

SYRACUSE REGIONAL AIRPORT AUTHORITY

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

November 9, 2018

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, November 9, 2018 at 11:11 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
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
Ms. Cheryl Herzog
Ms. Linda Ryan
Ms. Jennifer Sweetland
Mr. John Herne
Mr. R. John Clark
Mr. Tom Horth
Mr. Mike LaMontagne

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 11:11 a.m. and noted to the group that this date marks the 100th Anniversary of the end of World War I. Chair Mannion thanked everyone for their hard work and participation in the recent events with the Thank you Lunch for staff, the Governor's event and the Customer Appreciation Day.

Executive Session

No Executive session was held.

Reading and Approval of the Minutes

A motion was made by Dr. Chin and seconded by Mr. Kinsey and was unanimously approved to accept the minutes from the September 7, 2018 Regular board meeting.

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

New Business

Resolution Amending the 2018-2019 Capital Budget for The Syracuse Regional Airport Authority

Mr. Trent Amond reviewed the amended changes to the revised version of the Capital Budget. Chair Mannion explained what "Hot Spots" mean on the runways. Mr. Fisher inquired on justification of costs and Executive Director Callahan explained the FAA has placed this as a high safety priority to prevent runway incursions and that this is not specific to Syracuse, but to all airports. Mr. R. John Clark noted that he will be revising the wording of this resolution and send update around to the board members via email the next week.

There was no further discussion regarding the resolution.

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

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

Resolution Authorizing Long Term Lease of Fixed Base Operations Facility with Signature Flight Support

This resolution was tabled for future discussion.

Resolution Amending Ethics Policy for The Syracuse Regional Airport Authority

Ms. Debi Marshall, Human Resources Manager explained the recommendation to amend two revisions in the Code of Ethics policy for employees. Article I sections 5 and 6 – Definitions of a "Relative" and a "Vendor" and Article III, section c. revising the process of employment, recruitment, hiring, promotion and discipline to avoid any conflict of interests, along with addressing secondary employment with any "vendor" for Authority Employees while employed by the Authority. The process of adding language to include a process to review exceptions for some independent contractors was discussed and decided that this resolution is fully approved with that additional wording added to the policy. 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 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

Ms. Debi Marshall, Human Resources Manager explained the basis for creating these policies, procedures and complaint forms. The FAA has a civil right program for all airports that includes anti-discrimination for Americans with Disabilities Act and Title VI which is anti-discrimination for all protected classes. The FAA suggested a procedure and complaint form be put into place and publicized. The FAA requires that we report all Title VI complaints directly to them, where the ADA requires us to keep the records on file. There was no further discussion regarding the resolution. The policy and forms will be on the website along with Ms. Marshall's contact information as the ADA and Title VI Coordinator.

A motion was made by Dr. Chin and seconded by Dr. DeSiato to approve this resolution. The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Adopting the 2019 Regular Meeting Schedule for the Syracuse Regional Airport Authority

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

Resolution Authorizing the creation of the position of Marketing and Communications Specialist for the Syracuse Regional Airport Authority

Executive Director Callahan explained that this new position would report to the Director of Marketing, Communications and Air Service Development and is being driven by our plan to bring airport advertising in-house and taking it outside of a third-party vendor as well as support other responsibilities such as social media accounts, website maintenance, daily activities. The revenue that this new advertising program will generate will fund this position as well as other future program, equipment and advertising improvements. There was no further discussion regarding the resolution. A motion was made by Mr. Lazar and seconded by Dr. DeSiato to approve this resolution. The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Authorizing the creation of the position of Airport Fleet Manager for the Syracuse Regional Airport Authority

Executive Director Callahan explained that this new position would result in a net-zero add to roster as this position is currently being done by a city employee. When the Airport Authority assumed the airport operation, we also assumed ownership of all of the equipment and vehicles in the Airport Authority portfolio. This is an extensive fleet to schedule maintenance, planning, acquisition of equipment and similar with our Director

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

Resolution Authorizing the creation of the position of Payroll Assistant for the Syracuse Regional Airport Authority

Executive Director Callahan explained past and current payroll management practices. Currently, our Human Resources Manager manages this process. With the growth of the organization, and migrating City Employees to the Authority, a dedicated Payroll Assistant is needed to manage the activities and processing with both the City of Syracuse and the Authority employees and reviewing future payroll systems and contracts. There was no further discussion regarding the resolution. A motion was made by Mr. Lazar and seconded by Mr. Bey to approve this resolution. The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Authorizing the creation of the position of Airport Welcoming Officer for the Syracuse Regional Airport Authority

Executive Director Callahan explained the philosophy of creating this position and explained what type of airport SYR wants to be. It was determined that we want to be interacting with our customers and creating a welcoming, interactive experience. It is noted that our Security Office, which is accessible to the public is open 24/7 and we also have our new Ambassador program who are providing pre and post security assistance to our passengers. There was no further discussion regarding the resolution. A motion was made by Mr. Lazar and seconded by Dr. DeSiato to approve this resolution. The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Approving selection of Financial Consultant and Authorizing Negotiation and Execution of Definitive Agreement To Provide Financial Consulting Services

Dr. Chin, Finance Committee Chair, described the review of the selection process with the Authorities RFP Committee. Mr. Trent Amond, CFO additionally explained the thorough review process conducted including interviews and the RFP Committee wholeheartedly endorsed Landrum & Brown. A discussion ensued regarding the scope of services. There was no further discussion regarding the resolution. A motion was made by Mr. Lazar and seconded by Dr. Chin to approve this resolution. The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Committee Reports

No other committee reports were given.

Management Report - *(Refer to power point presentation in packet)*

Executive Director Callahan provided an update on all activities since our last Regular Board meeting. Ms. Callahan thanked Mr. Lazar and Mr. Dorman for all of their efforts put forth during this project that was completed on-time. Other highlights and dramatic images of the transformation of the outside and insides of the terminal and OHA Aviation history museum projects were shown. Additionally, Executive Director Callahan 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.

Our operations department is getting ready for our snow removal season and de-icing season highlighting the importance of our de-icing project along with the many safety and maintenance aspects of airport operations.

Security has a major TSA inspection, follow-up and close-out work and have been very busy with badging contractors. Continual audits, inspections and compliance with all TSA requirements on a daily basis. The recent increase in SIDA applications and badges will be decreasing now that the terminal improvement project is complete and our seasonal snow removal badges have been issued.

ARFF has been a major part of our terminal improvement upgrades for safety codes, safety compliance, construction meeting attendance and first response.

The Authority Finance and Accounting division has processed invoices and managed all of our purchases, procurements and payments that the city historically processed, the airport authority now does in-house. Current major projects are a cost allocation study for 2015/16 and annual operating, single audit (FAA and NYS Grant Funds) and PFC audit with an anticipated completion of 12/2018. An Audit Committee meeting will be scheduled after the first of the year. Air Canada has ceased operations in Syracuse, Rochester and other smaller airports due to elimination of the aircraft served by those airports with direct service to Toronto. The international airport designation remains due to having customs on-site and international General Aviation traffic. Our passenger traffic continues to see double digit growth, month over month. Surprisingly the month of September had a 13% increase when historically it is the slowest month of the year in terms of air travel. With the addition of Frontier, the new markets that Allegiant has introduced, we are on trend to have a record year for 2018. Concession sales, parking revenue, car rentals and ground transportation revenues have all risen as well.

IT Department highlights include completing issues with Spectrum on the Wi-Fi splash page, meeting with PCC regarding updating AV equipment in conference rooms and completion of the secured Wi-Fi installation in the SRAA Board Room.

Continuation of work on the ACDBE and MWBE requirements. Two bids were conducted, one for financial consulting services and the other was an RFQ for trash and recycling services at the airport.

Our Human Resources Department has been busy with several programs including the official launch of our SYR Fly Guide Program in November. Training sessions were conducted with our

initial 7 volunteers focusing on terminal and concourse tours, expected conduct, have been given Authority apparel and iPad/Airport resources training. Working with management on continuing an internship program for summer, 2019. In terms of personnel and recruitment, several changes and additions have been made: Director of Airfield Maintenance; Ground Transportation Officer; and an Airport Operations Specialist were all hired during the month of October. Recruitment is in process for Director of Terminal/Landside Operations and 2 Terminal Crew Leader positions. These are all Authority positions.

For our marketing efforts, we are preparing to celebrate the Frontier inaugural flights to Ft. Myers (RSW) and Tampa (TPA), FL along with Allegiant's new Punta Gorda (PDG) non-stop service on November 15, 2018. Digital Hyve and our graphic designer are working on a February Break digital marketing 8-week campaign with a focus on families and teachers. This campaign will target individuals in Ithaca, Elmira, Watertown, Binghamton, Kingston and Canandaigua. The new Terminal Advertising Program has mock-ups created and the agreement for the now in-house program was executed on 10/31/18. Letters of transition have been sent to existing clients, tours and meeting with existing and new clients are being held and quotes and coordination of old hardware and equipment replacement are being conducted. The Director of Marketing, Communications and Air Service Development will update the Board further at our next meeting regarding this new revenue generating program. Our TSA Pre-check program continues to be very successful with 21,194 enrollments since the November 9, 2015 inception.

Other recent highlights include the Million Air FBO grand opening event on September 22, 2018; the Grand Terminal Re-Opening & Airport Community Appreciation Event was held on November 2, 2018. Brian Dorman, Aviation Project Officer was awarded the CNY Business Journal 40 Under 40 Award on November 7, 2018. Brian was also selected as 40 Under 40 award by Airport Business, which is an industry organization. The Authority is co-hosting a gala with the Onondaga Historical Association (OHA) to celebrate the opening of the Aviation History Museum on November 10, 2018.

Adjournment

On further topic was brought up by Dr. DeSiato. Dr. DeSiato shared with the board information regarding "Cool Schools", which is an Aviation Course brought to East Syracuse-Minoa High School (ESM) by the National Pilots Association who sought out a high school in New York State for career awareness of the aviation industry. Dr. DeSiato invited the Executive Director and pilots, such as SRAA Board member, Michael Lazar, to come in to meet with the teachers and students in the class held at ESM High School. A grant was submitted to American Airlines and was awarded. The classroom includes in-class simulators and career exploration. Future courses are being created for upcoming years. This program is the first and only of its kind in New York State. Having no other topics brought to the board, a motion was made by Mr. Nicotra and seconded by Dr. DeSiato to adjourn the meeting.

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

The meeting was adjourned at 12:02 p.m.