



**Finance Committee Meeting Minutes  
December 7, 2018**

These minutes reflect the activities of the Syracuse Regional Airport Authority Finance Committee during the meeting held at Syracuse Hancock International Airport in the SRAA Board Room on Friday, December 7, 2018.

The Meeting was called to order by Dr. Chin at 9:37am.

**I. Roll Call:**

In attendance: Dr. Shiu-Kai Chin, Mr. William P. Fisher, Mr. Mike Lazar, Ms. Christina Callahan, Mr. Trent Amond, Ms. Maureen Fogarty, Mr. Bill Ryan and Ms. Linda Ryan

**II. Approval of Minutes from the Previous Meeting:**

Mr. Lazar made a motion to accept the minutes from the previous meeting and Mr. Fisher seconded that motion. The minutes were unanimously accepted by the Committee without any changes or modifications.

**III. Old Business:**

**National Grid Lease:** Mr. Amond explained that this property is for a single building National Grid uses for the headquarters of their aviation operation. This lease expired and as of the expiration of the lease, the title to the hanger reverted to the airport. The new lease is structured recognizing the Airport as the owner of the improvements on the property as well as the property. The lease is negotiated under the same methodology as the Million Air lease. There is a lease payment for the land but there is no payment for the square footage of the improvements, which would be the hanger in this case. We are looking for a sense from the Finance Committee to move forward with this. This is a 5 year lease with a 5 year renewal option. Mr. Fisher confirmed that the City will still be the owner of the building and Mr. Amond confirmed that they will. The Ownership transfer is a product of the previous lease. Ms. Callahan noted that our intention is to continue with Landrum and Brown to conduct a study and an analysis to look at what other airports are doing with these facilities and when the lease is up in 5 years we will have the option to change it at this point.

**Signature Lease Agreement:** Mr. Amond provided a hand out which provided the expiration date of all the different buildings that are leased by Signature. He categorized them by expired and current leases and how many extensions are on the current leases. Discussion ensued regarding the proposed lease presented by management. Dr. Chin summed up that there is discontent with the length of time the lease is for and that we are only charging for leasing the land and not the buildings on the property itself. Ms. Callahan mentioned that General Aviation growth has been very slow. Rochester has 1 FBO, Buffalo has one FBO, and Albany has 1 FBO that they own because the company who built it went out of business. We are the only airport on the Thruway that has 2 FBO's, so the likelihood of attracting another FBO is unlikely. Mr. Lazar believes we should hire a consultant to perform a study and thinks we need the information from the consultant before we can move forward. Dr. Chin mentioned that the sense is to move this forward to the Board for consideration although it may not be unanimous. He thinks we should have a discussion with the Board.

**Cost Update on the Terminal Improvement Project:** Mr. Amond mentioned that we will discuss the cost update on the Terminal Improvement Project but it is not a final cost as there are punch list items. LeChase has requested that we release a portion of their retainage and there are outstanding bills. Ms. Callahan mentioned that she did reach out to the DOT per Mr. Lazar's request and asked if there was any money left over in the \$200 million grant program. They confirmed that there is not. Mr. Fisher asked if we could reach out and ask for any leftover monies in the SAM. Ms. Callahan will investigate. Mr. Amond asked who we could reach out to at the County to help us with the requested reimbursement on our current grant. Mr. Fisher suggested Dave Knapp and Ryan McMahon.

#### IV. **New Business:**

**IT Managed Services:** Mr. Amond went over the IT Managed Services. There was an RFP done four years ago with a Review Committee. There were two submissions, the committee recommended MA Polce for a two (2) year agreement with two (2) one year renewal periods available. Management would like to recommend that we continue with MA Polce rather than go out to bid due to their excellent services over the past 4 years and they have an intimate knowledge of our IT environment and have done a lot to help us improve our environment. We are asking if the Committee would be open to approving a Best Interest exception for the IT Management Service Contract. Mr. Fisher mentioned that he is opposed to this. The county has MA Polce and they are great but they bid them out every 2 years and MA Polce is very competitive. He isn't opposed to an extension but he believes we should stick to our contract term. Ms. Callahan asked if MA Polce is currently at Onondaga County and they are. She would like to see if we can piggyback off of this contract. She also mentioned that we are comfortable going month to month until we can put out a competitive bid and it should be done no later than July 1.

**Deicing Lagoon Project:** Mr. Amond gave a heads up on the Deicing Lagoon Project. Normally on the FAA funded projects we run about 4 to 4 ½ million dollars per year from the FAA. We are able to bridge the finances from a revolving-restricted fund at about 3 million. We use it as an internal line of credit. The Deicing Lagoon Project is at 10 million. There is a chance, depending how the invoices come in to us that our revolving loan fund of 3.3 million will not be sufficient to bridge

the invoicing for this project which is 2 times the normal level. This is a heads up, what we would like to do is revisit the line of credit that we have on the Terminal Improvement Project and then look at new options for additional bridge financing, possibly 1 to 2 million.

**V. Adjournment**

Mr. Fisher motioned to adjourn the meeting and Mr. Lazar seconded that motion. The meeting ended at 10:57.

DRAFT