

Syracuse Regional Airport Authority  
Regular Board Meeting Agenda  
Friday, May 10, 2019, 11:00 a.m. – 12:30 p.m.  
Syracuse Hancock International Airport  
Board Room

1. Roll Call
2. Reading and Approval of Minutes from the April 19, 2019 Special Meeting
3. Executive Session
4. Old Business
  - A. None
5. New Business
  - A. Resolution - Recommendation on Snow Removal RFP
  - B. Resolution – Air Service Development Incentive Agreement (Allegiant)
  - C. Customer Facility Charge (CFC) Study Report
  - D. Second Draft of 2019/20 Operating Budget
  - E. First Draft of 2019/20 Capital Budget and Reserve Status
6. Committee Reports and other updates
7. Management Report
8. Adjournment

v2.0

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

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

**Friday, April 19 2019**

Pursuant to notice duly given and posted, the special board meeting of the Syracuse Regional Airport Authority was called to order on Friday, April 19, 2019 at 9:05 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Vice Chair, Mr. William P. Fisher.

### **Members Present:**

Mr. William Fisher (Vice-Chair)  
Councilor Latoya Allen  
Dr. Shiu-Kai Chin  
Mr. Kenneth Kinsey  
Mr. Michael Lazar  
Mr. Robert Simpson  
Mr. Michael Quill  
Mr. Damian Ulatowski

### **Members Absent:**

Ms. Jo Anne Chiarenza Gagliano – Chair  
Dr. Donna DeSiato  
Mr. John B. Johnson, Jr.

### **Also Present:**

Mr. John Carni  
Mr. Trent Amond  
Ms. Joanne Clancy  
Mr. Dennis Greco  
Ms. Cheryl Herzog  
Ms. Linda Ryan  
Ms. Jennifer Sweetland  
Mr. R. John Clark, Hancock Estabrook, LLP  
Mr. Steven Baldwin, Steven Baldwin Associates  
Mr. Jason Terreri, Executive Director candidate  
Mrs. Cara Terreri, Executive Director candidate's spouse

### **Roll Call**

As noted, all Board members were present, except Ms. Jo Anne Chiarenza Gagliano, Dr. Donna DeSiato and Mr. John B. Johnson, Jr.

### **Mr. William P. Fisher, Vice Chair**

Vice Chair Fisher presided over the meeting in Chair Chiarenza Gagliano's absence and started by welcoming everyone to the scheduled Special Meeting of the Board at 9:05 a.m. Mr. Fisher

welcomed new board member Councilor Latoya Allen to the Syracuse Regional Airport Authority Board.

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

Having no objections or additions to the minutes from the March 12, 2019 Regular Board Meeting, a motion was made by Mr. Lazar and seconded by Mr. Quill and the minutes were unanimously approved.

The motion was approved: 8 ayes, 0 nays, 0 abstain

### **Executive Session**

Vice Chair Fisher stated that there is only one item to be deliberated during this special meeting of the board, which is considering the hiring of a new Executive Director after the previous, very esteemed, Director Callahan has left the Authority to go to work at LaGuardia airport. After a rapid, but careful process, the board is ready to go forward with a discussion and vote for the preferred candidate. Vice Chair Fisher suggested a motion to go into executive session to discuss matters pertaining to the employment of particular persons or corporations by the Authority.

The motion was approved by Mr. Ulatowski and seconded by Mr. Lazar. Board members went into executive session at 9:10 a.m.

The motion was approved: 8 ayes, 0 nays, 0 abstain

Executive session ended at 10:02 a.m. No action was taken.

### **New Business**

#### **Resolution approving the hiring of Executive Director for the Syracuse Regional Airport Authority**

A detailed discussion regarding the application and interview process was held during the Executive Session with the search firm CEO Steve Baldwin, six of the seven person Search Committee and two additional members of the board who were not members of the ad-hoc Search Committee created for this specific purpose. Vice Chair Fisher thanked Mr. Lazar, Chair of the Search Committee for all of his hard work and also the CEO of Steven Baldwin Associates for their planning, aggressive schedule and for providing the board with excellent candidate results from this national search for a new Executive Director. Vice Chair Fisher summarized the contents of the resolution (attached to these minutes) before the board and recommended a motion to approve the hiring of Mr. Jason Terreri as the new Executive Director of the Syracuse Regional Airport Authority effective May 13, 2019. This vote was processed via paper ballot as is the process outlined in the SRAA Bylaws.

There was no further discussion regarding the resolution.

After unanimous approval, the board hereby authorizes the Chair of the Authority and in her absence, Vice Chair William Fisher, that Mr. Fisher is authorized to sign the 5 year employment agreement for Mr. Jason Terreri. Mr. Lazar added that he wanted to thank all of the members of the Search Committee for all of their efforts.

A motion was made by Mr. Lazar and seconded by Mr. Simpson to approve this resolution.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

### **Committee Reports**

No committee reports were given.

### **Adjournment**

Vice Chair Fisher welcomed Jason and his wife, Cara Terreri to Syracuse.

Having no other topics brought to the special board meeting, a motion was made by Mr. Lazar and seconded by Mr. Kinsey to adjourn the meeting.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

The meeting was adjourned at 10:10 a.m.

**Resolution No. \_\_\_\_ of 2019**

**RESOLUTION APPROVING SELECTION OF SNOW REMOVAL SERVICES PROVIDER AND AUTHORIZING NEGOTIATION AND EXECUTION OF DEFINITIVE AGREEMENT TO PROVIDE SNOW REMOVAL 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, on February 4, 2019 the Authority issued a Request for Proposals ("RFP") regarding the provision of snow removal services at the Airport; and

WHEREAS, the purpose of the RFP was to solicit bids from snow removal services providers to provide necessary snow removal services; and

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 Aero Snow Removal, LLC ("Aero") and Salt City Property Management, LLC ("Salt City"); and

**Resolution No. \_\_\_\_ of 2019**

WHEREAS, the dollar amount of the Salt City response was more than double that of Aero and after testing both responses against the Authority's most recent snow removal services provider experience, the Salt City response was rejected; and

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

WHEREAS, the RFP Committee thereafter met and deliberated with regard to the relative merits of the Aero proposal, and RFP Committee members thereafter individually submitted a "Yeah" or "Nay" vote on the question of recommending the Aero proposal to the Finance Committee to the RFP Committee Chair; and

WHEREAS, based upon the proposals submitted, presentations made, deliberations held and votes submitted, the RFP Committee has recommended that Aero be designated for the provision of snow removal services at the Airport for a base contract term of five (5) years with one five (5) year contract renewal, subject to the approval of the Authority; and

WHEREAS, the Interim Executive Director and RFP Committee have advised the Board of the experience, qualifications and reputation of Aero and the nature and cost of the snow removal 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 Interim Executive Director has further requested that the Board authorize the Interim or New Executive Director, with the advice of counsel, to negotiate and

**Resolution No. \_\_\_ of 2019**

enter into a definitive snow removal services agreement with Aero 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 Aero Snow Removal, LLC is hereby approved as the snow removal services provider pursuant to the RFP at the Syracuse Hancock International Airport, and it is further

RESOLVED, that the Interim or New 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 five (5) year contract with a single five (5) year renewal option, subject to Authority approval, to provide Snow Removal 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 Interim or New Executive Director is hereby authorized to execute on behalf of the Authority, a Snow Removal Services Agreement with Aero Snow Removal, LLC.

**Resolution Adopted Date: May \_\_, 2019.**

**Vote: Ayes \_\_\_ Nays: \_\_\_ Abstentions: \_\_\_\_.**

**Signed: \_\_\_\_\_.**  
**Secretary**

**RESOLUTION AUTHORIZING APPROVAL OF ADDITIONAL NEW AIR SERVICE AGREEMENT WITH ALLEGIANT TRAVEL COMPANY**

**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 is the operator of the Syracuse Hancock International Airport (“Airport”); and

**WHEREAS**, pursuant to Section 2799-bbb of the Enabling Act the stated purposes of the Authority include forming an integral part of a safe and effective nationwide system of airports to meet the present and future needs of civil aeronautics and national defense and to assure the inclusion of the Authority’s facilities in state, national and international programs for air transportation; and

**WHEREAS**, by Resolution No. 5 of 2018 the Board of the Authority previously approved the adoption and implementation of an updated Air Service Development Incentive Program (the “ASDI Program”) in order to update and keep pace with changes in the commercial air service industry and provide commercial air carriers with certain operational fee credits (“Operational Credits”) in connection with new or additional air service to be provided at the Airport; and

**WHEREAS**, Allegiant Travel Company is an air carrier at the Airport and offered to provide new air passenger service between the Airport and Sarasota-Bradenton International



Airport (“SRQ”) consisting of three (3) weekly flights from SRQ to Syracuse and three (3) weekly flights from Syracuse to SRQ utilizing jet aircraft (the “New SRQ/SYR Service”); and

**WHEREAS**, due to recent events surrounding the departure of the Authority’s prior Executive Director; the compressed time frame for hiring its new Executive Director; and the related demands on Authority staff in connection therewith, the normal Authority process for Board pre-approval of new air service was inadvertently not followed; and

**WHEREAS**, an agreement for the New SRQ/SYR Service was signed on March 29, 2019; such Service commenced on April 3, 2019; and Authority staff has advised that the New SRQ/SYR Service is proceeding without any significant issues; and

**WHEREAS**, counsel to the Authority has reviewed the executed New SRQ/SYR Service Agreement a copy of which is annexed hereto, and advised that it is legally consistent with prior air service agreements it has reviewed for the Authority; and

**WHEREAS**, the departure from normal Authority procedure was precipitated by an extra-ordinary event and providing the New SRQ/SYR Service is consistent with and in furtherance of the Authority’s purposes under the Enabling Act.

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

**RESOLVED**, by the Board of the Syracuse Regional Airport Authority that the New SRQ/SYR Service and Agreement for same are hereby approved *nunc pro tunc* to March 29, 2019; and be it further

**RESOLVED**, that the Interim or new Executive Director is authorized to expend up to the maximum sum of \$17,200.00 from the Authority’s Aviation Enterprise Fund for marketing and promotional assistance and is further authorized to provide up to the total amount of

\$320,000.00 in Operational Credits under the ASDI Program in connection with the New SRQ/SYR Service.

**Resolution Adopted Date: May \_\_, 2019.**

**Vote: Ayes \_\_\_\_ Nays: \_\_\_\_ Abstentions: \_\_\_\_.**

**Signed: \_\_\_\_\_.**  
**Secretary**

Syracuse Regional Airport Authority  
Operating Budget Summary

5/6/2019, 8:23 AM

	2017/18 <u>Act</u>	2018/19 <u>Bdgt</u>	2018/19 <u>Act</u>	02/19 YTD 2018/19 <u>Pri.</u>	\$ Var. - Prj. <u>From Budget</u>	\$ Var. - Prj. <u>From YTD</u>	Proposed 2019/20 <u>Budget</u>	\$ Variance <u>18/19 Bdgt</u>	% Var <u>18/19 Bdgt</u>	\$ Variance <u>04/19 Pri.</u>	% Var <u>04/19 Pri.</u>
<b>REVENUE</b>											
Aviation 075A, 080A	15,749,900	14,403,200	10,386,000	14,403,200	-	4,017,200	15,645,400	1,242,200	8.6%	1,242,200	8.6%
Services Revenue 090A, 091A	13,351,100	12,776,400	9,481,800	12,776,400	-	3,294,600	14,195,400	1,419,000	11.1%	1,419,000	11.1%
Other Revenue 092A	<u>4,322,300</u>	<u>4,268,800</u>	<u>3,049,000</u>	<u>4,268,800</u>	<u>-</u>	<u>1,219,800</u>	<u>4,560,600</u>	<u>291,800</u>	6.8%	<u>291,800</u>	6.8%
<b>TOTAL REVENUE</b>	<b>33,423,300</b>	<b>31,448,400</b>	<b>22,916,800</b>	<b>31,448,400</b>	<b>-</b>	<b>8,531,600</b>	<b>34,401,400</b>	<b>2,953,000</b>	<b>9.4%</b>	<b>2,953,000</b>	<b>9.4%</b>
<b>EXPENSE</b>											
Airfield Ops & Maint 070, 075B	6,979,900	6,066,700	3,814,400	6,066,700	-	2,252,300	6,713,700	647,000	10.7%	647,000	10.7%
Terminal 080B, 085	7,251,000	7,372,800	3,527,700	7,372,800	-	3,845,100	7,649,800	277,000	3.8%	277,000	3.8%
Support 005 - 060	11,377,000	12,216,700	8,023,800	12,196,700	(20,000)	4,172,900	13,241,000	1,024,300	8.4%	1,044,300	8.6%
Services Expense 090B, 091B	5,120,100	5,444,700	1,749,800	5,444,700	-	3,694,900	5,605,300	160,600	2.9%	160,600	2.9%
Other Expense 092B	51,500	95,000	-	95,000	-	95,000	95,000	-	0.0%	-	0.0%
Non-Operating 065	<u>-</u>	<u>252,600</u>	<u>-</u>	<u>252,600</u>	<u>-</u>	<u>252,600</u>	<u>1,096,700</u>	<u>844,100</u>	334.2%	<u>844,100</u>	334.2%
<b>TOTAL EXPENSE</b>	<b>30,779,500</b>	<b>31,448,500</b>	<b>17,115,700</b>	<b>31,428,500</b>	<b>(20,000)</b>	<b>14,312,800</b>	<b>34,401,500</b>	<b>2,953,000</b>	<b>9.4%</b>	<b>2,973,000</b>	<b>9.5%</b>
<i>Surplus/(Deficit)</i>	<i>2,643,800</i>	<i>(100)</i>	<i>5,801,100</i>	<i>19,900</i>	<i>20,000</i>	<i>(5,781,200)</i>	<i>(100)</i>	<i>-</i>		<i>(20,000)</i>	<i>(0)</i>

Data fed from "SRAA GL" Tab

CCtr	REVENUE	2017/18	2018/19	2018/19	02/19 YTD	\$ Var. - Prj. From Budget	\$ Var. - Prj. From YTD	Proposed	\$ Variance 18/19 Bdgt	% Var 18/19 Bdgt	\$ Variance 04/19 Prj.	% Var 04/19 Prj.
		Act	Bdgt	Act	2018/19 Prj.			2019/20 Budget				
075A	Airfield	8,576,600	8,353,300	6,064,800	8,353,300	0	2,288,500	9,104,400	751,100	9.0%	751,100	9.0%
080A	Terminal	7,173,300	6,049,900	4,321,200	6,049,900	0	1,728,700	6,541,000	491,100	8.1%	491,100	8.1%
090A	Parking	11,968,600	11,375,000	8,480,100	11,375,000	0	2,894,900	12,633,000	1,258,000	11.1%	1,258,000	11.1%
091A	Concessions	1,382,500	1,401,400	1,001,700	1,401,400	0	399,700	1,562,400	161,000	11.5%	161,000	11.5%
092A	Other	4,322,300	4,268,800	3,049,000	4,268,800	0	1,219,800	4,560,600	291,800	6.8%	291,800	6.8%
<b>TOTAL REVENUE</b>		<b>33,423,300</b>	<b>31,448,400</b>	<b>22,916,800</b>	<b>31,448,400</b>	<b>0</b>	<b>8,531,600</b>	<b>34,401,400</b>	<b>2,953,000</b>	<b>9.4%</b>	<b>2,953,000</b>	<b>9.4%</b>
CCtr	EXPENSE	2017/18	2018/19	2018/19	2018/19	\$ Var. - Prj. From Budget	\$ Var. - Prj. From YTD	Proposed	\$ Variance 18/19 Bdgt	% Var 18/19 Bdgt	\$ Variance 04/19 Prj.	% Var 04/19 Prj.
		Act	Bdgt	Act	Prj.			2019/20 Budget				
070	Airfield Operations	1,384,200	1,334,300	754,300	1,334,300	0	580,000	1,450,600	116,300	8.7%	116,300	8.7%
075B	Airfield Maintenance	5,595,700	4,732,400	3,060,100	4,732,400	0	1,672,300	5,263,100	530,700	11.2%	530,700	11.2%
080B	Terminal Maintenance	6,353,200	6,442,900	2,915,400	6,442,900	0	3,527,500	6,707,100	264,200	4.1%	264,200	4.1%
085	Trades	897,800	929,900	612,300	929,900	0	317,600	942,700	12,800	1.4%	12,800	1.4%
090B	Parking	5,120,100	5,444,700	1,699,200	5,444,700	0	3,745,500	5,605,300	160,600	2.9%	160,600	2.9%
091B	Concessions	0	0	50,600	0	0	(50,600)	0	0		0	
092B	Other	51,500	95,000	0	95,000	0	95,000	95,000	0	0.0%	0	0.0%
005	ARFF	3,296,700	3,336,400	2,254,900	3,336,400	0	1,081,500	3,613,000	276,600	8.3%	276,600	8.3%
010	Airport Security	440,400	502,700	309,200	502,700	0	193,500	607,600	104,900	20.9%	104,900	20.9%
015	Uniformed Security	2,558,700	2,714,800	1,757,100	2,714,800	0	957,700	3,006,100	291,300	10.7%	291,300	10.7%
020	Finance	643,000	669,400	471,900	669,400	0	197,500	700,100	30,700	4.6%	30,700	4.6%
025	Personnel	285,300	263,400	174,000	243,400	(20,000)	69,400	366,500	103,100	39.1%	123,100	50.6%
030	Legal Affairs	182,800	179,500	133,800	179,500	0	45,700	441,000	261,500	145.7%	261,500	145.7%
040	Marketing	184,300	195,400	206,800	195,400	0	(11,400)	331,600	136,200	69.7%	136,200	69.7%
042	Business Development	68,200	174,500	99,800	174,500	0	74,700	168,800	(5,700)	-3.3%	(5,700)	-3.3%
045	Facilities Planning/GIS	276,200	281,300	217,600	281,300	0	63,700	294,200	12,900	4.6%	12,900	4.6%
050	Director's Office	1,379,800	1,528,500	816,800	1,528,500	0	711,700	1,593,100	64,600	4.2%	64,600	4.2%
055	Deputy Comm. Office	102,700	120,800	87,500	120,800	0	33,300	119,600	(1,200)	-1.0%	(1,200)	-1.0%
060	General Administrative	1,958,900	2,250,000	1,494,400	2,250,000	0	755,600	1,999,400	(250,600)	-11.1%	(250,600)	-11.1%
065	Non-Operating	0	252,600	0	252,600	0	252,600	1,096,700	844,100	334.2%	844,100	334.2%
<b>TOTAL EXPENSE</b>		<b>30,779,500</b>	<b>31,448,500</b>	<b>17,115,700</b>	<b>31,428,500</b>	<b>(20,000)</b>	<b>14,312,800</b>	<b>34,401,500</b>	<b>2,953,000</b>	<b>9.4%</b>	<b>2,973,000</b>	<b>9.5%</b>
<i>Surplus/(Deficit)</i>		<i>2,643,800</i>	<i>(100)</i>	<i>5,801,100</i>	<i>19,900</i>	<i>20,000</i>	<i>(5,781,200)</i>	<i>(100)</i>	<i>0</i>		<i>(20,000)</i>	

Proposed Capital Budget										
Status as of:		Draft, v2.0								
<b>ACIP Funded Projects</b>					90%	5%				
<b>2018/19</b>	<b>Cost</b>			<b>Total</b>	<b>AIP</b>	<b>NYS</b>	<b>Local</b>	<b>Share</b>	<b>Grant/</b>	
<b>Year</b>	<b>Center</b>	<b>Owner</b>	<b>Project Description</b>	<b>Cost*</b>	<b>Share</b>	<b>Share</b>	<b>PRRSM</b>	<b>Discretionary</b>	<b>Restricted</b>	<b>Status</b>
	Airfield	BD	Terminal Improvement Prj. Reimbursement	4,650,000	4,185,000	232,500	232,500			
	Airfield	BD	Taxiway Reconfiguration Construction							
			<b>Sub-total ACIP</b>	4,650,000	4,185,000	232,500	232,500	-	-	
<b>Local Projects</b>					90%	5%				
<b>2018/19</b>	<b>Cost</b>			<b>Total</b>	<b>AIP</b>	<b>NYS</b>	<b>Local Funding Source</b>		<b>Grant/</b>	
<b>Year</b>	<b>Center</b>		<b>Project Description</b>	<b>Cost</b>	<b>Share</b>	<b>Share</b>	<b>PRRSM</b>	<b>Discretionary</b>	<b>Restricted</b>	<b>Status</b>
	Airfield	RB	Pickup Trucks (2) - Replacement	100,000			100,000			
	Airfield	RB	Small Scissors Lift - New	15,000				15,000		
	Airfield	BD	Cold Storage Facility	482,740				144,822	337,918	
			<b>Sub-total Local</b>	597,740	-	-	100,000	159,822	337,918	
<b>Additional Projects</b>					90%	5%				
<b>2018/19</b>	<b>Cost</b>			<b>Total</b>	<b>AIP</b>	<b>NYS</b>	<b>Local Funding Source</b>		<b>Grant/</b>	
<b>Year</b>	<b>Center</b>		<b>Project Description</b>	<b>Cost</b>	<b>Share</b>	<b>Share</b>	<b>PRRSM</b>	<b>Discretionary</b>	<b>Restricted</b>	<b>Status</b>
	SRAA	TA	Debt Service	280,000			280,000			
	SRAA	TA	Debt Service - TIP	500,000			500,000			
	SRAA	TA	Discretionary Airfield Stabilization	500,000				500,000		
	SRAA	TA	ASD Incentives	180,000				180,000		
			<b>Sub-total Additional</b>	1,460,000	-	-	780,000	680,000	-	
			<b>GRAND TOTAL</b>	6,707,740	4,185,000	232,500	1,112,500	839,822	337,918	
* To be approved plus 20% to "accommodate change orders and other routine construction and contract administration matters."										

**Actual 2016/2017**                      **Discretionary**                      Beginning Balance                      **\$ 11,414,692.09**

	Airfield Ops/Maintenance	Terminal	SRAA	Total
Expenditures			\$ (3,102,772)	\$ (3,102,772)
Deposit				\$ 2,449,015
<b>Ending Balance</b>				\$ 10,760,935

**Actual 2017/2018**                      **Discretionary**                      **\$ 10,760,935**

	Airfield Ops/Maintenance	Terminal	SRAA	Total
Expenditures	\$ (59,356)	\$ (20,395)	\$ (567,017)	\$ (646,768)
Deposit			\$ 1,982,994	\$ 1,982,994
<b>Ending Balance</b>				\$ 12,097,161

**Budget 2018/2019**                      **Discretionary**                      **\$ 12,097,161**

	Airfield Ops/Maintenance	Terminal	SRAA	Total
Budgeted Expenditures		\$ (20,000)	\$ (3,179,557)	\$ (3,199,557)
Budgeted Deposit				\$ 750,000
<b>Ending Balance</b>				\$ 9,647,604

**Budget 2019/2020**                      **\$ 9,647,604**

	Airfield Ops/Maintenance	Terminal	SRAA	Total
Budgeted Expenditures		\$ (692,942)	\$ (680,000)	\$ (1,372,942)
Budgeted Deposit				\$ 781,548
<b>Ending Balance</b>				\$ 9,056,210

**Budget 2019/2020**                      **\$ 9,056,210**

**Actual 2016/2017****PRRSM**

	<b>Airfield Ops/Maintenance</b>	<b>Terminal</b>	<b>SRAA</b>	<b>Total</b>
Opening Balance	\$ -	\$ -	\$ -	\$ -
Deposits	\$ 263,100	\$ 1,576,600	\$ 2,324,800	\$ 4,164,500
Expenditures	\$ (399,626)	\$ (3,335,761)	\$ (2,710,694)	\$ (6,446,081)
Ending Balance	\$ (136,526)	\$ (1,759,161)	\$ (385,894)	\$ (2,281,581)

**Actual 2017/2018****PRRSM**

	<b>Airfield Ops/Maintenance</b>	<b>Terminal</b>	<b>SRAA</b>	<b>Total</b>
Opening Balance	\$ (136,526)	\$ (1,759,161)	\$ (385,894)	\$ (2,281,581)
Deposits	\$ 327,238	\$ 1,260,034	\$ 2,652,101	\$ 4,239,373
Expenditures	\$ (916,036)	\$ (522,802)	\$ (1,020,755)	\$ (2,459,593)
Ending Balance	\$ (725,324)	\$ (1,021,929)	\$ 1,245,452	\$ (501,801)

**Budget 2018/2019****PRRSM**

	<b>Airfield Ops/Maintenance</b>	<b>Terminal</b>	<b>SRAA</b>	<b>Total</b>
Opening Balance	\$ (725,324)	\$ (1,021,929)	\$ 1,245,452	\$ (501,801)
Budgeted Deposits	\$ 333,917	\$ 1,323,249	\$ 2,706,226	\$ 4,363,392
Budgeted Expenditures	\$ (610,000)	\$ (5,140,271)	\$ (787,500)	\$ (6,537,771)
Ending Balance	\$ (1,001,407)	\$ (4,838,951)	\$ 3,164,178	\$ (2,676,180)

**Budget 2019/2020****PRRSM**

	<b>Airfield Ops/Maintenance</b>	<b>Terminal</b>	<b>SRAA</b>	<b>Total</b>
Opening Balance	\$ (1,001,407)	\$ (4,838,951)	\$ 3,164,178	\$ (2,676,180)
Budgeted Deposits	\$ 333,917	\$ 1,367,542	\$ 2,734,806	\$ 4,436,265
Budgeted Expenditures	\$ (332,500)	\$ (1,265,863)	\$ (780,000)	\$ (2,378,363)
Ending Balance	\$ (999,990)	\$ (4,737,272)	\$ 5,118,984	\$ (618,278)

**RESOLUTION AUTHORIZING THE IMPOSITION OF CUSTOMER FACILITIES CHARGES IN CONNECTION WITH RENTAL CAR FACILITY OPERATIONS**

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-bbb of the Enabling Act provides that the purposes of the Authority include the development, expansion, maintenance and financing of aviation related facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the operations of the Airport include the provision of commercial rent a car operations through various concession agreements with private rent a car companies ("Concession Agreements") in order to serve the needs of the traveling public, and as operator of the Airport the Authority is charged with the maintenance, development and expansion of Airport rent a car operations as necessary; and

WHEREAS, private rent a car counters are currently located in the Airport terminal and rental cars are located in the Airport's approximately 38 year old parking garage and occupy approximately 480 ready return spaces, in addition to other Airport locations used for cleaning, fueling and repair of rent a cars (collectively the "Consolidated Airport Facilities"); and

WHEREAS, the Consolidated Airport Facilities require substantial improvements in order to meet the increasing needs of the traveling public at the Airport; and



WHEREAS, Section 2799-hhh of the Enabling Act authorizes the Authority to fix, revise, levy and collect such fares, rentals, rates, charges and other fees for the use and operation of any real property, aviation facility, or other facility operated by the Authority; and

WHEREAS, Section 396-Z of the New York General Business law allows rent a car companies to recover from vehicle renters any consolidated facility charges (“CFC’s”) imposed by an airport operator or its governing entity for the finance, design, construction and operation of consolidated airport facilities; and

WHEREAS, by Resolution 36 of 2018 the Authority engaged the professional airport financial consulting firm of Landrum & Brown, Inc. (“L&B”) to advise it, among other things, with regard to the renovation and/or redesign of the Consolidated Airport Facilities and the financing necessary for such improvements; and

WHEREAS, L&B has recommended, among other things, that the Authority:

- a. Commencing on or about September 1, 2019 impose a CFC on each car rental transaction at the Airport in the amount of \$\_\_\_\_ and that such amount be adjusted from time to time as necessary to support the costs and expenses described at c. below;
- b. That on or about September 1, 2019 such CFC also be imposed at such other vehicle rental locations subject to the imposition of such charge by the Authority; and
- c. That all CFC’s imposed and collected by the Authority be used to fund capital costs, debt service, reserve funds and all other costs and expenses associated with the improvement of the existing Consolidated Airport Facilities or the construction of new Consolidated Airport Facilities; and

WHEREAS, Counsel to the Authority has recommended that the Authority’s general Rules and Regulations and/or Commercial Ground Transportation Rules and Regulations be amended to

incorporate the above recommendations as well and as such further amendments as may be recommended by L&B and approved by Counsel and that such amendments be timely filed with and published by the Office of the New York Secretary of State; and

WHEREAS, Counsel to the Authority has also recommended that rent a car Concession Agreements also be amended as necessary to address the imposition of CFC's; the rent a car companies obligations to collect such CFC's on behalf of and in trust for the Authority; the timely remittance of and accounting for such CFC's; and such other items as necessary and appropriate.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority, that it hereby adopts and imposes a Customer Facility Charge to finance the needed improvements to, or new construction of, the Consolidated Airport Facilities as set forth in this Resolution; that the general Rules and Regulations and/or the Commercial Ground Transportation Rules and Regulations of the Authority be amended as necessary and consistent with the recommendations of Landrum & Brown and the advice of Counsel (the "Amended Regulations"); that the Amended Regulations be timely filed with and published by the Office of the New York Secretary of State in order to effectuate the collection of Customer Facility Charges by the Authority on or about September 1, 2019; and that the Concession Agreements be amended as necessary to implement all of the foregoing.

**Resolution Adopted Date: May \_\_, 2019**

**Vote: Ayes \_\_\_\_ Nays: \_\_\_\_ Abstentions: \_\_\_\_.**

**Signed: \_\_\_\_\_.**  
**Secretary**



## **Human Resources Committee Meeting Minutes**

**February 21, 2019**

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, February 21, 2019.

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

### **I. Roll Call**

In attendance: Mr. Michael Lazar, Mr. William Fisher, Mr. Damian Ulatowski, Ms. Jo Anne Gagliano

Also present: Mr. John Carni, Mr. Trent Amond, Ms. Debi Marshall, Ms. Laurie Sabel

Absent: Hon. Dr. Shiu-Kai Chin, Michael Quill

### **II. Approval of Minutes from Previous Meeting**

Ms. Gagliano made a motion to accept the minutes from the previous meeting of October 18, 2018, with a second from Mr. Lazar, the motion carried unopposed.

### **III. Executive Session**

Mr. Lazar made a motion to enter Executive Session to discuss matters pertaining to proposed pending or current litigation for financial, credit, and employment history of particular persons or corporations and a proposed lease of real property by the Authority.

The motion was seconded by Ms. Gagliano. The Committee entered Executive Session at 11:05 a.m. and emerged at 11:24 a.m. with no action taken.

### **IV. Old Business**

#### **A. NYS Sexual Harassment Prevention Law Update**

Ms. Marshall explained that New York State passed new legislation in 2018 regarding Sexual Harassment Prevention and that the Authority's policy needed revision to be in compliance. Ms. Marshall had worked with attorney John McCann to revise the policy. The required revisions were included in the packet for the Committee's review. Also included were the appropriate complaint forms. All of these documents will be added to the updated handbook. There was also discussion of the annual training mandated by the New York State and the steps that have been taken to comply with all relevant requirements.

**V. New Business**

**A. Employee Handbook Confidentiality Policy**

Ms. Marshall explained that, when considering with legal counsel whether a new employee who might be exposed to confidential information should sign a NDA, it was decided that a broad confidentiality policy included in the handbook would be more effective. The redlined version of the Code of Ethics was included in the packet for review. Discussion took place regarding whether the language was too broad. Ms. Marshall explained that all SRAA employees should be aware that they should not share confidential information.

**B. Payroll/ HRIS Vendor Search/ RFQ**

Ms. Marshall described the progress that has been made to research the choices for this service and the current status of the search, and she hoped to bring the final decision to the CFO for financial approval in approximately two weeks.

**C. Director of Engineering position**

Ms. Marshall informed the Committee that this new title is going to be brought to the HR Committee in May for their consideration to be added to the roster. The title will better describe the function of an existing employee.

**VI. Adjournment**

A motion was made to adjourn by Ms. Gagliano and seconded by Mr. Ulatowski. The meeting adjourned at 11:40 p.m.



**Finance Committee Meeting Minutes  
March 15, 2019**

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, March 15, 2019.

The Meeting was called to order by Dr. Chin at 10:30am.

**I. Roll Call:**

In attendance: Dr. Shiu-Kai Chin, Ms. Jo Anne Gagliano, Mr. Mike Lazar, Mr. John Carni, Mr. Trent Amond, Mr. Bill Ryan and Ms. Linda Ryan.

**II. Review and Approval of Minutes from Previous Meeting:**

Mr. Lazar made a motion to accept the minutes from the previous meeting of February 1, 2019, with a second from Ms. Gagliano, the motion carried unopposed.

**III. Executive Session:**

Dr. Chin invited a motion to go into Executive Session to discuss "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." Mr. Lazar made the motion and Ms. Gagliano seconded that motion.

The Committee came out of Executive Session and Dr. Chin noted that no action had been taken.

**IV. Old Business:**

A. **Intermediate Term Financing Options Update:** Mr. Amond explained that we are in the process of arranging intermediate term financing before the end of our fiscal year primarily to bridge our anticipated recovery of Terminal Improvement project expenses from the FAA which we have scheduled out over the next 6 to 7 years. We have been presented a very preliminary review from our Consultants, Landrum and Brown, and they are suggesting the best option is to approach a bank for a fixed interest rate instrument that would allow us to pay down the monies as we receive them from the FAA. They are in the process of drafting material for us to approach the banks for financing. We are going to reach out to Key Bank, which currently holds the line of credit, and M&T Bank, which

is the other bank we solicited when we took out the original line of credit. This is a quick update and we hope to approach the banks by the end of the month.

**V. New Business:**

- A. **Customer Facility Charge for Rental Car Operations.** Mr. Amond explained that Landrum and Brown was retained to take a look at this issue. They have surveyed the rental car companies. In their draft version it looks like the Customer Facility Charge (CFC) will be a \$4.00 per day fee and this would sustain the financing we need to build a Consolidated Rental Car Facility (CONRAC). Our plan is to brief the Finance Committee and the Board at the May meeting, John Clark will have a draft resolution to present at the May meeting and at the June Meeting we will ask the full Board for approval to implement the CFC. Mike Lazar asked if we can pass it in anticipation of building the CONRAC and Mr. Amond explained that we can and the funds we collect must be used for rental car related expenses.

**VI. Adjournment:**

Mr. Lazar made a motion to adjourn, Ms. Gagliano seconded that motion. The meeting ended at 10:57.



## Finance Committee Meeting Minutes

April 19, 2019

10:00

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, April 19, 2019.

The Meeting was called to order by Dr. Chin at 10:26am.

I. **Roll Call:**

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

II. **Review and Approval of Minutes:**

Mr. Lazar made a motion to approve the minutes from the previous meeting on March 15, 2019 and Mr. Fisher seconded that motion.

III. **Old Business:**

A. **CFC Study:** Mr. Amond went over the Landrum and Brown study on the Customer Facility Charge (CFC's) for Rental Car Operation. The plan is to rehabilitate the existing garage which will create a little more than 400 additional spaces for public parking and associated with that build a separate consolidated rental car facility (CONRAC) that will be placed in the current Overflow Parking Lot. This is the plan that the Board approved for us to explore. The estimated cost (numbers are 2 years old) was about \$55 million for the garage related project and the CONRAC was a little more than \$20 million and we anticipated doing this with funds from 2 sources both of which would be bonding. We would have about 35 million to bond based on the Authority's bonding capacity and the idea is to bond for the CFC's based on a CFC that we would impose on the Rental Car Facilities. We hired Landrum and Brown to conduct a study and let us know what kind of CFC we would be looking at and how we might go about this. They looked at the Rental Car Market Share. Avis and Enterprise have more than a third in CNY and Hertz has 25%. L&B did a survey of the Rental Car Companies to collect data on enplaned passenger and rental car transactions and transaction days. Mr. Amond referred to the handout and discussed L&B's finding on the

chart. They came up with a range of projected levels to figure out what bonding support we could have. We discussed a CFC charge between \$3 and \$5 dollars per day. They compared other airport's CFC charge. If we were to impose a \$4/day fee, we would be consistent with other small hub airports. The recommendation is to impose \$4/day CFC and to start collecting ASAP. They recommend that the resolution be written to pay for the construction cost for the CONRAC facility. We will recommend this to the full Board for the June meeting and begin collecting September 1, 2019. Mr. Simpson asked if L&B looked at how it would affect the car rental sales with the difference of \$3-5 dollars/day. Mr. Amond mentioned that this was not a part of the model and the market is not that elastic. Dr. Chin asked if this applies to off-airport as well. Mr. Amond mentioned that it does if they are licensed to operate here at the airport. Mr. Amond mentioned that the CFC's would be to pay for the construction cost of the CONRAC. We will brief the rental car companies before the May meeting and then we will brief the Board on what we went over today. The goal is to have a resolution by the June Board meeting. Mr. Fisher asked about the 6% sales tax recently implemented and would the CFC's impact the rental car companies. Mr. Amond mentioned that this is a pass through fee to the customers and the Rental Car Companies are in favor of it.

Mr. Lazar mentioned he was concerned about taking on additional debt when we have a \$17 million dollar debt from the Terminal Improvement Project. Mr. Amond mentioned that all of the \$17 million is coming from Federal monies. Mr. Simpson asked if the Authority has its own individual bond rating or do we use the City's? Mr. Amond mentioned that we will have a rating, but we don't yet as we have not started the process of obtaining it. For this project, we will use the Airport's Bond Rating. Mr. Simpson asked if we should increase the CFC to \$5.00 given the debt load, and because the market is inelastic. He stated that if we start collecting now, the additional revenue source can affect our Bond Rating in a positive way. Mr. Amond mentioned that the CFC can be adjusted without Board approval

Dr. Chin thanked Mr. Amond for preparing this report as this report was in response to Board's request to start collecting the CFC money ASAP. Mr. Amond said that we can go back to Landrum & Brown and ask them what the effect of charging a CFC of \$5 as opposed to \$4 would be. Dr. Chin recommended this. Mr. Amond is going to brief the rental car companies on the CFC fee before the next Board Meeting.

- B. Snow Removal RFP Recommendation:** Mr. Amond reported on the Snow Removal Bid. The RFP was issued on February 4, 2019. It was advertised in the 7 SRAA designated newspapers, the NYS Contract Reporter, AAAE and the Minority Reporter. We held a mandatory pre-proposal meeting on February 19, 2019, and there were 5 potential respondents that attended the meeting. Our current contractor, Ciotti Enterprises, did not attend and therefore made it known that they would not be submitting a bid. We received and opened two bids, Aero Snow Removal and Salt City Snow Removal. Salt City's bid was twice as much as Aero's bid so we discarded this bid as a serious contender. We tested the Aero proposal and found it to be within the reasonable range and proceeded to interview Aero Snow Removal. The Ad Hoc Committee consisted of John Carni, Antimo Pascarella, Ron Bowles, Trent Amond, Linda Ryan, Mike Lazar and Damion Ulatowski. Aero Snow



Removal is a national company that currently provides Snow Removal for Boston Logan, Newark, JFK, Philadelphia, Washington Dulles, Baltimore, O'Hare and Denver Airports. They don't move as much snow at other Airports but have a wider operational area to cover. We were able to work out a couple of issues with Aero. One issue was that they could only come within 50 feet of an aircraft. After negotiating with them, they said that they could come within 25 feet of an aircraft which is where we needed them to be. In regards to price, we asked them if this was their best offer and they sent an e-mail stating yes because of a couple additional costs they did not include in the bid but learned about in the interview. The Ad Hoc Committee sent a yes/no e-mail vote and the e-mail was a unanimous yes. Mr. Lazar added he was very impressed. Mr. Fisher made a motion to recommend to the Board approval and Mr. Lazar seconded that motion, all were in favor.

**IV. Adjournment:**

Dr. Chin ended the meeting at 11:02.