manner
Presents a professional appearance
Ability to be courteous to visitors, the public, tenants, and public officials who enter the Syracuse Regional Airport Authority offices
Able to maintain confidentiality

MINIMUM QUALIFICATIONS

At least three years of experience in customer service, receptionist, or administrative assistant work, or any other position that involved interacting with the public on a regular basis.

Created 10/2018

Resolution No. ___ of 2018

**RESOLUTION APPROVING SELECTION OF FINANCIAL CONSULTANT
AND AUTHORIZING NEGOTIATION AND EXECUTION OF DEFINITIVE
AGREEMENT TO PROVIDE FINANCIAL CONSULTING SERVICES**

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

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

WHEREAS, the Authority previously issued a Request for Proposals ("RFP") regarding the provision of financial consulting services at the Airport; and

WHEREAS, the purpose of the RFP was to solicit bids from qualified financial consulting firms to provide general financial consulting services such as bond feasibility studies and development of project financing strategies as well as specific financial consulting services regarding the development of capital funding plans; the implementation of rental car customer facility charges; and funding strategies for Airport rental car facilities review and improvement; and

Resolution No. ___ of 2018

WHEREAS, the RFP was published in all publications and/or media outlets required by law for the Authority, including but not limited to industry trade publications, the Authority's website and the New York State Contract Reporter; and

WHEREAS, the Authority thereafter received two (2) responses to the RFP from Landrum & Brown ("Landrum") and Unison UCG ("Unison"); and

WHEREAS, Landrum and Unison thereafter made detailed in person presentations of their proposals to the Authority's RFP review committee (the "RFP Committee"), during which their representatives were questioned by the RFP Committee with regard to the details and specifics regarding each of the proposals; and

WHEREAS, the RFP Committee thereafter met and deliberated with regard to the relative merits of each of the proposals, and RFP Committee members thereafter individually and confidentially scored each proposal per the terms of the RFP and submitted their proposal scores, in confidence, to the RFP Committee Chair; and

WHEREAS, based upon the proposals submitted, presentations made, deliberations held and scores submitted, the RFP Committee has recommended that Landrum be designated for the provision of financial consulting services at the Airport; and

WHEREAS, the Executive Director has advised the Board of the experience, qualifications and reputation of Landrum and the nature and cost of the financial consulting services to be provided to the Authority and answered those questions posed by members of the Board regarding the RFP process and the recommendations of the RFP Committee; and

WHEREAS, the Executive Director has further requested that the Board authorize the Executive Director, with the advice of counsel, to negotiate and enter into definitive financial

Resolution No. ___ of 2018

consultant services agreement with Landrum and designate a liaison and point of contact for such negotiations and all services to be performed under such Agreement.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that Landrum & Brown is hereby approved as the Financial Consultant Services provider pursuant to the RFP at the Syracuse Hancock International Airport, and it is further

RESOLVED, that the Executive Director, with the advice of counsel and subject to the requirements of the RFP and Procurement Policy, is hereby authorized to negotiate the terms of definitive three (3) year contract with a single two (2) year renewal option to provide Financial Consultant Services at the Airport, and it is further

RESOLVED, that subject to the successful negotiation of an agreement substantially in conformance with the terms of the RFP, the Procurement Policy and other information provided to the Board and with the advice of counsel, the Executive Director is hereby authorized to execute on behalf of the Authority, a Financial Consultant Services Agreement with Landrum & Brown.

Resolution Adopted Date: November __, 2018.

Vote: Ayes ___ Nays: ___ Abstentions: ____.

Signed: _____.
Secretary

Minutes of the Governance Meeting of the Syracuse Regional Airport Authority

October 18, 2018

Pursuant to notice duly given and posted, the Governance committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, October 18, 2018 at 12:08 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by committee Chair, Mr. Bill Fisher.

Members Present:

Mr. Bill Fisher (Chair)
Mr. Khalid Bey
Mr. Mark Nicotra

Members Absent:

Mr. Kenneth Kinsey
Mr. Michael Quill
Mr. Patrick Mannion

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Michael Lazar

Roll Call

As noted, all Board members were present other than Mr. Kinsey, Mr. Quill and Mr. Mannion.

Mr. Bill Fisher, Chair

Chair Fisher started by welcoming everyone to the scheduled meeting of the Governance Committee at 12:08 p.m.

Approval of the Minutes from the Previous Meeting

A motion was made by Mr. Bey and seconded by Mr. Nicotra and was unanimously approved to accept the minutes from the October 20, 2016 meeting.

The motion was approved: 3 ayes, 0 nays, 0 abstain

New Business

Motion Approving Recommendation to Board of Adoption of Amended Title VI Non-Discrimination Policy and Complaint Form

Human Resources Manager, Debi Marshall led a discussion into the background, history and best practices were put into this updated Title VI Non-Discrimination Policy and

Complaint Form and the ADA Complaint Policy and Procedures and Complaint Form which was previously reviewed by John McCann for legal language. There was no further discussion regarding the resolution.

A motion was made by Mr. Bey and seconded by Mr. Nicotra to approve this recommendation.

The recommendation was adopted: 3 ayes, 0 nays, 0 abstain

Motion Approving Recommendation to Board of Adoption of Amended ADA Complaint Policy and Procedure and Complaint Form

There was no further discussion regarding the resolution.

A motion was made by Mr. Bey and seconded by Mr. Nicotra to approve this recommendation.

The recommendation was approved: 3 ayes, 0 nays, 0 abstain

Old Business

Motion to Approve Recommendation to Board of Proposed changes for Code of Ethics policy

A discussion was led by Human Resources Manager, Debi Marshall explaining various changes in the language in the Code of Ethics policy. Executive Director Christina Callahan further explained some of the changes to this document, particularly establishing a precedent for Syracuse Regional Airport Authority Employees prohibiting them from working in secondary employment for any entity that is a vendor or tenant having a contractual agreement here at the SYR airport. Chair Fisher requested a copy of the red-lined changes, and suggested having further conversations regarding the final draft before making any decision to bring to a vote. Therefore, no action was taken at this time, the redline version for discussion will be sent out via email and the matter will be tabled for the next regular meeting of the board November 9, 2018.

No other committee reports were given and no further topics came to the table.

Adjournment

A motion was made by Mr. Nicotra and seconded by Mr. Bey to adjourn the meeting.

The motion was approved: 3 ayes, 0 nays, 0 abstain

The meeting was adjourned at 12:20 p.m.



Human Resources Committee Meeting Minutes

October 18, 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 Board Room on Thursday, October 18, 2018.

The meeting was called to order at 11:01 a.m. by Mr. Michael Lazar.

I. Roll Call

In attendance: Mr. Michael Lazar, Dr. Shu-Kai Chin, Mr. William Fisher, Hon. Mark Nicotra,
Also Present: Hon. Khalid Bey, Ms. Christina Callahan, Mr. Trent Amond, Mr. John McCann,
Ms. Debi Marshall, Ms. Laurie Sabel
Absent: Hon. Michael Quill, Mr. Patrick Mannion

II. Approval of Minutes from Previous Meeting

The Minutes from the H.R. Committee Meeting that took place on May 17, 2018 were approved without objection.

III. Executive Session

A motion was invited by Mr. Lazar to enter Executive Session to discuss matters pertaining to:

- 1.) Proposed, pending, or current litigation; and
- 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 made by Mr. Fisher and seconded by Dr. Chin. The Committee entered Executive Session at 11:05 a.m. and emerged at 11:45 a.m. with no action taken.

IV. New Business

Ms. Callahan introduced New Business by describing four (4) additional titles for which the SRAA management is seeking the recommendation of the H.R. Committee to the Board.

A. Marketing and Communications Specialist

All Airport advertising is currently managed under contract with a third party. The industry trend is toward in-house management to allow for more control and greater engagement with the community. This also presents opportunities for increasing revenues, while the costs will be offset by the savings in fees to the current vendor. A motion was made to recommend the creation of this position to the Board by Mr. Nicotra, with a second by Dr. Chin. The motion carried without dissent.

B. Airport Fleet Manager

The SRAA fleet includes snow removal equipment, Aircraft Rescue and Firefighting equipment, Security vehicles, and various other vehicles and equipment. After consultation between the division heads and management it was concluded that, under current practice, the fleet cannot be effectively managed considering the demands and size of the fleet, and accounting for the growth of the Authority's operations in the future. A dedicated position is needed to properly manage the equipment and vehicles for the Authority. A motion was made to recommend the creation of this position to the Board by Mr. Nicotra, with a second by Dr. Chin. The motion carried without dissent.

C. Payroll Assistant

Ms. Marshall described the demands and challenges of processing payroll under the current system which involves two separate pools of employees and variations in recording time and calculating pay hours. Ms. Marshall is processing the payroll for Authority employees, while a City employee currently handles remaining City payroll. The intent is to bring the processing together and create a new position in the Authority to be offered to the City employee, with a zero net change. A motion was made to recommend the creation of this position to the Board by Mr. Lazar, with a second by Mr. Nicotra. The motion carried without dissent.

D. Airport Welcoming Officer

This is a working title and may be changed. The purpose of this title will be to focus on customer service. The person who had previously held the title of Administrative Aide and functioned as the Receptionist has been promoted to Purchasing Contract Clerk. This new position will answer the phones, greet visitors to the office, and assist with all inquiries from the public and tenants to create a welcoming and interactive environment. A motion was made to recommend the creation of this position to the Board by Mr. Lazar, with a second by Mr. Fisher. The motion carried without dissent.

E. New York State Retirement Standard Work Day

New York State requires that all positions have a defined standard work day for the purpose of service credit calculations. Ms. Marshall explained that the schedule included in the packet formally defines the work day for all existing titles to comply with this requirement. A motion was made to recommend the adoption of the Standard Work Day Schedule to the Board by Mr. Lazar, with a second by Mr. Fisher. The motion carried unanimously.

F. New York State Sexual Harassment Prevention Law Update

Ms. Marshall described the new standards under New York State law and training requirements. She stated that she has reviewed the Authority's current policies and training program with Mr. McCann and he recommends only slight revision to achieve full compliance. Ms. Marshall also noted that training must be done annually and that Board members would also be required to take the approved training going forward.

V. **Motion to Adjourn**

The meeting adjourned at 12:00 p.m. by unanimous consent.

The logo consists of the letters 'SYR' in a bold, white, sans-serif font. A small blue airplane icon is positioned above the 'Y'.The text 'SYRACUSE' is in a bold, blue, sans-serif font. Below it, 'HANCOCK' is in a white, sans-serif font, flanked by two horizontal white lines. At the bottom, 'INTERNATIONAL AIRPORT' is in a blue, sans-serif font.

MANAGEMENT REPORT

November 9, 2018



November Update



Airport Administration

This report outlines the current and future activities of the Executive Director, CFO and Senior Staff



Projects

Operations

Security

ARFF

Finance

IT

Contracts

HR

Marketing / PR / Events

Air Service Development



✈️ Projects

✈️ 2018 Terminal Improvement Project

✈️ Steel support for exterior weathered panel install





✈️ Projects

✈️ 2018 Terminal Improvement Project



Operations

Fall Season



Lagoons

- Meetings held with Wesson group to begin construction on Lagoon – October

Airfield

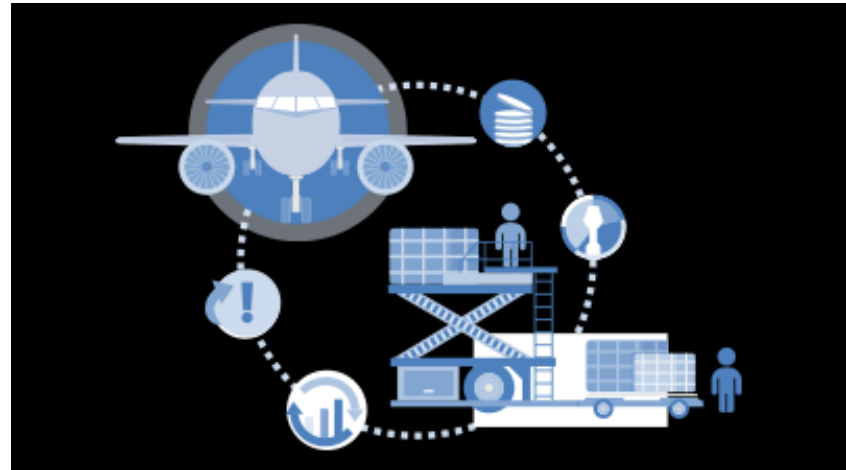
- Daily routine wildlife management /lighting checks/ field condition reports
- Many escorts due to the terminal construction

Drivers training

- Completed annual driver training for FAA inspection
- On-going maintenance/Signature/FAA Tech Ops

Meetings

- Coordinated and issued NOTAMs for 3 (cranes) for terminal project and Taft Rd. new building
- Weekly public safety meetings





Security

September Report



TSA Comprehensive Inspection follow-up - All findings were corrected and LOI response sent to TSA

IK systems –

- Working with them regarding new door periodic alarms
- Performed an overnight software upgrade to Gentec (our Access System)
- **Working in conjunction with Ciotti to get all badges and SIDA applications up to date to prepare for upcoming snow season. Ciotti maintains the Ramp and deicing pads**
- **Working with ProScapes to get all badges and SIDA applications up to date for snow season ProScapes plows the cargo area.**
- Issued fingerprints and badges along with coordination of driver training classes with operations

Security

September Report



Temporary Change of Condition - TSA approved for the Million Air Grand Opening

Monthly knife audit (knives in the sterile area) with TSA - Creative food has removed all knives, inventory is conducted to make sure the area remains clear of knives

Rap Back system –

- ✓ Rap back Enrolled - 82
- ✓ **Enrollment to date** – 767

Fingerprints – 91

STA's – 53





September Highlights

- ✓ Conducted terminal building inspections
- ✓ Coordination and meetings with construction updates
- ✓ Conducted follow-up after action meeting regarding the Tri-annual AEP Exercise
- ✓ Conducted aircraft training for Syracuse Police Department ERT Team
 - ➔ Aircraft emergencies – 1
 - ➔ Fire alarms - 5
 - ➔ Emergency Medical calls – 6

Finance/Accounting



September/October Highlights

Ongoing:

- ✓ 100 Invoices mailed – September; 105 invoices mailed in October
- ✓ Revenues recorded - 08/2018
 - Operating-\$3,291,365
 - Grants-\$10,216,707
 - PFC's-\$426,006
- ✓ Revenues recorded - 09/2018
 - Operating-\$3,147,026
 - PFC's-\$415,101
- ✓ 14 Requisitions for commodities and services submitted (to County)
- ✓ Requisitions/PO's for commodities and services completed by Authority and Onondaga County, resulting in Purchase Orders issued:
 - 08/2018-32, Ongov-11
 - 09/2018-23, Ongov-3

Finance/Accounting



September/October Highlights

Ongoing:

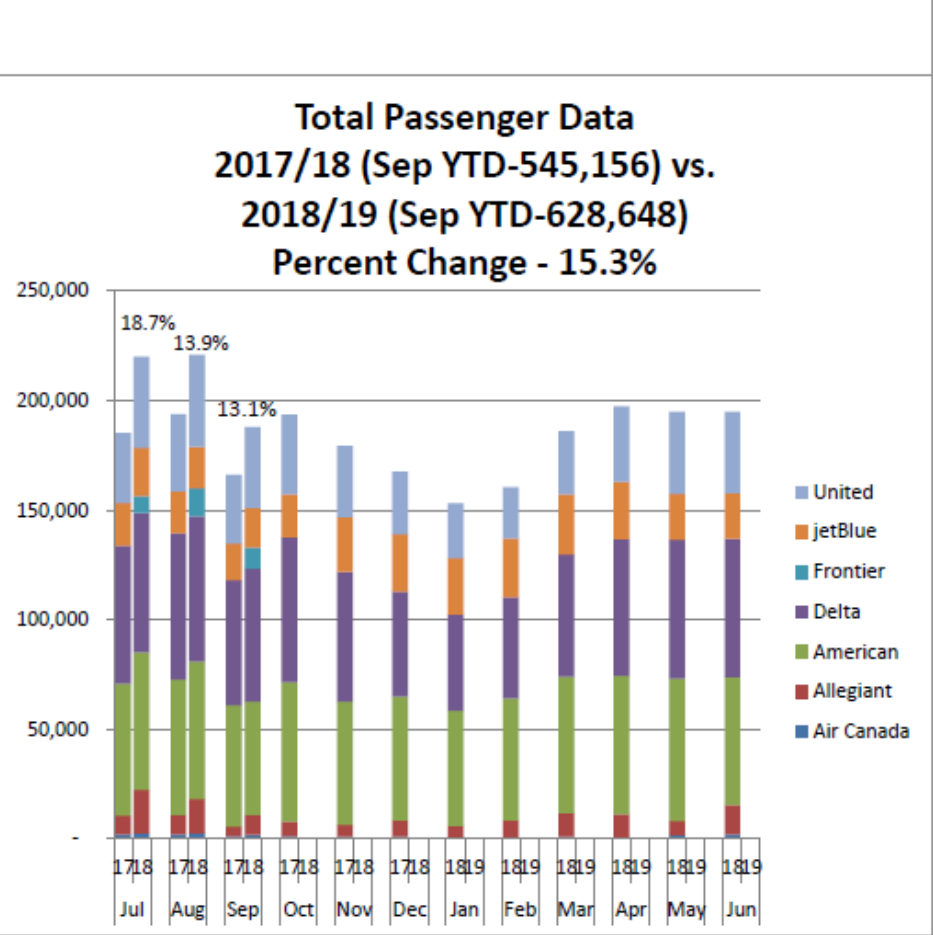
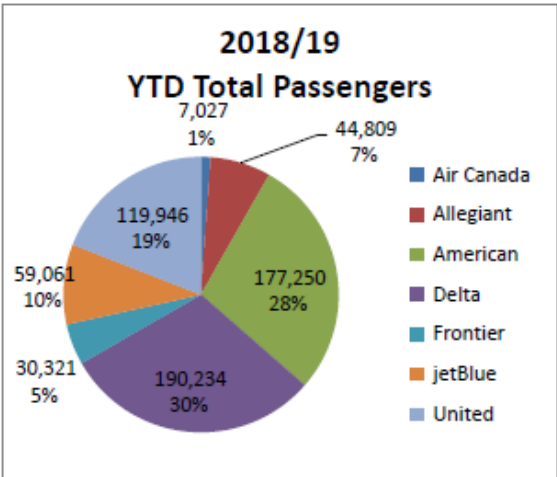
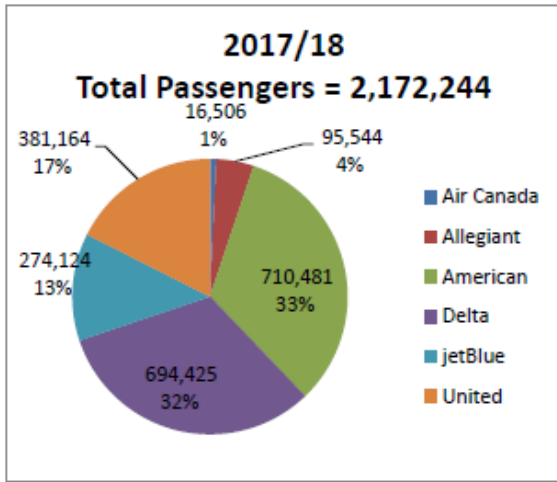
- ✓ 165 Checks issued for payment to vendors – 08/18; 160 checks issued – 09/19
- ✓ Audits of tenants - 5 Underway
- ✓ Time keeping and payroll for hourly and bi-weekly City employees
- ✓ Compiled data for Monthly Reports-NYS M/WBE

Projects:

Cost Allocation Study for 2015/16 commenced on 03/15/2018 with Maximus. Study is used to establish the basis of indirect costs as provided for by the FAA's advisory circular concerning the use of Airport Revenue. Work continued until 08/2018. Draft report submitted and reviewed – 09/2018. Final report to be issued 10/2018.

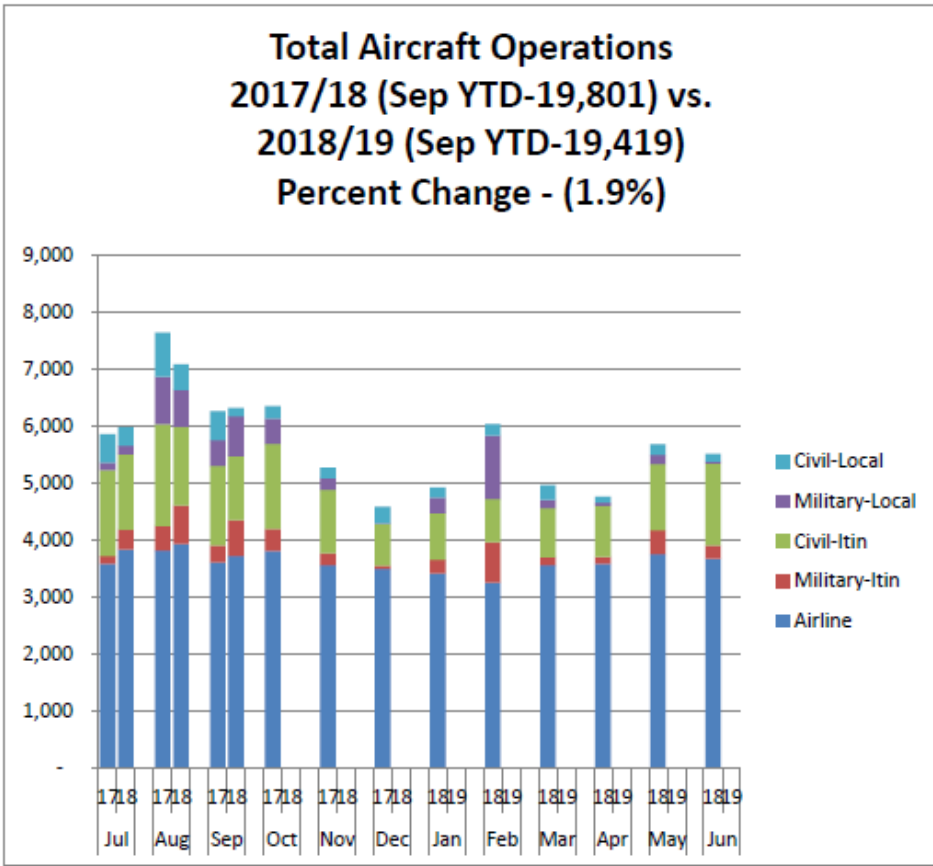
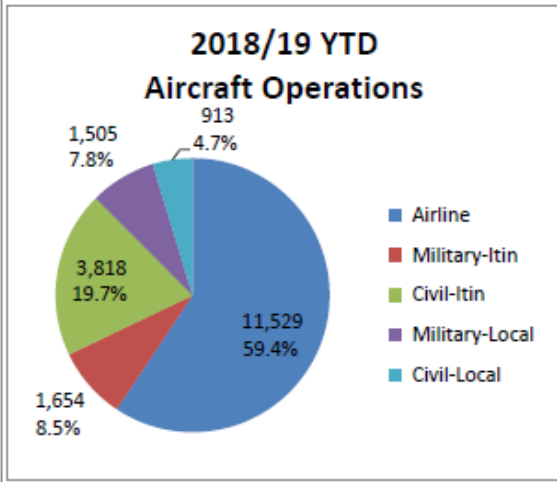
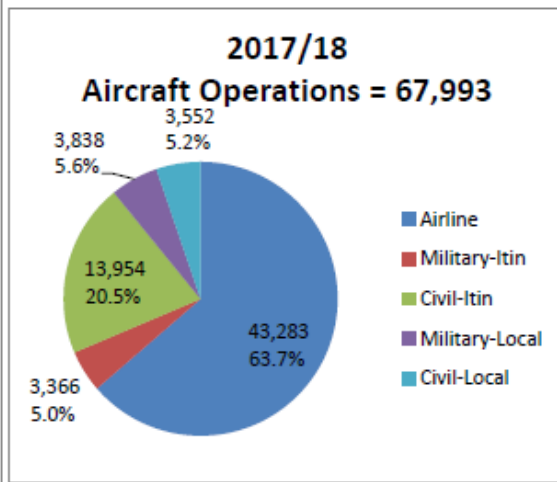
Annual Operating, Single Audit (FAA and NYS Grant Funds) and PFC Audit to be conducted by D'Arcangelo. Staff began site work in 09/2018. Communication and field work is ongoing. Anticipated completion – 12/2018.

✈ Passenger Traffic



(As of 10/22/18)

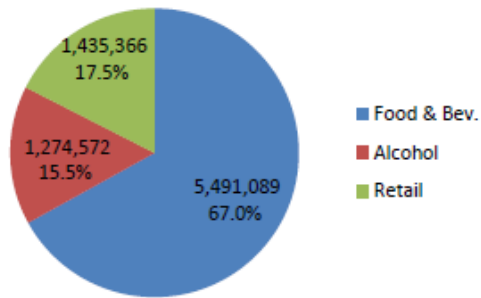
✈ Aircraft Operations



(As of 10/22/18)

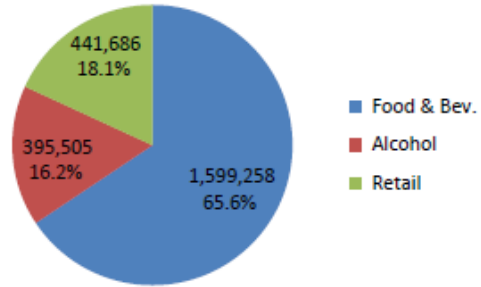
✈️ Concession Sales

2017/18
Total Sales = \$8,201,027



Sales per Enplaned Passenger = \$7.55

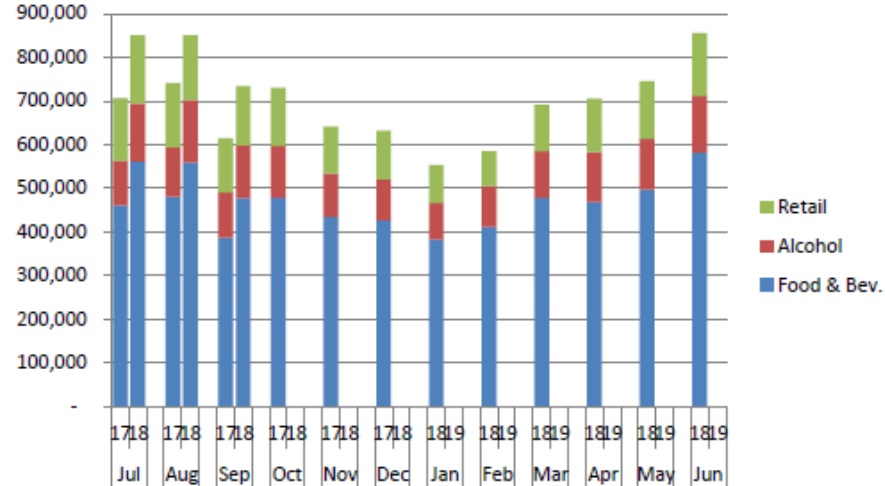
2018/19
YTD Total Sales



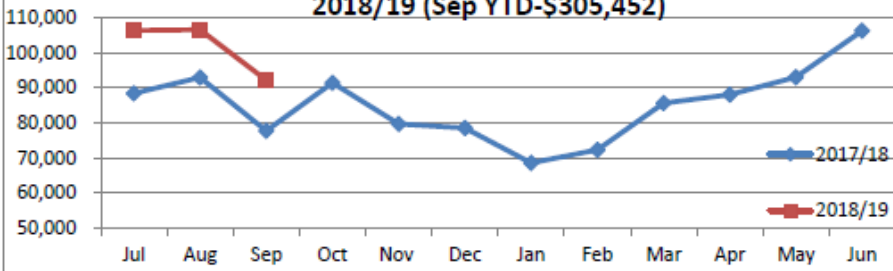
YTD Sales per Enplaned Passenger = \$7.72

(As of 10/22/18)

Concession Sales
2017/18 (Sep YTD-\$2,061,857) vs.
2018/19 (Sep YTD-\$2,436,450)
Percent Change - 18.2%

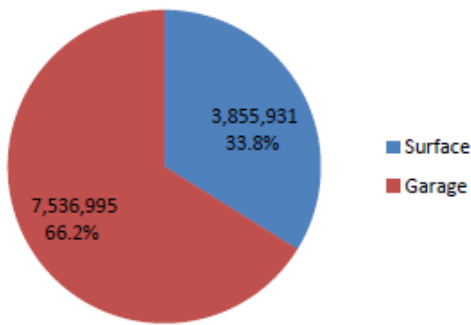


Concession Revenue
2017/18 (Sep YTD-\$259,313) vs.
2018/19 (Sep YTD-\$305,452)



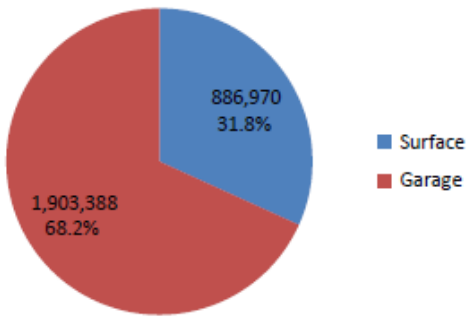
✈️ Parking Revenue

2017/18
Total Revenue = \$11,392,926



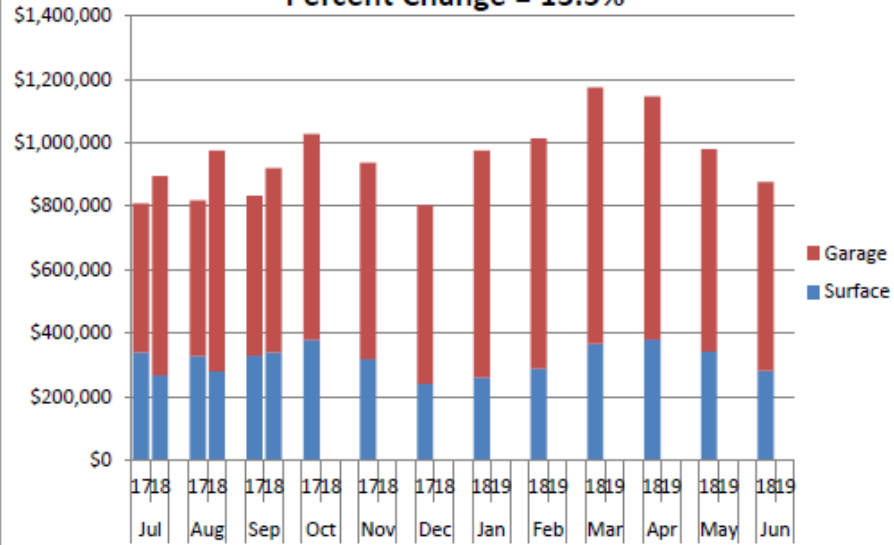
Revenue per Enplaned Passenger = \$10.49

2018/19
YTD Revenue

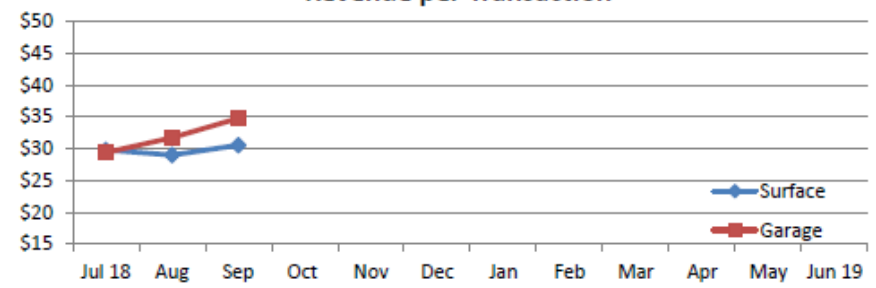


YTD Revenue per Enplaned Passenger = \$8.85

Parking Revenue
2017/18 (Sep YTD-\$2,459,176) vs.
2018/19 (Sep YTD-\$2,790,358)
Percent Change = 13.5%

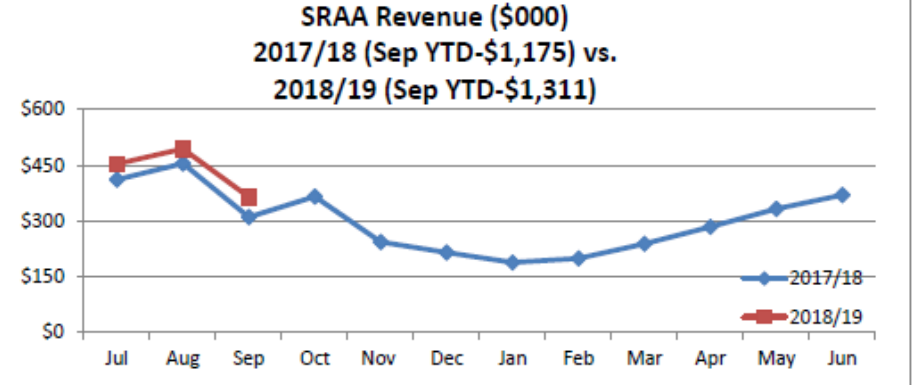
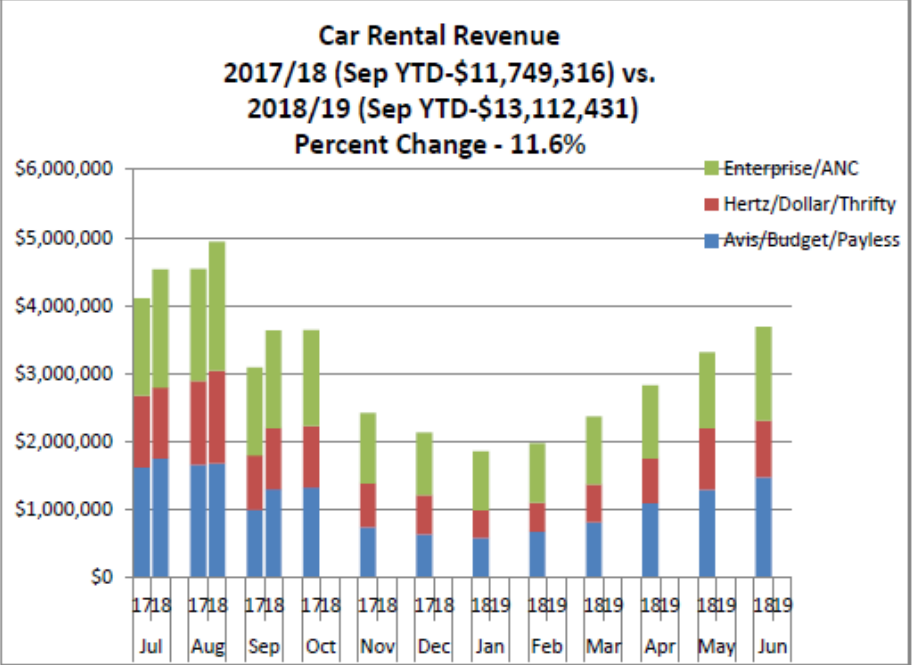
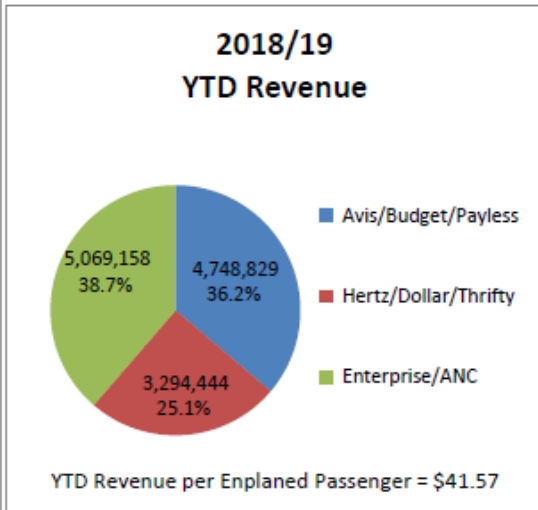
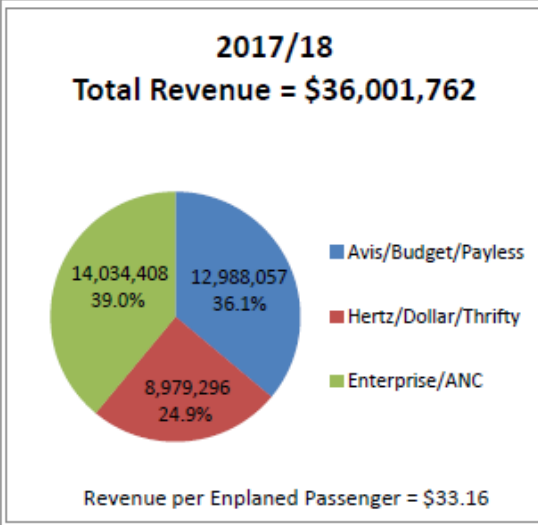


Revenue per Transaction



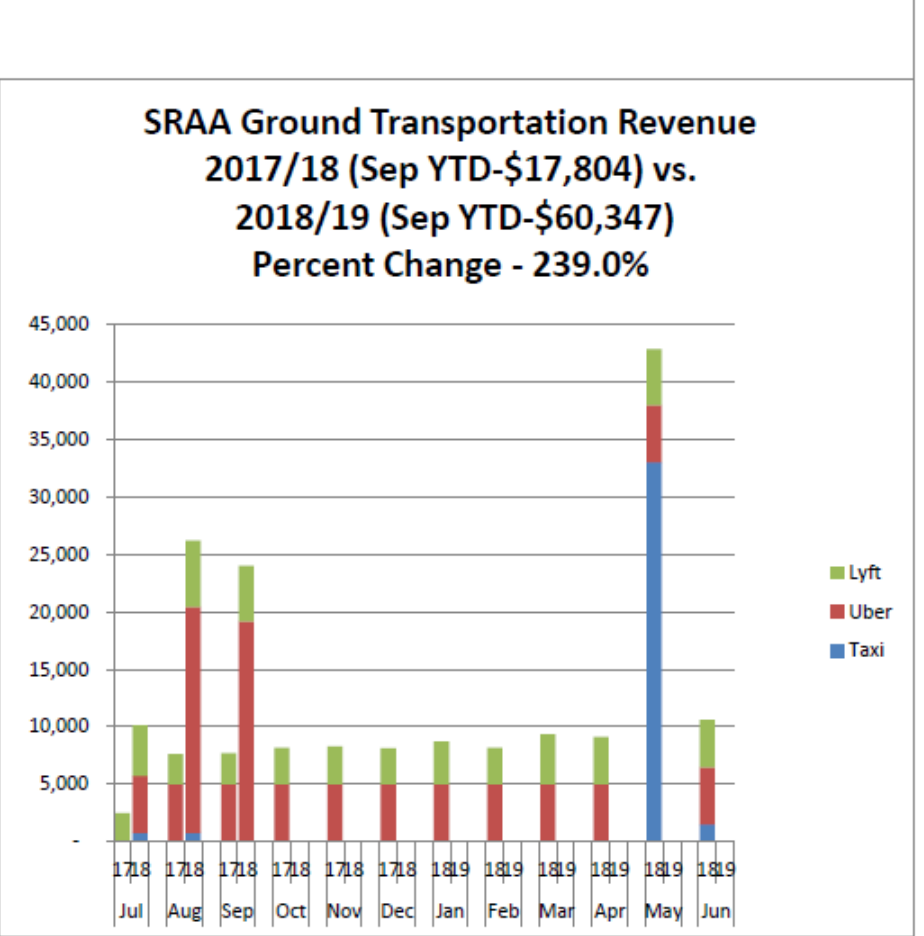
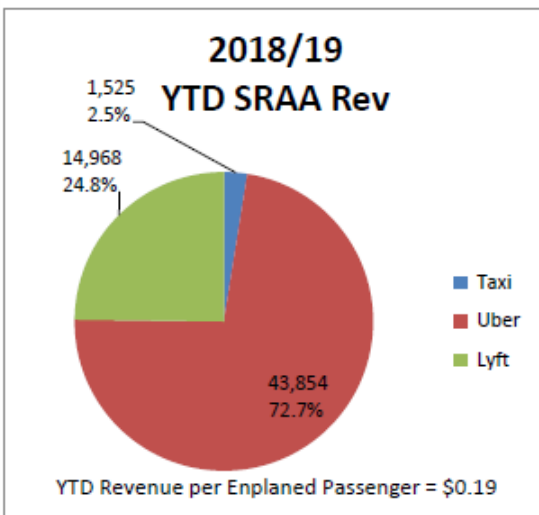
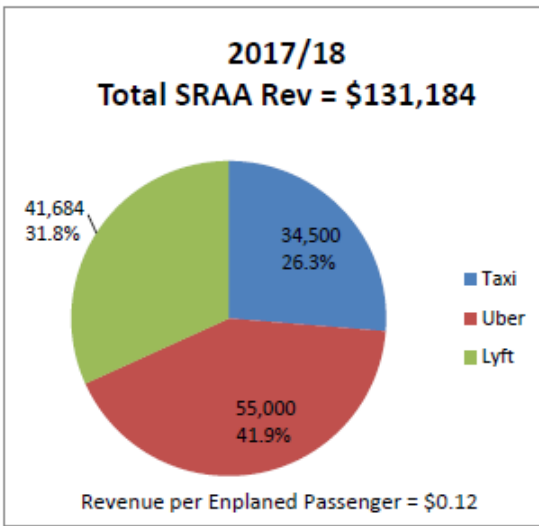
(As of 10/22/18)

✈️ Car Rental Revenue



(As of 10/30/18)

✈ Ground Transportation Revenue



(As of 11/05/18)



September/October - Highlights

- ✓ Performed daily check on the Wi-Fi.
- ✓ Met with construction staff to reinstall one remaining access point that was taken down during construction.
- ✓ **Completed issues with Spectrum on the Wi-Fi splash page.**
- ✓ Had old badging printer for the Security Office repaired.
- ✓ Assisted Allegiant with new internet equipment hook-up.
- ✓ **Met with PCC regarding updating the Audio Visual Equipment in the DOA Conference Room and SRAA Board Room.**
- ✓ Worked with MA Polce on 28 trouble tickets that were opened and completed.
- ✓ Printers hooked up for 2 staff members.
- ✓ Four new iPads set-up for the airport's FlyGuides. FlyGuides received training on iPad usage.
- ✓ 2 new staff members were set up on email.
- ✓ Current staff workstation was moved and set up in a new location.
- ✓ **Completed secured Wi-Fi installation in the SRAA Board Room.**
- ✓ Worked with Visual Technology on video and display installation for the grand opening.
- ✓ Met with MA Polce in regards to moving Security Office and Dennis Greco to new location.
- ✓ Processed paperwork for invoices.
- ✓ Responded to the Information/SRAA emails daily.



Contracts - Highlights – 08/24 – 10/23/18



ACDBE

- Working with John Clark to develop a universal front end agreement for all bids Federal funding.

MWBE

- ✓ Attended the New York State MWBE Forum in Albany October 3-4, 2018.

BIDS:

- ✓ Financial Consulting Services – Will update the board at this meeting.
- ✓ RFQ for Trash and Recycling Services at the Airport – Update will be given at meeting.

Miscellaneous:

- ✓ Ordered Back Offices for the Car Rental Companies from MWBE, Right Price Solutions.
- ✓ Had a Webinar with our Geofence Software Company ABT and our new Transportation Security Officer regarding TNC's.
- ✓ Ordered 3 Security Vehicles – now in use at SYR
- ✓ Ordered 20 New Benches for the Terminal
- ✓ Attended NYAMA 2018 Fall Conference in Clayton, NY
- ✓ Ordered New Trash Cans for 1st floor of Airport
- ✓ Mums and Pumpkins for Grand opening celebrations



Contracts



Highlights

FOILS:

- Daniel Sedlazek, Service Employees International Union – Complaints regarding United Ground Express and ADA
- Melis Ogutcu, Acuris Company - Names of companies who submitted proposals for the Financial Services Consultant
- Eric Chung, Smart Procure - All purchasing records for 1/01/13 - current
- Nicholas Penzenstadler, USA Today – All Agreements with G4S and complaints or adverse action documents related to G4S



October Highlights

SYR Fly Guide Program

- ✓ **September and October** – Held the initial training sessions which focused on:
 - ✓ Orientation/Conduct
 - ✓ Post-Security tour
 - ✓ Pre-Security tour
 - ✓ iPad/Airport Resource Training
- **November - Official launch of program after “On the job training”**

Internship Program

- ✓ **Attended Syracuse University Career Fair** - September
- **Fall/Winter** – Work with senior leadership to identify internships needed for Summer, 2019





October Highlights

Policy/Compliance

- ✓ **Draft of FAA required ADA and Title VI Grievance Policy and Procedures** - Brought to HR Committee for consideration by the board
- **Sexual Harassment Prevention Regulations** – New regulations in NYS for sexual harassment prevention policy and training, including required Complaint Form. SRAA is already mostly in compliance, working on finalizing a few changes to policy, training, and creating a complaint form

Personnel/Recruitment

- ✓ **Director of Airfield Maintenance:** Ron Bowles hired for position 10/1/18
- ✓ **Ground Transportation Officer:** John Herne newly hired 10/3/18
- ✓ **Airport Operations Specialist:** Bob Townsend III newly hired 10/29/18
- **Director of Terminal/Landside Operations:** Recruitment of provisional position in progress
- **Terminal Crew Leader (2 positions):** Recruitment of civil service eligible candidates in progress



October Highlights

Payroll/HRIS System Upgrade

Finished initial demos - Will begin process to compare systems and narrow down to top 3 for further consideration and more in depth demos

Projected timeframe for transition between 01/01/19 and 07/1/19



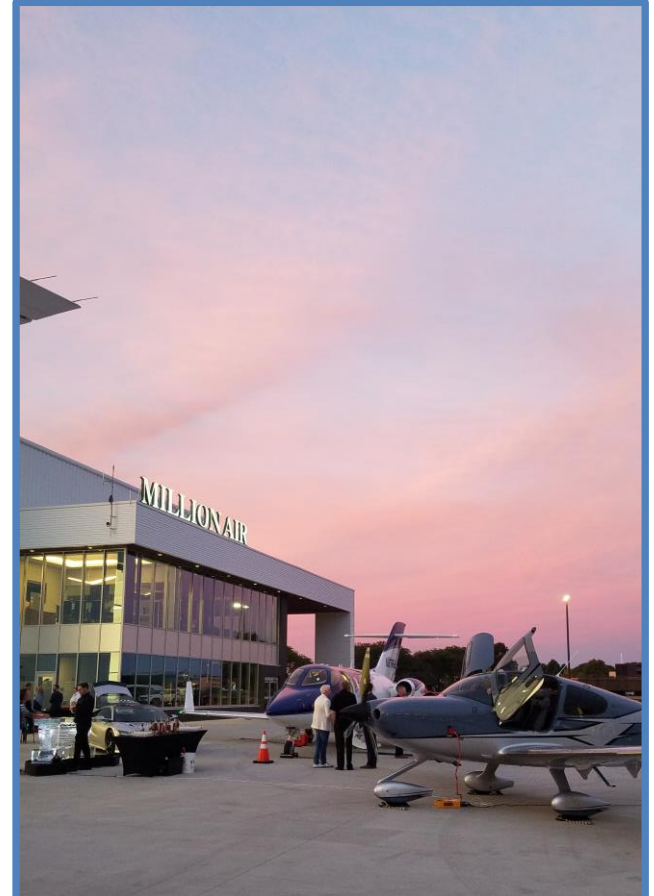
Marketing Highlights: Million Air – Grand Opening – September 22, 2018



Million Air – Grand Opening



Million Air – Grand Opening



Marketing – Highlights: Grand Terminal Re-Opening – November 2, 2018

**PARDON
OUR
DUST!**



YOU'RE GOING TO
SYRiously
LOVE THE RESULTS



NOVEMBER 2, 2018 | ALL DAY STARTING AT 9AM | GRAND HALL

**GRAND TERMINAL
RE-OPENING &**

*Airport Community
Appreciation Event*

MUSIC | PRIZES | FOOD | PROGRAM AT 3PM



Marketing – Highlights:

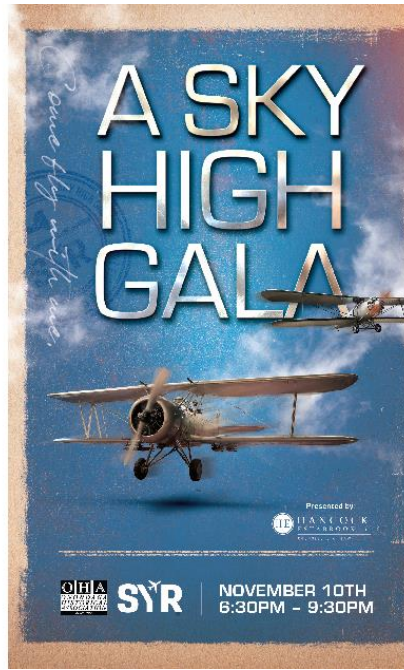


CNY Business Journal 40 Under 40
Award Dinner
Oncenter, Syracuse
November 7, 2018

Congratulations Brian!



Marketing – Highlights: OHA Gala – November 10, 2018



TONIGHT'S SCHEDULE

Come fly with me.

6:30pm - Cocktails & Museum Tours

Enjoy drinks while viewing the brand new Regional Aviation History Museum and the renovated airport terminal.

8:00pm - Dinner

Please take your seats for our elegant dinner. Brief remarks will be made by:

Onondaga Historical Association
Executive Director
Gregg Tripoli

Syracuse Hancock International Airport
Executive Director
Christina Callahan

9:00pm - Dessert & Program

After dinner, dessert and coffee will be served at your table. During that time, OHA Curator of History, Robert Searing, will provide an entertaining program on the history of Hancock Airport.

SYRACUSE REGIONAL AIRPORT AUTHORITY

Board of Directors

- | | |
|------------------------------------|--------------------------|
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| Ms. JoAnne C. Gagliano, Vice Chair | Mr. Kenneth J. Kinsey |
| Hon. Khalid Bey | Mr. Michael J. Lazar |
| Dr. Shiu-Kai Chin | Hon. Mark A. Nicotra |
| Dr. Donna DeSiato | Mayor Michael Quill |
| Mr. William P. Fisher | |

ONONDAGA HISTORICAL ASSOCIATION

Board of Directors

- | | |
|--|-------------------------|
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| Mr. George W. Curry | Mr. Chad Rogers |
| Mr. Raymond V. Grimaldi, CPA | Mr. James Stoddard, Jr. |
| Ms. Bea Gonzalez | |

Special thanks to Christina Callahan, Jennifer Sweetland, and Joanne Clancy from the Syracuse Regional Airport Authority for all their hard work putting this event together and helping to coordinate the Aviation Museum build out.

Marketing - Highlights



Air Service

- ➔ **Preparing for Frontier RSW and TPA inaugural events on November 15, 2018**
- ➔ **Preparing for Allegiant PGD inaugural event on November 15, 2018**

Marketing

- ➔ **Working with Digital Hyve and our graphic designer on a February Break digital marketing campaign. It will be an eight week campaign with the focus on families and teachers. The campaign will target individuals in Ithaca, Elmira, Watertown, Binghamton, Kingston and Canandaigua**

Worked with our graphic designer to create:

- ✓ CNY Business Journal 40 Under 40 – Brian Dorman
- ✓ Updated website sliders to reflect new destinations
- ✓ OHA Gala Save the Date & Program
- ✓ Going Pink for October on social media
- ✓ Construction Signage
- ✓ Grand Re-Opening E-Vite
- ✓ Redesigned SRAA logo
- ✓ **Mock-Ups for Terminal Advertising Program**



Marketing – Highlights (cont.)



SYR Fly Guide Program

- ✓ Finished up the training for the airport ambassadors. They will begin signing up for shifts the week of November 5, 2018

SYR Terminal Advertising Program

- ✓ **The Termination Agreement for the Terminal Advertising Program was executed on 10/31/18.**
- ✓ **Letters from the airport were mailed on 10/31/18 informing existing CCA clients of the transition.**
- **Scheduling tours and meetings with existing and new clients.**
- **Gathering quotes and coordinating the replacement of old hardware and equipment.**

PIO Responsibilities

- ✓ Website Maintenance

TSA Precheck – 589 enrollments in October, 2018

Bringing total enrollments from inception –

November 9, 2015 – October 31, 2018 to 21,194



Transportation
Security
Administration

Aviation History Museum Ribbon Cutting





Upcoming Dates:

November

- Aviation History Museum Gala – Saturday, November 10th – 6:30-9:30p.m.
- Inaugural Flight – Allegiant SYR – PGD – Thursday, November 15th
- Inaugural Flight – Frontier SYR – RSW and TPA – Thursday, November 15th

December

- SRAA Regular Board Meeting – Friday, December 7th - 11:00 a.m.

January

- Board Development Committee Meeting – Thursday, January 17th – 11:00 a.m.

February

- Finance Committee Meeting – Friday, February 1st – 10:00 a.m.
- SRAA Board Meeting – Friday, February 1st – 11:00 a.m.
- HR Committee Meeting – Thursday, February 21st – 10:30 a.m.
- Governance Committee Meeting - Thursday, February 21st – Noon
- Audit Committee Meeting - Thursday, February 21st – 1:30 p.m.



THANK YOU!



QUESTIONS



flysyracuse.com

Origin	Carrier	Flight	Schedule	Hub	Dest
LA 2601	DL	DL1500	7:00 AM	ATL	ATL
LA 2602	DL	DL1501	7:15 AM	ATL	ATL
LA 2603	DL	DL1502	7:30 AM	ATL	ATL
LA 2604	DL	DL1503	7:45 AM	ATL	ATL
LA 2605	DL	DL1504	8:00 AM	ATL	ATL
LA 2606	DL	DL1505	8:15 AM	ATL	ATL
LA 2607	DL	DL1506	8:30 AM	ATL	ATL
LA 2608	DL	DL1507	8:45 AM	ATL	ATL
LA 2609	DL	DL1508	9:00 AM	ATL	ATL
LA 2610	DL	DL1509	9:15 AM	ATL	ATL
LA 2611	DL	DL1510	9:30 AM	ATL	ATL
LA 2612	DL	DL1511	9:45 AM	ATL	ATL
LA 2613	DL	DL1512	10:00 AM	ATL	ATL
LA 2614	DL	DL1513	10:15 AM	ATL	ATL
LA 2615	DL	DL1514	10:30 AM	ATL	ATL
LA 2616	DL	DL1515	10:45 AM	ATL	ATL
LA 2617	DL	DL1516	11:00 AM	ATL	ATL
LA 2618	DL	DL1517	11:15 AM	ATL	ATL
LA 2619	DL	DL1518	11:30 AM	ATL	ATL
LA 2620	DL	DL1519	11:45 AM	ATL	ATL
LA 2621	DL	DL1520	12:00 PM	ATL	ATL

SYRious NONSTOP DESTINATIONS TO

SYRious Nonstop Destinations to FL Myers/Punta Gorda

twitter

SYRious NONSTOP DESTINATIONS TO

Syracuse Hancock International Airport

SYRious Nonstop Destinations to FL Myers/Punta Gorda

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SYRious Nonstop Destinations to FL Myers/Punta Gorda

LAST DAY TO WIN BIG

Instagram