

# SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT  
1 000 COL. EILEEN COLLINS BLVD.  
SYRACUSE, NEW YORK 13212  
P: 315.454.3263  
F: 315.454.8757

**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, May 8, 2020  
11:00 a.m. – 12:30 p.m.  
Syracuse Hancock International Airport  
Board Room/Webex/Conference Call**

**Updated:**

**Join by phone +1-408-418-9388 United States Toll  
Access code: 211 171 219 then hit pound #  
Meeting password: 73579979**

<https://syrsraa.com/regular-meeting-packets/>

1. Roll Call (2 Minutes)
2. Reading and Approval of Minutes from the March 20, 2020 Regular Meeting (4 Min)
3. Directors Report (10 Minutes)
4. Executive Session (20 Minutes)
5. New Business (25 Minutes)
  - Draft of 2020/21 Operating Budget
  - Draft of 2020/21 Capital Budget and Reserve Status
  - Capital projects/Cares Act funding status
  - Commercial General Leasing Policies and Procedures
  - Update on COVID-19 impacts
6. Committee Reports and other updates (10 Minutes)
  - HR Committee
  - Governance Committee
  - Finance Committee
7. Adjournment

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

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

Friday, March 20, 2020

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 20, 2020 at 11:02 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Chiarenza Gagliano.

**Note:** The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

### Members Present/Telephone Conference:

Ms. Jo Anne Gagliano – Chair  
Dr. Shiu-Kai Chin  
Mr. William Fisher  
Mr. Kenneth Kinsey  
Mr. Michael Lazar  
Mr. Robert Simpson  
Mr. Michael Mirizio

### Members Absent:

Ms. LaToya Allen  
Dr. Donna DeSiato  
Michael Quill  
Mr. Michael Frame

### Also Present/Telephone Conference:

Mr. H. Jason Terreri  
Mr. John T. Carni  
Ms. Joanne Clancy  
Ms. Debi Marshall  
Ms. Selena Nicholson  
Mr. R John Clark

## **Roll Call**

As noted, all Board members were present with the exception of, Ms. LaToya Allen; Dr. DeSiato; Mr. Frame; and Mr. Quill.

Ms. Gagliano started by welcoming everyone to the scheduled regular meeting of the Board at 11:02 a.m.

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

Having no objections or additions to the minutes from the February 27, 2020 Regular Meeting of the Board, a motion was made by Mr. Lazar and seconded by Dr. Chin and the minutes were unanimously approved.

The motion was approved: 7 ayes, 0 nays, 0 abstain

## **Executive Session**

Chair Gagliano invited a motion to go into executive session to discuss the employment history of a particular person or corporation. Mr. Lazar made the motion and Dr. Chin seconded the motion. Executive session began at 11:05 a.m.

Executive session ended at 11:28 a.m. No action was taken.

## **New Business**

### **Resolution creating the position of Chief Commercial Officer for the Syracuse Regional Airport Authority**

Director Terreri explained the skill set and focus of this newly created title. The Director of Business Development position will remain on the roster but will not be filled at this time. Mr. Fisher inquired if the HR Committee made this recommendation to the board and Mr. Lazar confirmed that was the case. Having no further discussion regarding this resolution, a motion was made by Ms. Gagliano and seconded by Mr. Lazar.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

### **Resolution creating the position of Security Assistant for the Syracuse Regional Airport Authority**

Director Terreri explained that with the TSA increased security demand requirements that this position will help fulfill those needs and that the new role was also recommended by the HR Committee to be added to the SRAA roster. Having no further discussion regarding this resolution, a motion was made by Ms. Gagliano and seconded by Mr. Lazar.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

## **Resolution creating the position of Grants Administrator for the Syracuse Regional Airport Authority**

The purpose of this role was explained to the board regarding the need for the finance department to have segregation of duties and focus on state and federal grants and was also recommended by the Finance Committee. Having no further discussion regarding this resolution, a motion was made by Dr. Chin and seconded by Ms. Gagliano.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

### **Directors Report**

Director Terreri presented his report to the board. Director Terreri indicated that due to the Corona Virus situation, the original plan of providing documents regarding the parking deck and roadway plan strategy to share with the board has been altered but he would like to continue the discussion that was had during the Finance Committee meeting to go over roadway and landside planning for the airport. The initial study has been completed with a landside strategy to include the parking deck, roadway plan, rental car facility and expansion of other parking capacity needs. This project decision needs to move forward relatively quickly despite the current situation. A decision on financing and strategies needs to be complete by the end of the calendar year. A Land-side Strategy sub-committee to consider all of these options is being suggested to be formed for this purpose and to help the board determine the best courses of action. A discussion ensued regarding the types of skill set this sub-committee would need to be effective. Ms. Gagliano made a motion to approve the creation of a sub-committee for this purpose and Dr. Chin seconded that motion. The resolution was unanimously adopted.

Director Terreri reminded the board that given the current numbers due to the pandemic, the report is not indicative of the current situation. He went on to explain the breakdown of each item regarding passenger traffic and other updates. He noted that SYR is faring better than other local airports in terms of airline frequency cancellations and/or cuts to the market. The impacts to parking revenue and air service at SYR will be closely monitored. The food and retail operations at the airport is being curtailed to continue to serve the public during appropriate passenger traffic timing as that changes. Mr. Fisher stated some further clarifications of the Governor of New York's updated policies regarding essential business operations. Executive Director Terreri reassured the board that the Syracuse Regional Airport Authority will not be furloughing any employees and that the office personnel who are able to work from home have transitioned to that model with all objectives still being met. Janitorial staff is utilizing CDC cleaning methods and social distancing precautions are being taken by all staff with minimal interaction between departments. All other operations remain in place as required. The authority has enacted a hiring freeze, are delaying non-essential SRAA funded projects and the Executive Team is in the midst of reforecasting budgets and financial impacts due to the COVID-19 pandemic.

CFO Robin Watkins explained that our airport organization is in a strong position financially to weather this storm compared to other airports. CFO Watkins is working closely with the Executive Director in coordination with the airlines during this difficult time. Accounts receivables and forecasting models are being reviewed to determine potential paths forward. Industry level communication lines are open and helpful in assisting with best practice planning.

Director Terreri discussed the stimulus relief package pending for the airlines and transportation industry and timing of the same. He has had several discussions with local, state and federal representatives who have been very helpful and communicative. Airlines have asked for temporary relief of rents and a cooperative call is being set up with all airlines to discuss any relief packages with the airlines in the future based on aid and other financial needs of the SYR airport. Concessions has also contacted us regarding relief options that may become available as things progress. There are some revenue opportunities regarding the potential of parking planes not in service, rental cars or other vehicles at the airport which would help minimize the current financial impact of the loss of revenue due to the severe passenger drop. A discussion ensued regarding these potential revenue opportunities and planning surrounding same. Executive Director Terreri stated that the morale of the staff is good and that everyone is working together to get through this time and a discussion was had regarding opportunities to help the community as they arise.

### **Committee Reports and other updates**

HR Committee has no further updates to report.

Governance Committee – Mr. Fisher discussed the possibility of working with the Board Development Committee to suggest changing the timing of the terms of appointees to the Syracuse Regional Airport Authority board so that they coincide better with election cycles.

Mr. Fisher suggested that the next set of meetings held be via video conference.

Chair Gagliano wished all health and safety during this time.

### **Adjournment**

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

The meeting was adjourned at 12:04 p.m.



## **SRAA Commercial General Leasing Policy and Procedure**

### **I. Purpose**

The Federal Aviation Administration (“FAA”) requires any airport developed with Federal Grant Assistance to operate for the use and benefit of the public and for the airport to be made available to all types, kinds, and classes of aeronautical and non-aeronautical activity on fair and reasonable terms and without unjust discrimination. As a grant recipient, the Syracuse Regional Airport Authority (“SRAA” or “Authority”) therefore maintains a fee and rental structure for the facilities and services at the Syracuse Hancock International Airport (“SYR” or “Airport”) in an effort to make the Airport as financially self-sustaining as possible while avoiding unjust economic discrimination among classes of Airport users, taking into account such factors as the volume of traffic and economy of collection.

The purpose of the SRAA Commercial General Leasing Policy and Procedure is to 1) provide sound, consistent guidelines through which the SRAA can respond to the interests of financially sustainable and responsible Lessees; 2) administer Airport leaseholds in accordance with FAA grant assurances; 3) insure the SRAA’s ability to meet its obligation to provide a sustainable revenue source for the Airport; and 4) provide policy guidelines for Airport related business decisions.

The leasing of Airport property is regulated and influenced by local, state, and Federal law including, but not limited to, the policies and rules of the Federal Aviation Administration and the Department of Transportation (“DOT”), formal Policies adopted by the SRAA, and input from the community.

### **II. Policy**

DOT/FAA guidelines require the SRAA to make the Airport as financially self-sufficient as possible. It is the SRAA’s policy, to the extent feasible, to charge fees for aeronautical uses<sup>1</sup> based on a reasonable and cost recovery basis.

Rates and charges for non-aeronautical use facilities shall be fair market value.

---

<sup>1</sup>Aeronautical uses include air taxi and charter, air carrier service, pilot training, aircraft rental, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and service, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute and ultralight activities, among others.

### III. Discussion

Implementation of this policy is supported by several documents maintained by the Authority that also have a bearing on the topic of this commercial general leasing policy. They include, but are not limited to, the following:

- A.) Airport Rules and Regulations
- B.) Airport Minimum Standards
- C.) The approved budget for the Airport, including the Schedule of Rates and Charges
- D.) The terms and conditions of lease and/or license agreements issued by the Authority (see below)

Table 1. indicates the general form agreements issued by the Authority for the following purposes:

**Table 1. SRAA General Form Agreements**

Type of Agreement	Description
<b>Long-Term Lease Agreement</b>	A Long-Term Lease Agreement is generally used for the leasing of Airport property or facilities for a period greater than 5-years. The terms and conditions of the lease will factor in the conditions of the arrangement being sought with the Authority, with the underlying policy that leases will be based on a cost recovery basis while avoiding unjust economic discrimination among classes of Airport users. Long-term leases are usually more complex in nature and require the leasee to make or invest in capital improvements to the leasehold during the term of the lease. Consideration for the level of investment in the leasehold is incorporated into the agreed upon terms of the agreement, including the length of term and rates and charges therein.
<b>Short-Term Lease Agreement</b>	A Short-Term Lease Agreement is used for leasing Airport property or facilities for a period of more than 1-year and less than 5-years. Short-term leases usually would not require investment in capital improvement to the leasehold, although exceptions may be made.
<b>Month-to-Month Rental Agreement</b>	A Month-to-Month Rental Agreement is used for the rental of facilities, "as is" and without improvement, on a monthly basis. Month-to-Month rental agreements are cancelable by either party upon 30 days written notice.
<b>Other</b>	The Authority may, from time-to-time, develop custom lease or business agreements for those instances not covered by one of the form agreements above.

As a general rule in accordance with industry standards, rental rates for certain property uses—such as retail, including both convenience store and non-convenience store formats; food and beverage; hotels; or other forms of use may, in addition to rent, include a percentage of Lessee’s gross income from the use of the leasehold.

In specific circumstances which are not covered by established rates, fair market value will be determined by an independent certified appraisal of the specific parcel and the rental rate will be negotiated to achieve the SRAA’s intended return.

#### **IV. Amendments, Renewals, and Unsolicited Proposals**

**A.) Amendments.** The SRAA reserves the right to amend any existing lease that it deems is in the best interest of the Airport. Amendments may be in several forms, including providing existing tenants the first opportunity to lease a vacant adjoining parcel in support of both the tenant’s and Airport’s needs.

**B.) Renewals.** Renewals of Long-Term and Short-Term leases are offered to existing tenants as a matter of first refusal provided that the tenant’s lease is in good standing in all regards. In the instance of default of the lease, a renewal may not be entered into by the Authority and the tenant will be required to vacate the premises. Renewals will be based on SRAA policies, rates, and charges that are in effect at the time of renewal.

**C.) Unsolicited Proposals.** Under certain circumstances—i.e., multiple parties interested in a single piece of property or few/no remaining parcels available for a specific aviation-related use—the SRAA may use a proposal process prior to approving a lease for a particular parcel. In the event the SRAA receives an unsolicited proposal to develop and/or occupy previously undeveloped or occupied property at the Airport, the SRAA will undertake the following actions prior to entering into a lease with a proponent based on an unsolicited proposal.

- 1.) Issue a **Request for Interest (“RFI”)** on the property in order to determine the market demand for the property. If there are no responses to the RFI, the SRAA may enter directly into lease negotiations with the proponent.
- 2.) Issue a **Request for Proposals (“RFP”)**. If the Authority receives responses to an RFI, other than the initial proponent, the SRAA will issue an RFP for the development and occupancy of the property. Such an RFP will provide the requirements for proposals to be submitted to the Authority for consideration, as well as the evaluation criteria the Authority will use to select a proponent to enter into negotiations with.
- 3.) In the event the Authority issued an RFI or an RFP for a parcel of property that did not generate a response, the Authority may, for a period of 18 months from the time of issuance of the RFP/RFI, **enter directly into negotiations** for a lease with a new proponent of the property. In the event more than 18 months has lapsed, the Authority will re-issue an RFI or RFP, as appropriate, prior to engaging into lease negotiations on an unsolicited proposal.



4.) **Publication.** RFIs and RFPs shall be published on in the New York State Contract Reporter in addition to the Authority’s web site at [syrsvaa.com/bids-rfp-rfq/](http://syrsvaa.com/bids-rfp-rfq/)

**V. Land Uses**

Airport Master Plans and Airport Layout Plans (collectively “ALPs”) have been developed for the Syracuse Hancock International Airport and are periodically updated. These plans are reviewed and approved by the FAA and the SRAA following public review and input. Among other purposes, these plans provide guidance to Airport staff and the SRAA Board in land use/leasing decisions. The SRAA lease documents specify permitted use of Airport property and any land use restrictions which may apply.

**VI. Lease Requests**

Potential tenants shall submit a fully completed Lease Application to the Airport’s Contract Administrator (in the form provided) including such additional information as may be required for review by the Airport’s Executive Director and consideration by the SRAA Board.

Applications will be reviewed based on parameters included in this leasing policy including, but not limited to, the following:

1. The proposed use is appropriate and consistent with the ALP, Master Plan, and other relevant land use planning documents;
2. Said approval would not constitute a violation of FAA Grant Assurances;
3. Said approval will serve the best interests of the Airport;
4. In the event the request is for a commercial aviation use, the applicant’s proposed use of the property will comply with the requirements of the approved Minimum Standards to Conduct Aeronautical Activity for the Airport and would be in compliance with the Airport’s Rules and Regulations.

**VII. Lease Agreements and Legal Review**

SRAA leases are designed to protect the public interest and contain more restrictive clauses than private sector leases. SRAA leases shall obligate Lessee’s to the responsibilities and obligations associated with possession and control of Airport real property including, but not limited to, compliance with all Federal, state, and local laws and regulations.

SRAA leases may be subject to review by legal counsel and will, at a minimum, conform to local/regional standards of tenant responsibility and liability. Lease language may be periodically updated to reflect changes in FAA regulation and real estate law, as well as to meet a changing economic environment and other risks associated with land ownership.

## **VIII. Lease Term**

### **A. Standard Long- and Short-Term Leases**

The length of a Lease Term is determined by property designation on the ALP, the prospective Lessee's proposed use, and the level of private investment for leasehold improvements. Standard lease terms are, generally:

1. For corporate or private aircraft hangars: 15 years with two five-year options to extend
2. For non-hangar commercial leases: 20 years with one five-year option to extend
3. For FBO leases: Per negotiation

### **B. Exception to Standard Term**

On a case-by-case basis, the SRAA may consider a significantly longer lease term to support Airport property development and to allow a Lessee to amortize its investment based on the following criteria:

1. Services provided to the public, Airport tenants, and/or Airport users,
2. Present and future potential for job creation and impact on the local economy,
3. The possible extension of public infrastructure and benefit to the Airport for meeting future development needs (i.e., roads, water, sewer, etc.), and/or
4. Potential to attract other new aviation or non-aviation related business to the Airport

## **IX. Construction of Leasehold Improvements**

Leasehold improvements must be constructed in accordance with the Syracuse Regional Airport Authority guidelines. Height restrictions, lot-line setbacks, appropriate parking, building design, quality of construction, and other requirements are controlled by the FAA, local building codes, and the SRAA.

### **X. Subtenant Approval**

Upon application to, and written approval of the SRAA, a Commercial Aviation Operator ("Operator") may sublease a portion of its leasehold improvements to provide additional aviation-related services at the Airport. The proposed sub-tenant is subject to all of the terms and conditions of the tenant's base lease, as well as the Airport's Minimum Standards and Rules and Regulations. In instances where the tenant's base lease contains a provision for the percentage of gross sales as a portion of rent, the gross sales of any sub-tenant shall be subject to the same percentages which shall be collected by the Lessee, and submitted to the Authority along with a monthly sales report provided by the Airport.

To obtain approval for sub-tenant occupancy, the Lessee shall submit a fully completed Subtenant Application to the Airport's Contract Administrator in the form provided, together with such additional information as may be required for review by the Airport's Executive Director and consideration by the SRAA Board. The information will be reviewed based on parameters included in

this Leasing Policy including, at a minimum, the following:

1. The proposed use is appropriate and consistent with the ALP, Master Plan, and other relevant land use and planning documents;
2. Approval will not constitute a violation of FAA Grant Assurances;
3. If approval is requested for a commercial subtenant, the use of the property will comply with the requirements of the approved Minimum Standards and Rules and Regulations for the Airport.
4. For sub-tenants, a written acknowledgment of the Lessee that the sub-tenant understands the following requirements for the sublease:
  - a. That the indemnity and Insurance of Owner or Operator's Sublease Agreement with the SRAA requires minimum levels of insurance coverage (including naming SRAA and the City of Syracuse as insured).
  - b. That the all sub-tenants will comply with Airport Safety and Security Plan provided by SRAA and all applicable governmental requirements pertaining to security and safety and the above-named parties' use of the Airport and operation/utilization of the Leased Premises to comply with the Airport Security Plan and all governmental requirements.
  - c. That the sublease requires all guests, invitees, and those entering or doing business on the leased premises to comply with the Airport Security Plan and all governmental requirements.
  - d. That the proposed sub-tenant understands its obligation to pay the Authority a percentage of gross revenue, where applicable, along with a forecast of projected annual gross revenue over the term of the sub-tenant agreement.

**XI. Managed Aircraft**

An Operator who neither leases nor owns the aircraft based on its leasehold, but manages the aircraft for the owner, will be subject to the fuel storage requirements established for Fixed Base Operators by the Minimum Standards and Airport Rules and Regulations. The Airport's policy regarding fuel storage and flowage fees shall apply.

**XII. Assignment of Lease**

Assignment of all short- and long-term leases at the Airport are subject to the prior written approval of the Authority.

Lessee shall request approval to assign its lease at least (60) days prior to desired transaction date to the Airport's Contract Administrator (in the form requested) together with such additional information as may be required for review by the Airport's Executive Director and consideration by the SRAA Board.

Documents and information to be provided shall include:

- 1.) Name of the proposed assignee (if a limited liability company, corporation,

- partnership, or other association, the names of the controlling interest owners must be supplied);
- 2.) A copy of the document to be used to facilitate the assignment (i.e., bill of sale, sales agreement, etc.);
  - 3.) Purpose for the assignment;
  - 4.) Corporate and/or contact information for the assignee;
  - 5.) Payment of any administrative fee established by the SRAA in the current Rates, Fees and Charges.

The SRAA shall not approve a lease assignment until the leasehold is inspected and in compliance with the provisions of the existing lease.

### **XIII. Leases for Commercial/Industrial Development/Commissions for Brokers**

#### **General**

Subject to all of the conditions of the SRAA Leasing Policy and Procedures as stated herein, if the SRAA leases a parcel of land to a tenant or developer for non-aviation industrial/or commercial development with prior approval from the FAA for such use, the lease may be made for a base lease term of up to forty (40) years inclusive of options to extend.

#### **Broker Commissions**

The SRAA will not approve an exclusive listing/marketing agreement for the development and occupancy of its available property. The SRAA may, at its discretion, pay a reasonable broker commission based on the gross rental of the initial term of the Sublease ("Rental Commission") at closing, to any licensed commercial real estate broker who brings the SRAA a tenant that enters into a long-term lease of SRAA properties and facilities.

No commissions of any kind, whether Rental Commission or otherwise, shall be paid on new or renewed subleases for existing tenants, or their approved successors or assignees.

### **XIV. Through the Fence Operations**

Through the fence operations are not permitted at the Syracuse Hancock International Airport.

### **XV. Revisions to Policy**

The SRAA reserves the right to revise this policy, or to waive any portions of the policy deemed necessary or desirable with regard to the day-to-day management of facilities and real estate under its jurisdiction.



**RATES, FEES, AND CHARGES FOR FISCAL YEAR 2020 – 2021**

All Rates, Fees, and Charges not otherwise specified in an agreement, contract, or sublease, shall be as follows:

**Land (per annum):**

<b><i>Undeveloped</i></b>	10% of appraised value plus % of gross sales per lease
<b><i>Developed</i></b>	Per terms of a lease

**Facilities – Terminal and Cargo:**

**Per turn charge for common use gate hold/apron:**

A. <i>Signatory</i>	\$65.56
B. <i>Non-signatory</i>	\$75.39

Non-airline terminal/office space pre-security:	\$40.00
Non-airline terminal/office space post-security:	\$54.00

Kiosk	Based on SQ FT, plus 10% of gross sales
Commercial Display	Based on SQ FT
Vending	\$100/month, plus 10% gross sales
ATM	Per Negotiation

**Conference Room Rentals\*:**

	<b><u>Half Day</u></b>	<b><u>Full Day</u></b>
<i>Veronica Room</i>	\$ 50	\$100
<i>John Walsh Conference Room</i>	\$100	\$200
<i>Board Room</i>	\$100	\$200

\*See Conference Room Pamphlet for Rentals and Catering

**Landing Fees (per 1,000 lbs. of GMLW):**

***Air Carrier:***

<i>Signatory</i>	\$4.99
<i>Non-signatory</i>	\$5.73

**RATES, FEES, AND CHARGES FOR FISCAL YEAR 2020 – 2021 (CONT.)**

<b><u>Fuel Flowage Fee:</u></b>	\$.06
<b><u>Overnight Aircraft Parking Fees:</u></b>	
<i>Signatory</i>	\$110
Non-signatory	\$127
<b><u>Passenger Parking:</u></b>	
<i>Garage, max per day</i>	\$12
<i>Open Lot, max per day</i>	\$10
<i>Employee Garage parking, per month</i>	\$85
<i>Tenant Reserved Spaces, per month</i>	\$100
<b><u>Employee Parking Lot:</u></b>	Free to Employees
<b><u>Ground Transportation:</u></b>	
<i>Taxicab and Limousines charge</i>	\$750 per permit per year
<i>Ride Share/Airport Shuttle</i>	\$2.00 pick-up \$2.00 drop-off
<b><u>Rental Car Charges:</u></b>	
<i>Customer facility charges (CFC)</i>	\$5.00 per transaction day
<i>Counter space/Office Space</i>	\$43.36/linear foot
<i>Ready return/parking spaces</i>	\$118.00/mo. per space
<i>Rental Car Maintenance Facilities</i>	\$0.334 per square foot per year
<b><u>Security Badge and Fingerprinting:</u></b>	
<i>Issue of security badge (includes fingerprinting)</i>	\$45
<i>Replacement of lost or damaged</i>	\$15
<b><u>Advertising:</u></b>	See Marketing Department



**Syracuse Hancock International Airport and Syracuse Regional Airport Authority  
Application to Do Business**

Return this completed application to: Aviation Contracting Officer, Linda Ryan, C.M.,  
Syracuse Regional Airport Authority, 1000 Col. Eileen Collins Blvd., Syracuse, NY  
13212 or RyanL@syrairport.org

Use this form to request consideration of a business venture or a change in existing agreement at Syracuse Hancock International Airport (SYR). Complete the blocks with the appropriate information; mark blocks "N/A" when they do not apply to your request. Continue on separate sheets if additional room is required.

**1. APPLICANT INFORMATION**

Name : \_\_\_\_\_  
Name of individual completing this application

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number(s): Office \_\_\_\_\_ Cell \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**If applying as a business or other legal entity, complete the following:**

Name of Company/Business: \_\_\_\_\_

President/Partner(s): \_\_\_\_\_  
\_\_\_\_\_

Legal Notice Address: \_\_\_\_\_  
\_\_\_\_\_

Identify the type of business entity:

\_\_\_\_\_

EIN #: \_\_\_\_\_

D-U-N-S#: \_\_\_\_\_

Describe present business: Have you or any interested parties in this application ever:

**Filed bankruptcy?**            \_\_\_ Yes    \_\_\_ No  
**Been evicted?**                \_\_\_ Yes    \_\_\_ No  
**Had any credit problems?**   \_\_\_ Yes    \_\_\_ No

If the answer to any of the preceding questions is Yes, explain (attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. PURPOSE OF APPLICATION (check one):

- LAND LEASE:** All persons wishing to construct improvements at the Airport must first enter into a land lease for a suitable parcel. Return this form to the Aviation Contracting Officer, who will initiate the Lease approval process which may include approval or disapproval by the Airport Director and/or the SRAA Board.
- FACILITY LEASE:** All persons wishing to occupy space in the terminal building at the Airport must first enter into a Facility Lease. Return this form to the Aviation Contracting Officer, who will initiate the Lease approval process, which may include approval or disapproval by the Airport Director and/or the SRAA Board.
- LICENSE:** All persons conducting activities on either airport for financial gain must first enter into a license agreement. Return this form to the Aviation Contracting Officer, who will initiate the License approval process, which may include approval or disapproval the Airport Director and/or the SRAA Board.
- CHANGE TO EXISTING AGREEMENT:** All persons wishing to make changes to an existing agreement must first submit a written request. Return this form to the Aviation Contracting Officer, who will initiate the Lease approval process, which may include approval or disapproval by the Airport Director and/or the SRAA Board.



**3. NATURE OF PROPOSED BUSINESS: Check all activities proposed to be conducted.**

A. Aircraft Support Services

- Aircraft Storage
- Aircraft Painting
- Aircraft Maintenance (major and/or minor repair)
- Repair or reconditioning of used aircraft
- Aircraft parts sales
- Avionics repair, installation and/or sales
- Aircraft sales, leasing, and/or brokerage
- Sale of aeronautical items/supplies (charts, books, etc.)
- Aircraft Management
- Other (list) \_\_\_\_\_
- Other (list) \_\_\_\_\_

B. Airline Operations:

- Air Carrier or Air Taxi Operations
- Transportation of cargo and/or mail
- Other (list) \_\_\_\_\_
- Other (list) \_\_\_\_\_

C. On-Demand Flying Services:

- Aerial photography or survey
- Agricultural operations (crop-dusting)
- Aircraft Charter or any purpose
- Aircraft Rental to the public
- Corporate Flight Department
- Flight School
- Sightseeing flights
- Aerial advertising
- Ground school or Flight examiner
- Other (list) \_\_\_\_\_
- Other (list) \_\_\_\_\_

D. Facility Lease:

- Office Space in Terminal
- Aviation Handling Provider
- Concessions
- Kiosk
- Vending
- ATM
- Other (list) \_\_\_\_\_

**4. PROPOSED TERM (standards are identified in the SRAA's Commercial General Leasing Policy):**

Indicate the proposed date of commencement of the activity: \_\_\_\_\_

Indicate the proposed term of the activity: \_\_\_\_\_

**5. BUSINESS REQUIREMENTS:**

A. Building/Facility Requirements: State the type and size of land/building/facilities/office needed to conduct the business. Indicate any special consideration for equipment, drainage, lighting etc. If new construction, describe the estimated cost of any such structure and the means or method of financing such construction or acquisition of facilities. **If applicable, attach a site plan and/or drawings.**

---

---

---

---

B. Will any part of the operations of this business require the storage, use of or transport of volatile, hazardous or toxic chemicals or waste on Airport Property? \_\_\_\_\_ Yes \_\_\_\_\_ No

C. Ownership: List all persons or companies that will own an interest in the proposed business, (include financial institution information if applicable).

Name: \_\_\_\_\_ Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

D. Management: List the person who will be managing the operations at the Airport.

Name: \_\_\_\_\_ Title : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature and date of submission

## SUPPORTING DOCUMENTS

The following is a list of additional information that may be requested after initial submittal of the application. When submitted, all information will be required to be typed or printed legibly.

- Three (3) business references
- Three (3) credit references
- License, permits, or certificates required to conduct this business (i.e. FAA Part 135 Certificate of Air Agency Certificate)
- Business Plan or Pro Forma
- Certificate of Insurance
- New York State Aircraft License
- Proof of authorization to do business in the State of New York
- Other: \_\_\_\_\_

Please mail this application to:  
Aviation Contracting Officer  
Syracuse Regional Airport Authority  
1000 Col. Eileen Collins Blvd.  
Syracuse, NY 13212

OR

Drop-off this application to:  
Aviation Contracting Officer  
Syracuse Regional Airport Authority  
1000 Col. Eileen Collins Blvd.  
Syracuse, NY 13212

OR

E-mail: [ryanl@syraairport.org](mailto:ryanl@syraairport.org)



**Finance Committee Meeting Minutes  
Friday, April 17, 2020**

These minutes reflect the activities of the Syracuse Regional Airport Authority Finance Committee during the meeting publically posted via ABO guidelines and held at Syracuse Hancock International Airport in the SRAA Board Room and also via WebEx and telephone conference call on Friday, April 17, 2020.

**Note:** The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

The Meeting was called to order by Dr. Chin at 9:31 a.m.

**I. Roll Call:**

In attendance: Ms. Gagliano, Dr. Shiu-Kai Chin, Mr. William P. Fisher, Mr. Mike Lazar, Mr. Michael Frame; Mr. H. Jason Terreri; Mr. John Carni; Ms. Joanne Clancy; Ms. Cheryl Herzog; Ms. Linda Ryan; Mr. Matt Szejwbka and Ms. Robin Watkins; Mr. Simpson joined the meeting at 10:15a.m.

**II. Review and approval of minutes from previous meeting:**

Mr. Fisher made a motion to approve the minutes from the previous meeting on March 20, 2020 and Ms. Gagliano seconded that motion. Motion carried unanimously.

**III. Directors Report**

Executive Director Terreri shared with the committee a presentation regarding the impact currently of COVID-19. Passenger numbers decreased 48% in March with the impact starting to hit mid-March for aircraft operations. For the last two weeks of the month it was approximately 80% drop for the month year over year. The current average for April is about 100-150 people per day through the checkpoint. Concessions and parking revenues are down significantly. A new revenue model is in process and we will share detail when available. Air service reforecasting for recovery planning indicates a 95% reduction in April/May, however, we are meeting the minimum requirements for the CARES Act. The Mid-level model and the high-best case scenario are all being looked at but seem to indicate an approximate 30% drop in end of

year performance. The best-case scenario would bring us back to 2017 levels by the end of the calendar year. This forecast is being updated weekly as numbers come out from TSA and frequent and continued conversations with the airlines. The SRAA is tracking all of the changes. The airlines have asked for exemptions from smaller regional airports in our catchment area that could be served through SYR instead. Tenants have asked for relief, the FAA put out guidance that there can be no waiver of fees. In the past, because of how things were budgeted, there have been large credits that have gone back to the airlines at the end of the year, therefore, the airlines would like to discuss getting those credits earlier than normal to offset losses for landing fees, which would give them relief on their cash flow. There will be no impact to the airport finances. MillionAir has declined any support. Advertising has not been impacted, we are adding an additional month to their contracts and again we are partnering with our food, beverage and retail tenants during this time. The Cares act is funding all approved Federal grants which have a local match, which amounts to approximately \$2 Million. The fund application for SRAA is in process. CFO Watkins re-emphasized that the authority is still in a good cash position and is being monitored and managed daily. The authority and tenants are all working on maintenance and cleaning to take advantage of the low passenger traffic flow and open spaces. Mr. Fisher led a discussion regarding the annual inspection and maintenance of the parking deck. Executive Director Terreri stated that he will share results with the board.

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

- A. Status and process for 2020-2021 Operating Budget
- B. Finance Department restructuring update
- C. Authorization Policy Review
- D. Capital Projects update
- E. ABRM Software update

CFO Watkins briefed the board on the new budget process, restructuring of the finance department, re-alignment of job responsibilities, refining processing flow improvements along with segregation of duties improvements, policy reviews, and projects and software updates. The enhancement of these changes will provide much more transparency and reporting capabilities. Director Terreri and the board praised CFO Watkins progress, especially in such a short amount of time since she has joined the SRAA.

Executive Director Terreri notified the board that the SRAA has received approvals for Capital Projects. He further discussed with the board use of Cares Act funds and various projects.

CFO Watkins explained the new ABRM Software target date for live use is July 1<sup>st</sup>. This software will greatly improve airport revenue reporting, queries, it is user-friendly and integrates with the general ledger program.

Mr. Lazar asked some further questions regarding the financial impact to revenue due to COVID-19. Both Director Terreri and CFO Watkins again re-iterated the SRAA's financial position being in good shape to ride out the impacts of this pandemic for a long period of time, the plans for Cares Act funding and that they will continue to monitor the situation closely. Dr. Chin, Chair of the Finance Committee noted that in the midst of a pandemic that we are in a solid position and he is pleased with the information and the team's progress.

**VI. Adjournment:**

Mr. Lazar made a motion to adjourn and Mr. Fisher seconded that motion. Meeting was adjourned at 10:43 a.m.

DRAFT



**Finance Committee Meeting Minutes  
Friday, March 20, 2020**

These minutes reflect the activities of the Syracuse Regional Airport Authority Finance Committee during the meeting publically posted via ABO guidelines and held at Syracuse Hancock International Airport in the SRAA Board Room and also via telephone conference call on Friday, March 20, 2020.

**Note:** The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

The Meeting was called to order by Dr. Chin at 9:36 a.m.

**I. Roll Call:**

In attendance: Ms. Gagliano, Dr. Shiu-Kai Chin, Mr. William P. Fisher, Mr. Mike Lazar, Mr. Michael Frame; Mr. H. Jason Terreri; Mr. John Carni; Ms. Joanne Clancy; Ms. Cheryl Herzog; Mr. R. John Clark; Ms. Robin Watkins; Ms. Linda Ryan; Absent: Mr. Simpson

**II. Review and approval of minutes from previous meeting:**

Mr. Lazar made a motion to approve the minutes from the previous meeting on October 11, 2019 and Ms. Gagliano seconded that motion.

**III. Executive Session:**

Dr. Chin invited a motion to go into executive session to discuss the employment history of a particular person or corporation. Mr. Lazar made the motion and Ms. Gagliano seconded the motion. Executive session began at 9:42 a.m.

Executive session ended at 10:05 a.m. No action was taken.

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

##### **A. Airport parking financial planning:**

Executive Director Terreri acknowledged that the world has changed since this planned topic for the airport. A workshop was completed for the parking concept financial planning. He asked the committee to for the moment, separate the current situation from the future/normal business needs. More detailed financial information will be forthcoming, but the belief is that we have the ability to finance a new parking deck. Parking rates were discussed showing that in comparison to other airports and large venues in the local area, SYR is far below others pricing and perhaps parking increases should be considered. Further discussion regarding finances continued regarding cash on hand management, rates and charges, debt service coverage, CFCs, and other funding opportunity analysis to cover the cost of replacement of the parking deck. Director Terreri stated that further guiding principles from this committee will be sought and suggest forming an ad hoc committee consisting of committee members experienced with grants, funding and other financial backgrounds specifically for this purpose to make decisions within this calendar year would be helpful. The Chair and committee agreed that this is an important project and will recommend creating this ad hoc sub-committee to the SRAA Board. CFO Watkins and Mr. Fisher discussed full lists of capital projects in the next 5-10 years and are gathering that information to share with the board. Mr. Lazar recommended further consideration regarding the interim relocation planning during the construction of the parking deck. Executive Director Terreri stated that all of that will be included in the overall land development plan. A timeline for the RFP for the expiring parking contract at the airport in the fall is in the planning phase.

Mr. Fisher made a motion to recommend the creation of the ad hoc sub-committee, for the parking garage to the board pursuant to the bylaws of the board for this purpose. Dr. Chin seconded. Motion was approved unanimously.

##### **B. Review Investment Guidelines**

Executive Director Terreri reminded the committee that this is a yearly ABO requirement and no changes have been made to the guidelines in the packet provided.

Mr. Fisher made a motion to continue with the existing Investment Guidelines policy and submit it to the ABO as required. Mr. Lazar seconded the motion and was approved unanimously.

##### **C. Creation of the position of Grants Administrator for the Syracuse Regional Airport Authority**

Dr. Chin made a motion to agree to recommend to the board the creation of the Grants Administrator position for the SRAA. Mr. Lazar seconded the motion. Motion was approved unanimously.



## **COVID-19**

Mr. Fisher led a discussion regarding the COVID-19 pandemic, particularly regarding the impact to the airport workforce and not furloughing employees or reducing staff, as the airport is considered essential. Mr. Fisher wanted to cover many of the aspects of this discussion to be able to give a shorter update to the full board.

Director Terreri agreed that we are in alignment with not impacting the workforce as much as possible, that those workers who are able to work from home are doing so and continuing to meet daily objectives and that all essential services and projects at the airport are covered. Current open positions are on hold. CFO Watkins stated that the airport is in a good financial position to weather this storm. Several factors are at play regarding reduced revenue streams, however there are other opportunities for additional revenue and streamlining further measures and various projections are being worked on in the finance department. Mr. Lazar inquired further about the financial projections based on income and cash on hand that CFO Watkins stated would last 300 days. Further modeling is being conducted as the situation unfolds. Director Terreri stated that we have a hiring freeze currently in effect and other positions are not being filled as openings become available. Security staffing has been adjusted due to the reduction in passenger traffic. Director Terreri commended the Syracuse Police Department leadership for their partnership and continued assistance. Other projects such as the Exit Portals are currently on hold until we have a better understanding of the impact to our financials from COVID-19. Outstanding payments from any lease agreements are actively being collected and other ways to minimize expenses. The airlines have asked for rent waivers, the concessionaires have requested relief from the Minimum Annual Guarantee contract requirement. Parking is down 50% currently and we expect the rental car companies will also seek rent relief. Modifications may need to be considered to the airline use and lease agreements and the on-site hotel will certainly see hardship as well. The rates and charges need to be finalized before any modifications can be made and we need to see what type of federal bail out to the industry will be put in place by the President before making any commitments to the airlines or partners. Director Terreri stated that he is in close contact with our representatives and industry groups. Dr. Chin questioned what a safe minimum of cash on hand would be? Currently we have 300 days, but is there a minimum guideline of number of days suggested? CFO Watkins stated that she would send out information to the group regarding this and other questions for follow up. Director Terreri told the board that the authority would not be making any major financial decisions that have a long term impact to the airport without discussion and consensus of the board.

## **VI Adjournment:**

Dr. Chin made a motion to adjourn and Mr. Lazar seconded that motion. Meeting was adjourned at 10:49 a.m.