

# SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT

1000 COL. EILEEN COLLINS BLVD.

SYRACUSE, NEW YORK 13212

P: 315.454.3263

F: 315.454.8757

**Syracuse Regional Airport Authority**

**Regular Meeting Agenda**

**Friday, September 11, 2020**

**11:30 a.m. – 1:00 p.m.**

**Syracuse Hancock International Airport**

**John P. Walsh Conference Room/Conference Call**

[Join by phone 1-323-591-9493](tel:1-323-591-9493)

**Conference ID: 120 679 024 then hit pound #**

1. Roll Call (2 Minutes)
2. Consent Agenda (10 min)
  - **Approval for Resolution Approving Consent Calendar for Meetings of the Syracuse Regional Airport Authority**
  - **Approval of Minutes from the June 5, 2020 Regular Meeting**
  - **Resolution Authorizing the Creation of the Position of Airport Planner for the Syracuse Regional Airport Authority**
  - **Resolution Adopting Policy for Inventory, Tracking and Disposal of Property for the Syracuse Regional Airport Authority**
3. Directors Report (20 Minutes)
  - COVID Impact Update
  - SRAA Airport Use & Lease Agreement review
  - Long Term Capital Plan discussion
4. Executive Session (20 minutes)
5. New Business (10 minutes)
  - **Resolution Authorizing the Submission to the Federal Aviation Administration of Amendments to Certain Approved Passenger Facility Charge Applications**
  - **Resolution to Apply for Passenger Facility Charges**
  - **Amended Resolution: (1) Adopting the 2020-2021 Syracuse Regional Airport Authority Capital Budget; (2) Authorizing Executive Director and/or Chief Financial Officer to apply for and accept grant offers and enter into grant agreements with the Federal Aviation Administration and New York State Department of Transportation for such projects; (3) Enter into contracts to undertake and complete projects; (4) Authorizing expenditure of funds on projects**
  - **Resolution authorizing collective bargaining agreement between SRAA and Central and Northern NY Building Trades Council and signatory local unions, and transfer of Trades employees to Syracuse Regional Airport Authority employment**
  - **Resolution approving the selection of Parking Management Services Provider; Authorizing negotiation of definitive Parking Management Services Agreement and Appointment of Authority liaison and point of contact for such negotiations and all services to be performed under parking management services agreement**
6. Committee Reports and other updates (5 Minutes)
  - **HR Committee**
  - **Finance Committee**
  - **Governance Committee**
7. Adjournment

**\* Bolded items = materials available**

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.

## Use of Consent Agenda's

### a. Background/General

A consent agenda is a procedural method of streamlining and expediting the conduct of business by a deliberative body, in this case the Board of the Syracuse Regional Airport Authority. This is accomplished by consolidating routine and/or non-controversial matters into a separate consent agenda for consideration on a “group” rather than individual basis. Instead of calling each routine or non-controversial matter for consideration and approval separately, the chair of a board invites a motion to approve the consent agenda. If moved and seconded without any objection, all matters on the consent agenda are approved and a resolution to that effect is entered.

### b. Authority Implementation

The Bylaws of the Authority provide the rules and principles for its governance. Section 5.10 of the Bylaws, “Rules of Procedure”, provides that “All meetings of the Board shall be conducted in accordance with Robert’s Rules of Order, current edition, as modified by custom and practice of the Board.” Robert’s Rules of Order 11<sup>th</sup> edition (currently in effect), authorizes the use of a “consent calendar”<sup>1</sup> by deliberative bodies which have adopted RONR<sup>2</sup> for procedural governance purposes. Therefore, it is not necessary to formally amend the Authority Bylaws to authorize the use of a consent agenda, as it is already “baked into” the Bylaws. However, the use of a consent agenda is voluntary, and at the discretion of the Board chair.

### c. Mechanics/Safeguards

The consent agenda appears as a separate item on the meeting agenda. It is usually the first or second item of business and should only be used for mundane non-controversial matters such as approval of prior meeting minutes; non-controversial old business, committee and/or management reports; the creation of new non-critical positions and similar routine matters.

In order to ensure that members are properly informed about consent agenda items for a particular meeting, the consent agenda (including relevant descriptive/explanatory materials) is circulated to Board Members in advance of the meeting. This can be done separately or as part of the meeting packet.

Consent agenda item(s) must be removed from the consent agenda at the request of any Board member for any reason. However, Board members should familiarize themselves with the consent agenda prior to the meeting. Requesting to discuss an item at the meeting because a member has not reviewed the consent agenda, defeats the purpose of using a consent agenda. If a member has questions about an item(s) prior to a meeting, the member should try to resolve those questions by informal discussion with other Board members, the Executive Director, or other appropriate reference source. If a member still has questions or concerns after such good

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<sup>1</sup> Roberts Rules of Order were created by U.S Army Major Henry Martyn Roberts in 1876, a time during which meeting “agendas” were also commonly referred to as “calendars”.

<sup>2</sup> RONR is the acronym for Roberts Rules of Order Newly Revised which is a shorthand method of referring to the “current version” of Roberts Rules of Order in effect.

faith informal efforts, then at the meeting the member should ask for discussion by the Board and/or request that the concerning item(s) be removed from the consent agenda for formal and separate consideration. Oftentimes a brief discussion of the item by the Board can resolve concerns and the entire consent agenda can be approved. In other words, it's not necessary to remove an item(s) from the consent agenda just to discuss and potentially resolve an issue. If it can't be resolved by a brief discussion, then the item(s) should be removed from the consent agenda for full consideration by the Board either later at the same meeting or adjourned to a later special or regular meeting of the Board. The non-controversial items remaining on the consent agenda can then be approved.

**Resolution No. \_\_\_ 202\_**

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF \_\_\_\_\_  
\_\_\_, 202\_ OF THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

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

**WHEREAS**, under the Authority’s Bylaws, Roberts Rules of Order Newly Revised (“RONR”)<sup>1</sup> governs the procedural conduct of Authority Board meetings; and

**WHEREAS**, RONR authorizes the use of a Consent Calendar<sup>2</sup> for routine matters in order to expedite a meeting; and

**WHEREAS**, at a meeting of the Board held on \_\_\_\_\_ \_\_, 202\_ a Consent Calendar was presented to the Board for approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby approves the \_\_\_\_\_ \_\_, 202\_ meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

**RESOLUTION ADOPTED DATE: \_\_\_\_\_ \_\_, 202\_**

**VOTE:**    *Ayes* \_\_\_\_\_ *Nays* \_\_\_\_\_ *Abstentions* \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*

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<sup>1</sup> Refers to the edition of Roberts Rules of Order currently in effect.

<sup>2</sup> RONR 12<sup>th</sup> edition 41:32.

**SCHEDULE A**

# SYRACUSE REGIONAL AIRPORT AUTHORITY

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1 000 COL. EILEEN COLLINS BLVD.  
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## Minutes of the Meeting of the Syracuse Regional Airport Authority

Friday, June 5, 2020

11:00 a.m. / SRAA Board Room and also via Conference Call/Webex

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, June 5, 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  
Mr. William Fisher  
Mr. Michael Lazar  
Mr. Robert Simpson  
Mr. Michael Mirizio  
Dr. Shiu-Kai Chin  
Dr. Donna DeSiato (joined 11:26 a.m.)

### Members Absent:

Mr. Michael Quill  
Mr. Kenneth Kinsey  
Mr. Michael Frame  
Ms. Latoya Allen

### Also Present/Telephone Conference:

Mr. H. Jason Terreri  
Mr. John T. Carni  
Ms. Robin Watkins  
Mr. Brian Dorman  
Ms. Debi Marshall  
Ms. Joanne Clancy  
Ms. Cheryl Herzog  
Mr. R. John Clark

## **Roll Call**

As noted, all Board members were present with the exception of Mr. Quill, Mr. Kinsey, Mr. Frame and Ms. Allen. Dr. DeSiato joined at the beginning of the Executive session.

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 May 8, 2020 Regular Meeting of the Board, a motion was made by Mr. Lazar and seconded by Mr. Simpson and the minutes were unanimously approved.

The motion was approved: 6 ayes, 0 nays, 0 abstain

## **Director's Report**

Executive Director Terreri updated the board on current events and operations at the airport. The impact to the airport by COVID 19 has been significant. He noted that this would be the focus of his report. The airline schedules have stabilized, load factors are up with limited seating. We are exceeding our post-COVID forecast at this time. New frequencies are starting to be added to the schedules which is a positive sign for the future. Director Terreri reviewed scheduled and actual flight enplanements for April and May. These show significant TSA throughput drops from last year at the same time due to the pandemic, but we are on track to meet our re-forecast numbers which includes parking revenues. Director Terreri informed the board that with the zip code entries which are collected via our Wi-Fi access, allows us to know what percent of travelers are for business reasons vs. leisure, which currently is a healthy split. This helps the airline partners with planning. Ride share numbers are also going up in accordance with increased passenger volume. The SRAA is tracking all forecast areas closely. The expectation is to be at 2017 levels by December 2020. The office safety plan has been distributed to all authority and Syracuse City employees' staff. New signage for social distancing has been distributed throughout the airport. A staff engagement survey was sent to staff regarding reopening plans. Marketing plans for when people want to resume travel is being prepared with a focus on family orientated outdoor locations in our catchment area. The digital campaign should be ready soon and will focus on driving increased travel at SYR. Concessions are slowly reopening with state requirements as passenger levels increase including the barber shop. The plan for the expansion for Delaware North refresh is still on track. A lot of work has been done in the terminal in terms of cleaning and refurbishing throughout the airport during this low traffic time including stripping and cleaning floors, garage work, curb work, paint striping for new ADA curb drop off areas and other maintenance that is easier to do with low traffic. Director Terreri commended the maintenance team and other teams for deep cleaning, working on electrical upgrades as well as the UV-C lights having been installed which has given SYR national recognition. Mr. Fisher asked about general compliance to the COVID-19 social distancing and cleaning rules and tenant reopening plans and Director Terreri notified the board that the SRAA is collecting all opening plans and tenants are all in compliance and our Administrative office is following all CDC Guidelines. Mr. Mirizio inquired about challenges and opportunities compared to other local airports. Director Terreri stated that Syracuse will be the place that the airlines will bring service back to first over smaller regional airports. Longer term, traffic will return to the smaller airports. Some of the smaller airports have closed their international capacity due to the low volume of passengers.

## **Executive Session**

Chair Gagliano invited a motion to Invite a motion to go into executive session to discuss matters leading to the appointment and/or employment of particular persons and the proposed acquisition, sale or lease of real property.

Mr. Fisher made the motion and Mr. Mirizio seconded the motion. Executive session began at 11:26 a.m.

Executive session ended at 12:13 p.m. No action was taken.

Dr. DeSiato joined the meeting during Executive session.

## **New Business**

CFO Watkins updated the board regarding the Operating Budget, the Capital Budget and Reserve Status, Capital projects, CARES Act funding status, and the impacts of COVID-19. She further went on to explain the current status of revenues, fee and the impact that passenger traffic has had on these numbers and compared them to the prior years budget numbers. There have been changes made to how this budget was created and will be implemented in the future. The Finance Department is now closing out the books every month, which was not previously done. Some changes in practices were made such as the cost of staff member salaries have been allocated into the appropriate buckets based on how their actual time is split up by department. Director Terreri praised Robin and her team for all their hard work during this transition into monthly close-outs, new software and updated best practices. The PRISM account had never been separately budgeted previously, it was put in the parking expense line item. This has been remedied to show true expenses and revenues going forward for each department. CFO Watkins pointed out some specific expenses for maintenance items such as baggage belts and the greatly needed information technology systems and re-allocations that were needed to put SYR in place for a solid foundation moving forward. CARES Fund items include maintenance, budget shortfall adjustments and a reserve account for unexpected costs such as if the recovery is slower than anticipated. This helped the airport maintain the same rates and charges, so there will be no increase in the coming year during this recovery time giving our airline partners some relief. Passenger Facility Charges (PFCs ) come from the airlines. Those monies are segregated into separate bank accounts and there is a \$23M balance in that account which is dedicated to meet our debt service needs. The CFCs come from our rental car agencies. The collection of those fees began in September 2019 and currently the balance is \$1.6M. There are no projects identified yet for those funds so they will continue to be held until such time that we utilize them for a meaningful project.

The Finance Committee held a meeting prior to this board meeting and presented the board with their recommendations regarding their approval of the Operating Budget and Capital Budgets as presented. Urgent needs for Capital projects were discussed and further detail will be provided to the board in September. Mr. Fisher requested that management commit to provide further detail on long term planning, sources of funding in more detail showing multi-year debt service and for a longer period of time than has been provided to the board and Finance Committees in the past. Therefore, approval is being requested for the immediate needs only and the remaining items will be put forward to the board with more detail per that request, in September.

Resolution adopting the 2020/21 Syracuse Regional Airport Authority Operating Budget. Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Ms. Gagliano.



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

Resolution (1) adopting the 2020/21 Capital Budget; (2) Authorizing Executive Director and/or Chief Financial Officer to apply for and accept grant offers and enter into grant agreements with the Federal Aviation Administration and New York State Department of Transportation for such projects; (3) Enter into contracts to undertake and complete projects (4) Authorizing expenditure of funds on projects. Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Mr. Mirizio.

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

Resolution authorizing Executive Director and/or Chief Financial Officer to apply for and accept grant offers and enter into grant agreement for Federal CARES Act funding. Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Ms. Gagliano.

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

Resolution authorizing the creation of the position of IT Manager. Chair of the Human Resources Committee, Mr. Lazar and CFO Robin Watkins explained the need for an on-site person along with retaining the usage of our vendor for on-call services. Mr. Lazar cited the savings that will be gained by adding this position as well as the service improvements. Having no further discussion regarding this resolution, a motion was made by Mr. Mirizio and seconded by Mr. Fisher.

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

Resolution authorizing the creation the position of Finance Manager. CFO Watkins explained recent vacancies in the Finance Department. With the reorganization of the department to do month end closes and other improved processes, this position is being requested. Mr. Lazar stated that the Human Resources Committee approves of this position. 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 authorizing the creation of the position of Airport Information Aide. Human Resources Manager, Debi Marshall explained the position description of this needed entry-level full-time position that will be supplemented by our Fly Guide volunteers. Mr. Lazar stated that the Human Resources Committee approved this position. Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Ms. Gagliano.

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

Resolution authorizing the creation of the position of Payroll Administrator. Human Resources Manager, Debi Marshall explained that we currently have the position of Payroll Assistant on our roster, but that is not the level of experience that is needed for the role. Mr. Lazar stated that the Human Resources Committee approved this position. Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Mr. Mirizio.

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

Resolution approving Executive Director’s 2019 Annual Employee Evaluation. Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Ms. Gagliano.

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

**Committee Reports and other updates**

Director Terreri explained that a Consent Agenda resolution will be provided for consideration to the board in September which will cover more basic housekeeping items such as the approval of minutes and other items that were approved in advance by committees. If further discussion is requested, that item will be pulled from the Consent Agenda into New Business for discussion. There were no further committee reports or other updates.

**Adjournment**

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

The meeting was adjourned at 12:49 p.m.

<b><u>Title</u></b>	Creation of New SRAA Position – Airport Planner
<b><u>Action Requested</u></b>	Board approve creation of new position of Airport Planner
<b><u>Background</u></b>	The City is currently providing GIS services. The Authority is anticipating this City service to become vacant, providing the Authority the opportunity to create a new position under the Director of Planning Development that incorporates both GIS, along with Airport Planning functions. Authority leadership team already identified the need for an Airport Planner in the near future in the projected org chart. This provides an opportunity to create the position necessary for the current and future needs of the airport. This is a position that has been identified as a need in our strategic planning process.
<b><u>Alternatives</u></b>	None: This will prevent the Authority from having to create two new positions of GIS and Airport Planner.  Consultant: Use of an Airport consulting firm’s planner
<b><u>Financial Impact</u></b>	None to Minimal. The Authority is already reimbursing the City for the GIS salary/benefits. The Authority will not fill the GIS on the City roster, but instead will fill the Airport Planner on the SRAA Roster. The salary range is comparable.
<b><u>Strategic Purpose</u></b>	To provide support to the Director of Planning and Development with a skilled junior level Airport Planner (2 years of experience) that also includes required GIS capabilities. Focus will be on capital projects related to asset/facility utilization, land use and/or transportation initiatives, and other operational requirements consistent with business objectives. This position ensures the integration of long-term master plans and strategic objectives into both short and long-term development projects keeping in mind the impact on specified airports and to local/regional areas. This position also researches and investigates technical issues with direct effect on airport development projects; oversees environmental programs, performs computer assisted drafting, design and development, and creation and maintenance of GIS data files.
<b><u>Management Recommendation</u></b>	Ask the Board to approve creation of new position of Airport Planner

## AIRPORT PLANNER (SRAA)

### DISTINGUISHING FEATURES OF THE CLASS

The Airport Planner conducts and analyzes studies and develops plans to effectively implement capital projects related to asset/facility utilization, land use and/or transportation initiatives, and other operational requirements consistent with business objectives. This position ensures the integration of long-term master plans and strategic objectives into both short and long-term development projects keeping in mind the impact on specified airports and to local/regional areas. This position also researches and investigates technical issues with direct effect on airport development projects; oversees environmental programs, performs computer assisted drafting, design and development, and creation and maintenance of GIS data files. This position reports to the Director of Planning and Development and demonstrates initiative and operates with latitude under general supervision.

### TYPICAL WORK ACTIVITIES

- Solicit input from airport leadership, departments and stakeholders regarding desired Capital Improvement Projects.
- Develop project scopes and planning level cost estimates based on input received.
- Develop and maintain a systematic approach to prioritizing CIP projects
- Develop and maintain a 2-year lookahead project planning schedule
- Develop and maintain a 5 and 10-year lookahead planning schedule
- Develop and maintain the FAA 5-year NPIAS, 3-year ACIP, and 5 year NY Transportation CIP
- Ensure appropriate level of review under the New York Environmental Quality Act and the National Environmental Policy Act for airport projects and respond to requests for comments on project outside of the airport.
- Manage the procurement and contract administration of any planning or technical consultants
- Develop and maintain a project bid database and as-built cost history database
- Initiate the airport's Federal grant-in-aid and Passenger Facility Charge application processes
- Coordinate with the FAA ADO Planner
- Update and maintain the Airport Layout Plan
- Coordinate airport operations and demand forecasts with applicable outside agencies
- Maintain organized facility and site as-built drawings describing the current condition of the existing site and facilities
- Develop planning level life-cycle cost impacts of proposed projects and conduct project risk assessments
- Prepare staff reports and present to the Airport Authority management team
- Frequent exposure to public, ranking officials, tenants, vendors and contractors while presenting a professional approach using tact, judgment and diplomacy to provide a high level of service and accurate information
- Assists in the development, implementation and maintenance of GIS and/or related engineering, architectural and/or cartographic systems and databases.
- Develops plans, drawings, maps and other visual presentation materials for boards, funding agencies and other internal and external constituents.
- Reviews engineering documents prepared by contractors and consultants for conformance with established system quality control and assurance standards.
- Perform other duties as assigned.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough working knowledge of Part 139 of the FAR, Part 154 of the TSR and other federal rules, regulations, standards and requirements governing air traffic, commercial and general aviation, airport safety and security, airport and movement area standards, and other relevant matters.

- Thorough working knowledge of the principles and practices of planning including cost estimation, construction codes, environmental codes and regulations, relevant occupational safety codes, and other codes, rules and regulations governing airport operations and sites.
- Thorough working knowledge of RFP development and bid selection processes.
- Working knowledge of budget management practices and contract administration practices and principles.
- Ability to read and interpret blueprints, engineering drawings, construction diagrams, topographical drawings, plat maps, and related graphics and schematics.
- Thorough working knowledge of CAD, BIM, and GIS software applications.
- Thorough working knowledge of database management software.
- Basic knowledge of cartographic principles and practices.
- Ability to interact positively with coworkers, consultants, contractors, tenants, representatives of local units of government and residents of proximate communities from widely diverse cultural backgrounds.
- Ability to effectively communicate verbally and in writing in English, including public speaking skills
- Ability to work outside on occasion, being exposed to variety of weather conditions
- Physical able to be mobile around a construction site and to be able to operate office technology
- Ability to maintain confidentiality and integrity of data obtained through the course of the position

#### MINIMUM QUALIFICATIONS

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in Airport Planning, Aviation Management, or a closely related field; or
2. Certified C.M. (Certified Member) through AAAE (American Association of Airport Executives); or
3. Combination of education and AAAE C.M. certification courses listed above; and
4. Two (2) years of experience, or its part time equivalent, in airport planning functions

#### LICENSE AND CERTIFICATIONS

1. Must obtain and maintain security clearance as required by role and TSA regulations
2. Possession of valid New York State driver's license

8/2020 date of draft composition

**RESOLUTION CREATING THE POSITION OF AIRPORT PLANNER  
FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

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

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

**WHEREAS**, the Authority desires to create the position of Airport Planner to be responsible for conducting and analyzing studies and developing plans to effectively implement capital projects related to asset/facility utilization, land use and/or transportation initiatives, and other operational requirements consistent with business objectives. This position also ensures the integration of long-term master plans and strategic objectives into both short and long-term development projects keeping in mind the impact on specified airports and to local/regional areas. This position also researches and investigates technical issues with direct effect on airport development projects; oversees environmental programs, performs computer assisted drafting, design and development, and creation and maintenance of GIS data files for the Syracuse Regional Airport Authority; and

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

**WHEREAS**, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

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

**RESOLVED**, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard work days for such position and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Airport Planner	7.25 hours

, and it is further

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

**RESOLUTION ADOPTED**

**DATE:** September \_\_, 2020

**VOTE:** Ayes \_\_\_\_ Nays \_\_\_\_ Abstentions \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*

# SYRACUSE REGIONAL AIRPORT AUTHORITY POLICY FOR INVENTORY, TRACKING AND DISPOSAL OF PROPERTY

As Adopted: September \_\_, 2020

The Syracuse Regional Airport Authority (“Authority”) is a public benefit corporation created under the laws of the State of New York. The Authority fulfills a public purpose<sup>1</sup> and must comply with the provisions of applicable law, including the New York State Public Authorities Law. The Authority is a “local authority” as defined in Section 2 of the Public Authorities Law and as such must adopt by resolution comprehensive guidelines which detail its operative policy and instructions regarding the use, awarding, monitoring and reporting of contracts for the disposal of property. Authority property is held for the public benefit and the Authority has a fiduciary obligation to use and dispose of its property properly. The following policies set forth internal controls for tracking, inventory and disposal of Authority property as required by Article 5A of the Public Authorities Law.

## 1. Purpose

The Authority hereby establishes a policy providing for the orderly and consistent inventory, tracking and disposal of its property, to ensure that such property is properly inventoried, tracked, transferred and/or disposed of in compliance with the requirements of the Public Authorities Law. This policy shall be reviewed and approved annually by the Authority and an updated copy shall be filed with the Comptroller on or before March 31 of each year.

## 2. Designation of Contracting Officer

Section 2896 of the Public Authorities Law requires that local authorities designate a “contracting officer” to be responsible for an authorities compliance with and enforcement of its operative policy and instructions regarding the use, awarding, monitoring and reporting of contracts for the disposal of property (“Property Disposal Policy” or “Policy”). The Authority hereby designates its Chief Fiscal Officer as the Contracting Officer for purposes of complying with and enforcing its Property Disposal Policy. The Contracting Officer shall cause this Policy to be made available to the general public as requested and to be posted on the Authority’s website.

## 3. Scope

This Policy shall apply to the disposal of all Authority personal property in excess of five thousand dollars in value, any applicable real property<sup>2</sup>, and any applicable inchoate or other interest in such property to the extent that such interest may be conveyed to another person for any purpose<sup>3</sup>, excluding an interest securing a loan or other financial obligation of another party.

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<sup>1</sup> The Authority is the Federal Aviation Administration authorized operator of the Syracuse Hancock International Airport.

<sup>2</sup> The Authority does not own any real property. It is the lessee of real property owned by the City of Syracuse commonly known as the Syracuse Hancock International Airport. Most of these lands were deeded by the Federal government to the City for Airport purposes only, and are subject to numerous deed restrictions limiting the use and transferability of Airport lands for Airport purposes only. The Authority is the duly licensed operator of the Airport and as such is subject to stringent and pre-emptive FAA requirements governing the use and conveyance of Airport lands and interests therein.

<sup>3</sup> Id.



#### **4. Periodic Inventory of Property**

A physical inventory of all property shall be performed by the Contracting Officer and/or her/his designee no less frequently than once every three years. As part of each physical inventory the Contracting Officer shall have identified property that is no longer in use or should be disposed of or retired.

#### **5. Identifying Property for Disposal**

Property that is no longer required, no longer functional and/or are no longer serving the purpose for which they were acquired shall be identified for disposal by the Contracting Officer.

#### **6. Classifying Property**

Once property has been identified for disposal, the Contracting Officer shall classify the property into one of the following three categories:

a. Waste. This category includes materials or items that have no functional value or known intrinsic value. This property shall be disposed of as the Contracting Officer may determine in a safe and appropriate manner.

b. Scrap. This category includes materials or items that have no functional value, but retain an intrinsic value due to the material out of which they are made. This property may be disposed of as the Contracting Officer may determine obtaining the best value on behalf of the Authority.

c. Surplus. This category includes materials or items that retain functional value and may or may not have an intrinsic value. This property may be disposed of by the Contracting Officer and in accordance with this policy.

#### **7. Disposal of Surplus Property**

The Contracting Officer may cause the disposal of property for not less than fair market value by sale, exchange, transfer for cash, credit or other property upon such terms as the Contracting Officer deems proper. Any disposal of real property shall require an appraisal by an independent appraiser to determine fair market value. No disposition of any other property, which because of its unique nature or the unique circumstances of the proposed transaction is not readily valued by reference to an active market for similar property, shall be made without a similar appraisal.

All disposals or contracts for disposal of property made or authorized by the Contracting Officer shall be made after publicly advertising for bids.

The advertisement for such bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property;

All bids shall be publicly disclosed at the time and place stated in the advertisement; and the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Authority, price and

other factors considered; provided that all bids may be rejected when it is in the public interest to do so.

## **8. Yearly Property Report**

Each year the Contracting Officer shall cause to be prepared and submitted to the Board, a report listing all real property of the Authority, all real and personal property disposed of by the Authority during the previous twelve-month period. The report shall contain a full description of each item of property disposed of, the price received by the Authority, and the name of the individual(s) or entity that purchased the property.

The Contracting Officer shall cause the report to be delivered to the Comptroller, Director of the Budget, the Commissioner of General Services, and the New York State Legislature and the Authorities Budget Office.

**RESOLUTION ADOPTING POLICY FOR INVENTORY, TRACKING AND DISPOSAL OF PROPERTY FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

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

**WHEREAS**, under the Enabling Act and the Public Authorities Law, the Authority is required to adopt certain policies regarding its operations and the conduct of its business; and

**WHEREAS**, from time to time the Authority must inventory, track and dispose of certain property (“**Property**”) as defined in Sections 2895 and 2896 of the Public Authorities Law and wishes to adopt such a policy in order to comply with such requirements and assist it in fulfilling its obligations under the Enabling Act and the Public Authorities law; and

**WHEREAS**, management of the Authority has prepared a proposed policy for the inventory, tracking and disposal of Property, a copy of which is annexed hereto at Exhibit “A” (the “**Property Policy**”); and

**WHEREAS**, the Property Policy has been reviewed by Counsel who has advised that the Property Policy complies with applicable law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby adopts the annexed Property Policy to govern the Authorities inventory, tracking and disposal of Property; and

**BE IT FURTHER RESOLVED**, that the Property Policy shall be reviewed on an annual basis, amended as appropriate and filed with the Authorities Budget Office and such other entities/agencies as required by law.

**RESOLUTION ADOPTED DATE: SEPTEMBER \_\_, 2020**

**VOTE:**    *Ayes* \_\_\_\_ *Nays* \_\_\_\_ *Abstentions* \_\_\_\_ \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*

**To:** Syracuse Regional Airport Authority Board  
**From:** Robin Watkins, CFO  
**Date:** September 11, 2020  
**RE:** SYR PFC Amendment and Ordinance authorizations

### Background

The Aviation Safety and Capacity Expansion Act of 1990 (Public Law 101-508, Title II, Subtitle B) authorized the imposition of local Passenger Facility Charges (PFC) and use of resulting PFC revenues for Federal Aviation Administration (FAA) approved projects. In August 1993, the FAA approved a \$3.00 Passenger Facility Charge (PFC) collection at the Syracuse Hancock International Airport beginning November 1, 1993. Effective September 1, 2002, the FAA increased the PFC level to \$4.50.

The Syracuse Regional Airport Authority signed an assignment and assumption agreement with the City of Syracuse's Aviation Fund, effective March 1, 2014, transferring the City of Syracuse's responsibility of the Syracuse Hancock International Airport operations to the Syracuse Regional Airport Authority, including grants with the Federal Aviation Administration Passenger Facility Charge Records of Decision.

### Procedural History (Dates):

Date impose authority approved: January 29, 2007  
 Public notice posted: March 31, 2009  
 Air carrier consultation: April 1, 2009  
 FAA application receipt: May 27, 2009  
 FAA finding that application is substantially complete: June 23, 2009  
 PFC Level, amount and charge effective date: April 1, 2007  
 City of Syracuse Common Council approval of Bond Ordinance: May 10, 2010  
 City of Syracuse Common Council approval of amendment to Bond Ordinance: June 7, 2010

In July 2009, the Federal Aviation Administration approved the PFC Application in the amount of \$96.7 million. Since that time there have been changes in the use of PFC funding for Airport capital improvements resulting in the need for an amendment to the original PFC application. The original application, actual, and variance numbers are presented below in Table 1.

**Table 1. PFC Reconciliation**

<b><u>PFC RECONCILIATION</u></b>	<b><u>Original App</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>
Bond Principal	\$61,000,000	\$44,430,000	(\$16,570,000)
Bond Interest	\$30,000,000	\$31,868,671	\$1,868,671
Pay-As-You-Go — Project	\$5,000,000	\$14,670,000	\$9,670,000
Pay-As-You-Go — Prep Fees	<u>\$700,685</u>	<u>\$700,685</u>	<u>\$0</u>
<b>Totals</b>	<b>\$96,700,685</b>	<b>\$91,669,356</b>	<b>(\$5,031,329)</b>

Amendment Reduction Amount)

 Syracuse Regional Airport Authority

## Amendment Update

This request to Amend the original PFC application to the FAA in accordance with 14 CFR 158.37(b) will decrease the total amount by approximately \$5 million or 5% of the original application.

## Amendment Process

Pursuant to 14 CFR 158.37(b), the Airport will prepare and file a request to amend the original PFC application with the Administrator of the FAA. The amendment is scheduled to be filed with the FAA on or about October 2020. Upon filing the amendment, the FAA will approve, partially approve, or disapprove the amendment request and notify SYR of the decision within 30 days. The air carriers will be notified of the PFC amendment change as required by the regulations.

Enclosed:

FAA application approval letter dated July 22, 2009  
Common Council of the City of Syracuse Meeting agenda – May 10, 2010  
Common Council of the City of Syracuse Meeting agenda – June 7, 2010



U. S. Department  
of Transportation

Eastern Region, Airports Division

1 Aviation Plaza  
Jamaica, NY 11434-4809

**Federal Aviation  
Administration**

July 22, 2009

Mr. Anthony J. Mancuso  
Commissioner of Aviation  
City of Syracuse, Department of Aviation  
Syracuse Hancock International Airport  
1000 Col. Eileen Collins Boulevard  
Syracuse, New York 13212

Dear Mr. Mancuso:

In accordance with section 158.29 of the Federal Aviation Regulations (Title 14, Code of Federal Regulations, Part 158), the Federal Aviation Administration (FAA) has approved your application, to use Passenger Facility Charge (PFC) revenue previously approved for collection at Syracuse Hancock International Airport (SYR).

This Record also includes the FAA's reasons for the decision to approve or disapprove the proposed project for use of PFC revenue at SYR. The FAA's findings and determinations required by statute and Part 158 are also included in the Record of Decision.

The FAA has approved authority to use PFC revenue for one project at SYR. The total approved PFC revenue to be used for this project is \$96,700,685.

The FAA also notes that your request to exempt that class of air carriers defined as Nonscheduled/ On-Demand Air Carriers filing FAA Form 1800-31, has not changed from the previous approval of PFC Application Number 07-07-C-00-SYR. We request that you notify the carriers in the excluded class, which were listed in your application, of this exemption.

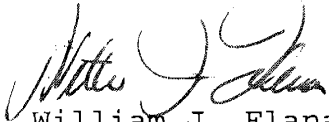
We wish to point out a potential conflict between the definition of airport revenue bonds and conditions contained in your PFC approval. Specifically, bond resolutions may define pledged airport revenues in broad

terms which may be interpreted to include PFC revenues. New bond issues should clarify that use of PFC revenues is limited to the allowable costs of approved PFC projects. The terms of PFC approval do not permit the use of PFC revenues to pay debt service on any new or outstanding bonds issued to finance other than approved PFC projects.

Reporting, recordkeeping, and auditing requirements for PFC collection are specified in Part 158, Subpart D. Please issue your required quarterly reports in accordance with the previously issued guidance on reports. Also, you are responsible for coordinating any construction with the appropriate Federal offices as you would with any nonfederally funded construction.

We have enclosed the list of Advisory Circulars with which you must comply in accordance with your certification of assurance number 9, standards and specifications.

Sincerely,



William J. Flanagan

Manager, Eastern Region Airports Division

cc: A. Brooks, NY ADO  
R. Levine, NY ADO  
P. Henn, AEA-610  
J. Johnson, APP-510



## FINAL AGENCY DECISION

### CITY OF SYRACUSE DEPARTMENT OF AVIATION SYRACUSE, NEW YORK

Application number 09-08-U-00-SYR to use Passenger Facility Charge (PFC) revenue, collected at Syracuse Hancock International Airport (SYR), at SYR.

In accordance with §158.29 of the Federal Aviation Regulations (Title 14, Code of Federal Regulations, Part 158), this Final Agency Decision includes all appropriate determinations to approve or disapprove, in whole or in part, use of PFC revenue for 1 project at SYR.

#### **Procedural History (Dates)**

Date impose authority approved: January 29, 2007.

Public notice posted: March 31, 2009.

Air carrier consultation: April 1, 2009.

Federal Aviation Administration (FAA) application receipt: May 27, 2009.

FAA finding that application is substantially complete: June 23, 2009.

#### **PFC Level, Amount, and Charge Effective Date**

Level of PFC:	\$4.50
Amount approved for use in this decision:	\$96,700,685
Charge effective date:	April 1, 2007

#### **Duration of Authority to Impose a PFC**

There are no changes to the previously approved duration of authority to impose the PFC at SYR, which has a Charge Expiration date of August 1, 2026.

#### **Cumulative PFC Authority Including Current Decision**

##### DECISION SUMMARY TABLE

<b>Application Number</b>	<b>Approved for Collection</b>	<b>Approved for Use</b>
95-01-C-00-SYR	\$ 9,699,050	\$ 6,376,550
95-01-C-01-SYR	\$ (3,460,000)	\$ (3,460,000)
95-01-C-02-SYR	\$ 498,375	\$ 0
95-01-C-03-SYR	\$ (2,782,848)	\$ 0

96-02-C-00-SYR	\$ 7,887,547	\$ 7,887,547
96-02-C-01-SYR	\$ 132,380	\$ 132,380
98-03-U-00-SYR	\$ 0	\$ 3,322,500
98-03-U-01-SYR	\$ 0	\$ 498,375
98-03-U-02-SYR	\$ 0	\$ (2,782,848)
01-04-I-00-SYR	\$ 3,018,210	\$ 0
01-04-I-01-SYR	\$ 452,732	\$ 0
02-05-C-00-SYR	\$ 10,509,851	\$ 13,980,793
02-05-C-01-SYR	\$ 1,547,227	\$ 1,547,227
02-05-C-02-SYR	\$ (1,561,885)	\$ (1,561,885)
05-06-C-00-SYR	\$ 6,119,197	\$ 6,119,197
05-06-C-01-SYR	\$ 600,000	\$ 600,000
07-07-C-00-SYR	\$ 96,732,010	\$ 31,325
09-08-U-00-SYR	\$ 0	\$ 96,700,685
<b>Totals</b>	<b>\$ 129,391,846</b>	<b>\$ 129,391,846</b>

### **Project Approval Determinations**

For each project approved in this Final Agency Decision and for the application as a whole, the FAA, based on its expertise with the PFC program and airport development, exercises its judgment, and finds that the application and record thereof, contained substantial evidence to support the following determinations:

- The amount and duration of the PFC will not result in revenue that exceeds the amount necessary to finance the specific projects.
- Each approved project meets at least one of the objectives set forth in §158.15(a); is eligible in accordance with §158.15(b) (as set forth in the individual project determinations); and is adequately justified in accordance with §158.15(c) and paragraph 4-8 of FAA Order 5500.1, Passenger Facility Charge (August 9, 2001).
- Each project approved for collection at a PFC level above \$3, meets the requirements of §158.17(a)(2). In all cases, the FAA has determined that Airport Improvement Program (AIP) funds are not expected to be available to fund the project in whole or in part.
- For those surface transportation or terminal projects approved for collection at a PFC level above \$3, the requirements of §158.17(a)(3) have been met.

For each such project approved in this Final Agency Decision, the FAA has determined that the public agency has made adequate provisions for financing the airside needs at the airport including runways, taxiways, aprons, and aircraft gates.

- All project-related requirements pertaining to the airport layout plan and airspace studies have been met. Environmental requirements (§158.29(b)(1)(iv)) are discussed under a separate heading below.
- The collection process, including a request by the public agency not to require a class or classes of carrier to collect PFC, is reasonable, not arbitrary, nondiscriminatory, and otherwise in compliance with the law.
- The public agency has not been found to be in violation of §9304(e) or §9307 of the Airport Noise and Capacity Act (ANCA) of 1990 (since codified at 49 U.S.C. 47524 and 47526).
- The total approved net PFC revenue includes debt service and financing costs of PFC approved projects. Any PFC revenue collected in excess of debt servicing requirements shall be used for approved projects or retirement of outstanding PFC-financing costs.

#### **Project Approved for Authority to Use the PFC at SYR at a \$4.50 Level**

<b><u>Description:</u></b>	<b><u>Approved Amount</u></b>
<b>1. Passenger Terminal Security and Access Improvements</b>	
Pay-as-you-go	\$ 5,000,000
Bond capital	\$ 58,000,000
Financing and Interest	<u>\$ 33,700,685</u>
Total	\$ 96,700,685

This project will provide for the consolidation/expansion of the passenger security checkpoints and relocation of the checked baggage security screening functions. This project includes reconstruction and expansion of the existing passenger terminal building to allow for and include: Relocating baggage screening devices behind airline ticket counters to improve circulation space within airline ticket areas and to accommodate equipment required for in-line baggage screening in each wing to include construction of a 15,491 square foot baggage handling area on the South Concourse Terminal A and a 13,530 square foot area on the North Concourse Terminal B; Removal and reinstallation of apron and surrounding pavement surfaces; Relocating both north and south TSA queuing to a centralized second floor location; Increasing TSA queuing from four positions with room for future expansion of up to 10 positions; Additional floor space to allow for increased waiting spaces and viewing from second floor

TSA and concourses to airline gates and ramp area; Expanded space for second floor landside and airside retail and food services at both north and south concourses to replace concession space that will be eliminated as part of the project.

Reconstruction of the building will include approximately 140,000 sf which will increase the building foot print by approximately 77,500 sf. Reconstruction and expansion of the existing passenger terminal building will include the following: The baggage handling areas will consist of two separate additions (north and south baggage areas) to both sides of the existing baggage handling areas on the east side of the existing terminal building. The additions will be comprised of two-story structures with the first floor being an extension of the existing baggage handling areas and the second floor occupied by the proposed retail and food services. The construction of the south proposed retail and food service area may require the demolition of the roof structure over the 1959 portion of the original building. Items to be demolished would include the roofing, roof structural steel, metal deck, and roof-supported equipment to accommodate the construction of the new second floor. The columns will remain and be reinforced.

The TSA and passenger screening queuing area will include a two-story building addition on the east side of the terminal along with a second story addition over the existing original 1959 terminal building. The new two-story addition will have a second floor space for the TSA and passenger screening queuing area. Construction of the second story TSA and queuing area will include demolition of the east side single-story flat roof portion of the 1959 original building. Items to be demolished include the entire structure, first floor structural slab and foundation to accommodate the construction of the new TSA and queuing area. New second level restroom facilities will be supplied on either side of TSA to meet code requirements. Emergency egress stairways and mechanical rooms will also be necessary.

**Determinations:**

Approved for use.

PFC objective: This project will give the airport the ability to comply with Congressional mandates for screening and eliminate crowding and confusion from the ticketing/lobby areas. Thus, this project meets the PFC objective of preserving and enhancing the safety and security of the national air transportation system.

Basis for eligibility: paragraph 602 of FAA Order 5100.38C, AIP Handbook, (June 28, 2005). *The City of Syracuse, Department of Aviation (City) must provide the designs and specifications to the FAA for review after the design is complete and before construction is begun on this project to ensure a mutual understanding of eligible and ineligible areas. If the FAA determines that a portion of this facility is ineligible for PFC funding, the City may not use PFC revenue on that portion of the project and may be required to submit an amendment to the FAA decreasing the PFC funding for this project. In*

*accordance with 14 CFR Part 191, information regarding the specifics of this security project is not being provided in the public record. However, the FAA has reviewed the specific security elements of this project and has determined these elements to be eligible in accordance with paragraph 602 of FAA Order 5100.38C, AIP Handbook, (June 28, 2005).*

Estimated total project cost: \$ 96,700,685.

Proposed sources of financing: PFC revenue (\$ 96,700,685 – the amount requested by the City).

### **Environmental Requirements**

The project approved in this application for authority to use the PFC was examined under the guidelines contained in FAA Order 5050.4B, Airport Environmental Handbook (2006) and this project has been determined to be categorically excluded from the requirement for formal environmental review. There appear to be no extraordinary circumstances requiring further review.

### **Request Not to Require a Class or Classes of Carriers to Collect PFC's.**

There are no changes to the collection process as approved in the decisions for application number 07-07-C-00-SYR.

### **Compliance with the Airport Noise and Capacity Act of 1990 (ANCA)**

The FAA is not aware of any proposal at SYR that would be found to be in violation of the ANCA. The FAA herein provides notice to the City of Syracuse, Department of Aviation that a restriction on the operation of aircraft at SYR must comply with all applicable provisions of the ANCA and that failure to comply with the ANCA and Part 161 makes the City of Syracuse, Department of Aviation subject to provisions of Subpart F of that Part. Subpart F, "Failure to Comply With This Part," describes the procedures to terminate eligibility for AIP funds and authority to collect PFC revenues.

### **Compliance with Subsection 47107(b) Governing Use of Airport Revenue**

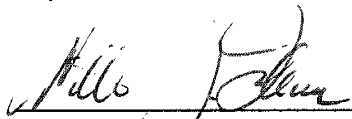
As of the date of this approval the City of Syracuse, Department of Aviation has not been found to be in violation of 49 U.S.C. 47107(b) or in violation of grant assurances made under 49 U.S.C. 47107(b).

### **Air Carrier Consultation and Public Notice Comments**

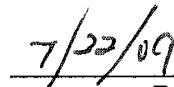
No comments were received from air carriers or individuals regarding this application.

**Legal Authority**

This decision is made under the authority of 49 U.S.C. 46110 and 40117, as amended. This decision constitutes a final agency order approving, in whole or in part, the City of Syracuse, Department of Aviation's application to use PFC revenue, collected at SYR, on 1 project at SYR. Any party to this proceeding having a substantial interest may appeal the decision to the courts of appeals for the United States or the United States Court of Appeals for the District of Columbia upon petition, filed within 60 days after issuance of this decision.

**Concur**

\_\_\_\_\_  
Manager, Eastern Region  
Airports Division



\_\_\_\_\_  
Date

**Nonconcur**

\_\_\_\_\_  
Manager, Eastern Region  
Airports Division

\_\_\_\_\_  
Date

**CURRENT FAA ADVISORY CIRCULARS REQUIRED FOR USE IN AIP FUNDED  
AND PFC APPROVED PROJECTS**

**Dated: 3/21/2007**

View the most current versions of these ACs and any associated changes at  
[http://www.faa.gov/airports airtraffic/airports/resources/advisory\\_circulars/](http://www.faa.gov/airports%20airtraffic/airports/resources/advisory_circulars/).

<b>NUMBER</b>	<b>TITLE</b>
70/7460-1K*	Obstruction Marking and Lighting
150/5000-13	Announcement of Availability--RTCA Inc., Document RTCA-221, Guidance and Recommended Requirements for Airport Surface Movement Sensors
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B	Airport Master Plans
150/5070-7	The Airport System Planning Process
150/5200-28C	Notices to Airmen (NOTAMS) for Airport Operators
150/5200-30A and Changes 1 through 8	Airport Winter Safety and Operations
150/5200-33A	Hazardous Wildlife Attractants On or Near Airports
150/5210-5B	Painting, Marking and Lighting of Vehicles Used on an Airport
150/5210-7C	Aircraft Fire and Rescue Communications
150/5210-13B	Water Rescue Plans, Facilities, and Equipment
150/5210-14A	Airport Fire and Rescue Personnel Protective Clothing
150/5210-15	Airport Rescue & Firefighting Station Building Design
150/5210-18	Systems for Interactive Training of Airport Personnel
150/5210-19	Driver's Enhanced Vision System (DEVS)
150/5220-4B	Water Supply Systems for Aircraft Fire and Rescue Protection
150/5220-10C	Guide Specification for Water/Foam Type Aircraft Rescue and Firefighting Vehicles
150/5220-13B	Runway Surface Condition Sensor Specification Guide
150/5220-16C	Automated Weather Observing Systems for Non-Federal Applications
150/5220-17A and Change 1	Design Standards for Aircraft Rescue Firefighting Training Facilities
150/5220-18	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-19	Guide Specification for Small, Dual-Agent Aircraft Rescue and Firefighting Vehicles
150/5220-20 and Change 1	Airport Snow and Ice Control Equipment
150/5220-21B	Guide Specification for Lifts Used to Board Airline Passengers With Mobility Impairments

FAA Advisory Circulars Required For Use In AIP Funded And PFC Approved Projects  
 March 21, 2007

NUMBER	TITLE
150/5220-22A	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5300-13 and Changes 1 through 10	Airport Design
150/5300-14 and Changes 1 through 2	Design of Aircraft Deicing Facilities
150/5300-16	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17	General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey
150/5300-18	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5320-5B	Airport Drainage
150/5320-6D and Changes 1 through 4	Airport Pavement Design and Evaluation
150/5320-12C and Changes 1 through 8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-14	Airport Landscaping for Noise Control Purposes
150/5320-15 and Change 1	Management of Airport Industrial Waste
150/5325-4B	Runway Length Requirements for Airport Design
150/5335-5A	Standardized Method of Reporting Pavement Strength PCN
150/5340-1J	Standards for Airport Markings
150/5340-5B and Change 1	Segmented Circle Airport Marker System
150/5340-18D	Standards for Airport Sign Systems
150/5340-30B	Design and Installation Details for Airport Visual Aids
150/5345-3E	Specification for L821 Panels for Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7E	Specification for L824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10F	Specification for Constant Current Regulators Regulator Monitors
150/5345-12E	Specification for Airport and Heliport Beacon
150/5345-13A	Specification for L841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26C	Specification for L823 Plug and Receptacle, Cable Connectors



FAA Advisory Circulars Required For Use In AIP Funded And PFC Approved Projects  
 March 21, 2007

NUMBER	TITLE
150/5345-27D	Specification for Wind Cone Assemblies
150/5345-28F	Precision Approach Path Indicator (PAPI) Systems
150/5345-39C	FAA Specification L853, Runway and Taxiway Retroreflective Markers
150/5345-42F	Specification for Airport Light Bases, Transformer Housings, Junction Boxes and Accessories
150/5345-43F	Specification for Obstruction Lighting Equipment
150/5345-44G	Specification for Taxiway and Runway Signs
150/5345-45B	Low-Impact Resistant (LIR) Structures
150/5345-46C	Specification for Runway and Taxiway Light Fixtures
150/5345-47B	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49B	Specification L854, Radio Control Equipment
150/5345-50A	Specification for Portable Runway and Taxiway Lights
150/5345-51A	Specification for Discharge-Type Flasher Equipment
150/5345-52	Generic Visual Glideslope Indicators (GVGI)
150/5345-53C	Airport Lighting Equipment Certification Program
150/5345-54A and Change 1	Specification for L-1884 Power and Control Unit for Land and Hold Short
150/5345-55	Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-9	Planning and Design of Airport Terminal Facilities at NonHub Locations
150/5360-12D	Airport Signing and Graphics
150/5360-13 and Change 1	Planning and Design Guidance for Airport Terminal Facilities
150/5370-2E	Operational Safety on Airports During Construction
150/5370-10B	Standards for Specifying Construction of Airports
150/5370-11A	Use of Nondestructive Testing Devices in the Evaluation of Airport Pavement
150/5380-6A	Guidelines and Procedures for Maintenance of Airport Pavements
150/5390-2B	Heliport Design
150/5390-3	Vertiport Design
150/5395-1	Seaplane Bases

\*This AC is available at <http://www.faa.gov/ats/ata/ai/index.html> or [http://www.airweb.faa.gov/Regulatory\\_and\\_Guidance\\_Library/rgAdvisoryCircular.nsf/MainFrame?OpenFrameSet](http://www.airweb.faa.gov/Regulatory_and_Guidance_Library/rgAdvisoryCircular.nsf/MainFrame?OpenFrameSet).

COMMON COUNCIL  
of the  
CITY OF SYRACUSE

REGULAR MEETING – MAY 10, 2010

1:00 P.M.

1. *Pledge of Allegiance to the Flag – (Led by Hon. Van B. Robinson, President of the Common Council)*
2. *Invocation - (Delivered by Lucie Kramer of the Reformed Church of Syracuse, New York)*
3. *Roll Call - (All Present - 9)*
4. *Minutes - April 26, 2010 - (Adopted 9-0)*
5. *Public Hearing - Relative to Agenda Item #26, “Annual Estimate - For the City of Syracuse and the Syracuse City School District for the Fiscal Year July 1, 2010-June 30, 2011.” (Public Hearing held on Wednesday, May 5, 2010 at 6:00 P.M.)(Kurt Schmeling, Chadwick Curtis, Mary Jean Curtis, Dan Lowengard, Pam Percival, Peter Knobloch, Dan Stricker, Susan Fahey, Tanika Jones-Coll, Barry Lentz, Ronnie Bell, Isra Muhammad, Stephen Swift, Tom Sexton, Jeff Piedmont, Marguerite Conan, Rogene Boileau, Bill Bullen, Jack Matthews-Stenson, Michael Messina-Yauchzy, Carolyn Messina-Yauchzy, David Rowd, Felicia Davis, Anne Marie Voutsinas, Nancy Juliano, Lori Forrester, Paul Kocak, Rich Puchalski, Tom Law, Jenna Morris, Andrew Milsten, Christine Ashby, Lauren Ashby, Jennifer Polak, Amelia Nigro, Michael Collins, Margret Hart, Bernice Higgs, Paul Harvey, Sally White, Jo Thomas, Jason Eaton, Lauren Warford, Camisha Davis, Christopher Jones, Laurie Lindsey)*
6. *Petitions - (none)*
7. *Committee Reports - (none)*
8. *Communications- (From Eric L. Beattie, Syracuse University Director of Campus Planning, Design and Construction, a letter accepting terms of Ord. #118 (04/12/10))*
9. *UNFINISHED BUSINESS WHICH MAY BE CONSIDERED:*

BY COUNCILOR McMAHON:

- 9-0**
- a. *Local Law - Of the City of Syracuse to amend Local Law #4 (05/06/09) relative to the manner of computation and amount of Sewer Rate established therein. Amend the sewer rates by 9% to \$0.94 per 100 cubic feet, effective July 1, 2010.*

**LL**

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NEW BUSINESS  
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BY PRESIDENT ROBINSON:

10. Resolution - Approving the Appointment of Various Persons as Commissioners of Deeds for 2010. **9-0** **9-R**

BY COUNCILOR JOY:

11. Application - To the EPA for an EPA FY10 Brownfields Area-Wide Planning Pilot Program for funds in an amount not to exceed \$175,000 to facilitate community involvement in area-wide planning approaches to brownfields assessment, cleanup and subsequent reuse for the period of two years, on behalf of the Department of Neighborhood and Business Development. The target area is centered on the Center of Excellence and upcoming Kennedy Square redevelopment. No local match is required. **9-0** **152**

12. Special Permit - To approve a Self-Storage building on property located at 301-337 Genant Drive. Swanson Fulton Street, LLC, Norman Swanson, owner/applicant. **H**

13. Special Permit - To approve a restaurant on property located at 405, 409-411, 415 (413), 417-419 and 421 (429) North State Street. All outstanding code violations have been satisfied. The Planning Commission granted a waiver of area and number for the proposed signage. Tino Marcoccia, owner/applicant. **H**

14. Special Permit - To approve a restaurant located on property at 1111 & 1113 East Fayette Street. The Planning Commission granted a waiver of 26 of the 37 required parking spaces. Jin Ping Ni, owner/applicant. **Return to Planning**

BY COUNCILOR KESSNER:

15. Application - To the NYS Dormitory Authority for funds in an amount not to exceed \$500,000 to be designated for a development initiative along the Southeast Gateway Corridor of the City of Syracuse, on South Salina Street from Taylor Avenue to West Lafayette Avenue, as detailed in the plan. No matching funds are required. **9-0** **153**

16. Sell - All right, title and interest of the City of Syracuse in and to the premises known as 713 E. Laurel Street, a wood house and garage, unfinished, to Thuy Huynh for the total sum of \$6,375. **9-0** **154**

BY COUNCILOR DENNO:

- 9-0 17. Amend - Ord. #80 (03/15/10), "Bond Ordinance - Authorizing the issuance and sale of bonds of the City of Syracuse to be used to defray the cost of the construction of sewer improvements in the Valley Drive area. Total amount not to exceed \$1,905,000." Amend the total bonding amount from \$1,905,000 to \$1,333,500. \$571,500 from 2009/2010 Cash Capital. **155**
- 9-0 18. Amend - Ord. #82, (03/15/10), "Authorize - The construction of a Storm Sewer along Valley Drive from Seneca Turnpike to Maxwell Avenue, on behalf of the Department of Public Works. Total project cost not to exceed \$1,905,000." Amend the bonding amount from \$1,905,000 to \$1,333,500. \$571,500 from 2009/2010 Cash Capital. **156**
- 9-0 19. Permission - To National Grid to create an "Eruv" in the Syracuse rights-of-way on the City's east side, extending into Dewitt, as detailed on the attached map, by placing PVC strips on utility poles to act as symbolic doorposts to enable observant Jewish families to carry out their religious practices. **157**
- 9-0 20. Permission - To Tim Donut U.S. Limited, Inc. to construct and maintain portions of a parking lot, driveway and concrete pad over a City of Syracuse water main easement in the Town of Geddes, adjacent to Onondaga Boulevard. **158**

BY COUNCILOR RYAN:

- 9-0 21. Purchase w/c/b - From Smith & Wesson, eight Model 642 revolvers, valued at \$2,613, fourteen M&P15 patrol rifles, valued at \$10,653 and authorize a trade-in of fifty pistols with one magazine, valued at \$14,000, leaving the Syracuse Police Department with a credit balance of \$734 to be used for future purchases. There is no cost to the City after the trade-in. **159**

BY COUNCILOR HOGAN:

- 9-0 22. Bond Ordinance - Authorizing the issuance and sale of bonds of the City of Syracuse to be used to defray the cost of the Passenger Terminal Security Project at Syracuse Hancock International Airport. Total amount not to exceed \$50,000,000. **160**
- 8-1 Rayo 23. Authorize - The Passenger Terminal Security Project at Syracuse Hancock International Airport to permit compliance with current and evolving TSA baggage and passenger screening requirements and to modernize and replace aging mechanical systems to reduce operational costs, and shall include the feasibility of a PLA. Total cost not to exceed \$61,400,000 with bonding of \$50,000,000 and \$11,400,000 in PFC's already collected and intended for this use. **161**
- 9-0 24. Agreement - With the US Marine Corps, Company E, 4<sup>th</sup> Light Armored Reconnaissance Battalion, 4th Marine Division, to use the abandoned former housing area at Syracuse Hancock International Airport on June 19, 2010, between 8 a.m.-2 p.m., to conduct annual training for the local Marine Battalion. **162**

BY COUNCILOR McMAHON AND COUNCILOR DENNO:

- H** 25. Amend - The Revised General Ordinances of the City of Syracuse, Chapter 25, entitled Taxicabs, Section 64, Advertisements, to permit, in certain circumstances, wrapping of exterior advertising on vehicles with a ground transportation license. **H**

BY COUNCILOR McMAHON:

- 5-4** 26. Annual Estimate - For the City of Syracuse and the Syracuse City School District for the Fiscal Year July 1, 2010-June 30, 2011. (Public Hearing held on Wednesday, May 5, 2010 at 6:00 P.M.)(AS AMENDED) **172**

Denno, Rayo, Hogan, McMahon

- 6-3** 27. Amend - Ord. # 171 (05/06/09) amending the Water Rates Schedule established by "Rules, Regulation and Rates, Department of Water and the Bureau of Water, Department of Finance." Amend to increase water rates by 9% per the attached schedule effective July 1, 2010. **173**

Rayo, Hogan, McMahon

- 9-0** 28. Authorize - The Department of Assessment to retain appraiser William Anderson to appraise property located at 237-239 E. Onondaga Street, a vacant lot. Total cost not to exceed \$500. **163**

- 9-0** 29. Correct Tax Rolls - (401 Pulaski St., 459-475 Pulaski St., 4837-4865 S. Salina St.) For various charges for Tax Year 2010/11. **164**

BY COUNCILOR SEALS:

- WD** 30. Accept - From Bud Light a donation in the amount of \$2,000 to be used for various costs associated with the 2010 City Fireworks Celebration, to be held on Friday, July 2, 2010 at the Inner Harbor, on behalf of the Department of Parks, Recreation and Youth Programs. **WD**

- WD** 31. Authorize - The Department of Parks, Recreation and Youth Programs to collect fees from vendors participating in the City's Fireworks Celebration on July 2, 2010, at the Inner Harbor. The fee schedule would be the same as last year - \$25 from non-food vendors, \$75 from food vendors and 20% of the gross from the beer vendor, to be deposited in the Summer Celebrations Account and used to offset the costs associated with the fireworks show. **WD**

- 9-0** 32. Agreement - With Davis Mechanical Services to act as the City's agent in the disposal of obsolete ice rink refrigeration equipment at Sunnycrest Ice Rink and locate buyers. Total cost not to exceed 20% of the net sales price. The Mayor has waived the RFP Process. **165**

**9-0** 33. Agreement - With Pulse Fitness Studio to provide Zumba Dance Classes for youth and families at Kirk Park, as part of the Parks, Recreation and Youth Programs After School Expanded Fitness and Wellness Program, for the period of May 20-June 17, 2010. Total cost not to exceed \$375 to be reimbursed through the Office of Children and Family Services - Youth Development and Delinquency Prevention. **166**

**9-0** 34. Agreement - With Cornell Cooperative Extension of Onondaga County for an After School Nutrition Education Program, as part of the Parks, Recreation and Youth Programs After School Expanded Fitness and Wellness Program, at The Magnarelli Center, Cannon Street, Kirk Park, Wilson Park and Ed Smith After School Program for the period of May 3-December 31, 2010. Total cost not to exceed \$4,600 to be reimbursed through the Office of Children and Family Services - Youth Development and Delinquency Prevention. **167**

(SUPPLEMENTAL AGENDA – MAY 10, 2010)  
WAIVER OF THE RULES REQUIRED TO INTRODUCE

BY COUNCILOR HOGAN:

**9-0** 35. Authorize - The Department of Aviation to proceed with the Kitchen and Gate Relocation Project at Syracuse Hancock International Airport. The construction portion of the Project will not exceed \$1,600,000 and shall be funded with Passenger Facility Charges that have already been collected and intended for this use, Aviation Account # 04.01079.0.000. **168**

BY COUNCILORS JOY, RYAN, KESSNER AND SEALS:

**5-4** 36. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Special Objects of Expense - 01.90600 Hospital, Medical & Surgical Insurance - Active Employees from \$17,911,933 to \$17,261,933. **169**  
*Denno, Rayo, Hogan, McMahan*

**5-4** 37. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Special Objects of Expense - 01.75945 Payments to Say Yes to Education Foundation from \$350,000 to \$750,000. **170**  
*Denno, Rayo, Hogan, McMahan*

**5-4** 38. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Special Objects of Expense entitled Say Yes to Education Foundation Pre-K Program - 01.75945.000.01 in the amount of \$250,000. **171**  
*Denno, Rayo, Hogan, McMahan*

BY COUNCILORS McMAHON, HOGAN AND RAYO:

**4-5** 39. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Fire Vault - 01.34100.0.111 from \$375,000 to \$100,000. **D**  
*Denno, Rayo, Hogan, McMahan*

40. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Snow & Ice Overtime - 01.51420.0.104 decrease \$100,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
41. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Building Services Overtime - 01.16210.0.104 decrease \$100,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
42. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Police General Service Overtime - 01.31220.0.104 decrease \$800,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
43. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Cash Capital - 01.99999.0.007 decrease \$500,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
44. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Estimated Revenue - Water Fund - 05.02140 - Sale of Water - add \$2,225,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
- a. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Special Objects of Expense - Water Fund - Transfers to General Fund - City Services 05.99999.0.001 add \$2,225,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
- b. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Estimated Revenues - Miscellaneous Revenue & Resources - Interfund Transfer - Water Fund - 01.5035 - add \$2,225,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
45. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Say Yes to Education - 01.75945.0.000 increase \$650,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
46. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to Special Objects of Expense entitled Say Yes to Education Foundation Pre-K Program - 01.75945.000.01 in the amount of \$350,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*
47. Amend - The Budget for the year July 1, 2010-June 30, 2011 relative to estimated revenues - City General Fund Surpluses and Balances from \$16,000,000 to \$19,000,000. **D**  
**4-5**  
*Denno, Rayo, Hogan, McMahon*

Syracuse Common Council  
 Adjourned at 1:44 P.M.

COMMON COUNCIL  
of the  
CITY OF SYRACUSE

REGULAR MEETING - JUNE 7, 2010

1:00 P.M.

1. *Pledge of Allegiance to the Flag - (Led by Hon. Van B. Robinson, President of the Common Council)*
2. *Invocation - (Delivered by Reverend Joellyn Tuttle of Gethsemane United Methodist Church, Syracuse, New York)*
3. *Roll Call - (All Present)*
4. *Minutes - May 24, 2010 - (Adopted 9-0)*
5. *Public Hearing - Relative to Agenda Item #9b, "Local Law - Of the City of Syracuse to amend Local Law No. 17-1997 which provides a partial property tax exemption for rehabilitation or alteration of historic real property, pursuant to Section 444-a of the Real Property Tax Law. The revised exemption schedule is detailed in the Local Law." (Public Hearing held on Monday, June 7, 2010 at 1:00 P.M.) (IN FAVOR- Robert Haley) (IN OPPOSITION - NO APPEARANCES)*
6. *Petitions - (From 102 persons in favor of bringing back the walking police patrol to Westcott Street)*
7. *Committee Reports - (Neighborhood Preservation (Homeless & Housing Vulnerable) - Economic Development, Downtown & Metropolitan Planning)*
8. *Communications - (From the City Auditor, Bureau of Treasury, License Function Review – Interim Report for July 1, 2009-March 31, 2010)*
9. *UNFINISHED BUSINESS WHICH MAY BE CONSIDERED:*

BY COUNCILOR DENNO:

- 9-0**
- a. *Local Law - Of the City of Syracuse to amend the Charter of the City of Syracuse, 1960, as amended, to re-assign the Division of Building Services from the Department of Engineering to the Department of Public Works, effective July 1, 2010.*

**LL**



BY COUNCILOR McMAHON:

- 9-0** b. Local Law - Of the City of Syracuse to amend Local Law No. 17-1997 which provides a partial property tax exemption for rehabilitation or alteration of historic real property, pursuant to Section 444-a of the Real Property Tax Law. The revised exemption schedule is detailed in the Local Law. (Public Hearing held on Monday, June 7, 2010 at 1:00 P.M.) **LL**

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NEW BUSINESS  
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BY PRESIDENT ROBINSON:

- 9-0** 10. Resolution - Approving the Appointment of Various Persons as Commissioners of Deeds for 2010. **11-R**

BY COUNCILOR JOY:

- 9-0** 11. Advertise Public Hearing - Relative to shift of operations by HSM Packaging from the Syracuse Empire Zone to the Onondaga County Empire Zone due to the re-locating and expanding their facility from Syracuse to the Town of Clay. (Public Hearing to be held on Monday, June 21, 2010 at 1:00 P.M.) **187**
- H** 12. Authorize - Shift of operations by HSM Packaging from the Syracuse Empire Zone to the Onondaga County Empire Zone due to the re-locating and expanding their facility from Syracuse to the Town of Clay. This authorization is required by the NYS Empire Zone program. (Public Hearing to be held on Monday, June 21, 2010 at 1:00 P.M.) **H**
- 9-0** 13. Designate - Areas recommended by the Syracuse Urban Renewal Agency, as detailed in Appendix "A", as appropriate for Urban Renewal activities pursuant to General Municipal Laws § 502 (3) and § 504. **188**
- H** 14. Special Permit - To approve a Self-Storage building on property located at 301-337 Genant Drive. Swanson Fulton Street, LLC, Norman Swanson, owner/applicant. **H**
- 0-9** 15. Special Permit - To approve a restaurant on property located at 405, 409-411, 415 (413), 417-419 and 421 (429) North State Street. The Planning Commission granted a waiver of area and number for the proposed signage. Tino Marcoccia, owner/applicant. **D**
- 9-0** 16. Special Permit - To approve an adjustment for a restaurant on property located at 1111 & 1113 East Fayette Street. The Planning Commission granted a waiver of 6 of the 17 required parking spaces and 32 square feet of signage area. Jin Ping Ni, owner/applicant. **Gen. #16**

- 17. *Special Permit - To approve a restaurant on property located at 123 Marshall Street. The Planning Commission granted a waiver of 6 of the 12 required parking spaces. Seth Berkowitz, applicant. David Jacobs, owner.* **9-0** **Gen. #17**
- 18. *Special Permit - To approve a restaurant on property located at 121-123 and 127-129 West Fayette Street. No waivers were granted by the Planning Commission. Patrizia Barbieri, applicant. Balle 31, Inc. owner.* **9-0** **Gen #18**

BY COUNCILOR JOY, COUNCILOR DENNO AND COUNCILOR SEALS:

- 19. *Amend - Ord. #603 (12/19/05), "Authorize - Memorandum of Understanding (MOU) with Syracuse University regarding the Syracuse University Connective Corridor Project, PIN #3754.46 to provide the framework for the funding and cooperation between the City of Syracuse and Syracuse University to implement and complete the project." Amend to provide a \$500,000 maintenance fund for repairs and replacement of eligible equipment within the Connective Corridor.* **9-0** **189**
- 20. *Amend Ord. #369 (06/18/07), "Bond Ordinance - Authorizing the issuance and sale of bonds of the City of Syracuse to be used to defray the cost of the Design Phase of the Reconstruction of East Genesee Street Connective Corridor Project, PIN #3754.46. Total amount not to exceed \$1,440,000." Amend to authorize the Final Design Phase and total cost not to exceed from \$1,440,000 to \$3,281,000.* **9-0** **190**
- 21. *Amend - Ord. #370 (06/18/07), "Agreement - With the NYS DOT for the Design Phase of the Reconstruction of East Genesee Street Connective Corridor Project, PIN #3754.46. Total cost not to exceed \$1,440,000." Amend to authorize the Final Design Phase and total cost not to exceed from \$1,440,000 to \$3,167,500.* **9-0** **191**
- 22. *Amend - Ord. #371 (06/18/07), "Authorize - The Design Phase of the Reconstruction of East Genesee Street Connective Corridor Project, PIN #3754.46. Total cost not to exceed \$1,440,000. Total project cost not to exceed \$6,382,600. No cost will be incurred by the City as per Ord. #603-05, a MOU between the City of Syracuse and Syracuse University." Amend to authorize the Preliminary and Final Design Phases. Total additional cost not to exceed \$3,281,000. Total project cost of \$27,500,000.* **9-0** **192**
- 23. *Amend - Ord.#580 (10/09/07), "Agreement - With C&S Engineers, Inc. for project management services for the Preliminary Design Phase of the Reconstruction of East Genesee Street Connective Corridor Project, PIN #3754.46. Total cost of \$182,564 at no cost to the City as per the MOU with Syracuse University, Ord. #603-05. "Amend to authorize the Preliminary and Final Design Phases and total cost not to exceed from \$182,564 to \$617,564.* **9-0** **193**
- 24. *Amend - Ord. #152 (04/21/08), "Agreement - With Barton & Loguidice to provide Preliminary Engineering Services for the Reconstruction of East Genesee Street Connective Corridor Project, PIN #3754.46. Total cost not to exceed \$867,000 with 80% federal funds and 20% local funds provided by Syracuse University. Bond Ordinance #369-07 was issued to advance the project." Amend to authorize the Final Design services and total cost not to exceed from \$867,000 to \$2,547,414.* **9-0** **194**

25. Amend - The Traffic Code of the City of Syracuse, Chapter 15 entitled Schedule II, to convert University Avenue between Waverly Avenue and Erie Boulevard from a One-way Street to a Two-way Street, to be completed by April, 2011, to improve traffic flow for the Genesee Street Connective Corridor to Syracuse University Project. **9-0** **Gen. #19**
26. Authorize - The City of Syracuse to adopt a Negative Declaration pursuant to the SEQRA Act for the Forman Park Redesign project, on behalf of the Department of Parks, Recreation and Youth Programs. **9-0** **195**
27. Authorize - Intermunicipal Agreement with Onondaga County for the reimbursement of City funds in the amount of \$168,000 for Forman Park green infrastructure and design work within the Connective Corridor. **9-0** **196**
28. Bond Ordinance - Authorizing the issuance and sale of bonds of the City of Syracuse to be used to defray the cost of the Reconstruction of Forman Park. Total amount not to exceed \$1,115,000. **9-0** **197**
29. Authorize - The Reconstruction of Forman Park in the East Genesee Business District to include a new fountain and base, enhanced planting beds, porous pavement, improved lighting and additional seating options. Total project cost not to exceed \$1,500,000. New bonding of \$1,115,000 and \$385,000 from previous Bond Ordinance #210-05. **9-0** **198**

BY COUNCILOR KESSNER:

30. Agreement - With Various agencies, listed on Schedule "A", relative to the University Neighborhood Service Agreement. Funds to be provided from the Syracuse University Street Closure Agreement. Total cost not to exceed \$380,085. **9-0** **199**
31. Authorize - Text Amendment to amend the City of Syracuse Zoning Rules and Regulations, as Amended, Part C, Section VI, Article 7, Paragraph A.1 - Permitted Districts for Off-Premise Advertising Signs, regarding signage in the Gateway area. **H** **H**
32. Authorize - Text Amendment to amend the City of Syracuse Zoning Rules and Regulations, as Amended, Part A, Section III - Definitions and Part C, Section III - Parking and Loading Requirements, regarding workable parking area and driveways. **6-3** **Gen. #20**  
Rayo,  
Hogan,  
McMahon
33. Authorize - Text Amendment to amend the City of Syracuse Zoning Rules and Regulations, as Amended, Part C, Section VIII - Article 3 - Certificate of Suitability, regarding the Special Neighborhood District directly east of Syracuse University. **6-3** **Gen. #21**  
Rayo,  
Hogan,  
McMahon

BY COUNCILOR KESSNER, PRESIDENT ROBINSON AND ALL COUNCILORS:

34. Resolution - In recognition of Lesbian, Gay, Bisexual and Transgender Pride Day to be celebrated on Saturday, June 19, 2010 in the City of Syracuse. **9-0** **12-R**

BY COUNCILOR DENNO:

- 9-0** 35. *Bond Ordinance - Authorizing the issuance and sale of bonds of the City of Syracuse to be used to defray the cost of the 2009/2010 Engineering Vehicles and Equipment. Total amount not to exceed \$159,500.* **200**
- 9-0** 36. *Authorize - The 2009/2010 Engineering Vehicles and Equipment, as detailed in Appendix "A". NYSEDA will be reimbursing the City \$60,500 with the total net local share not to exceed \$99,000. Total cost not to exceed \$159,500.* **201**
- 9-0** 37. *Permission - To New Visions Power Line Communications to install, own and maintain fiber optic cable and conduit in the City right-of-way at the corner of W. Genesee Street and Wallace Street to connect an existing National Grid manhole to a Communications manhole with a 28 feet long 4" concrete encased conduit.* **202**
- 9-0** 38. *Amend - Ord. #503 (09/28/09), "Agreement - With CH2M Hill for professional engineering services to include the design, bidding, construction administration and start-up of new water storage tanks related to the Westcott Reservoir Rehabilitation Project on behalf of the Department of Water. Total cost not to exceed \$3,150,000." Amend the total cost not to exceed from \$3,150,000 to \$3,350,000.* **203**
- 9-0** 39. *Purchase w/c/b - Repair, inspection, service and installation of audio tone, telemetric and pump control equipment used to measure the elevation and flow of water at reservoirs, pumping stations and the water treatment plant, for the period of July 1, 2010 - June 30, 2011, on behalf of the Department of Water. Total cost not to exceed \$125,000.* **204**
- 9-0** 40. *Purchase w/c/b - From Anderson Equipment Company, safety shoring equipment and shoring repair parts for the period of July 1, 2010 - June 30, 2011, on behalf of the Department of Water. Total cost not to exceed \$35,000.* **205**
- 9-0** 41. *Purchase w/c/b - Repair of pumps and/or motors in the water distribution system, for the period of July 1, 2010 - June 30, 2011, on behalf of the Department of Water. Total cost not to exceed \$140,000.* **206**
- 9-0** 42. *Purchase w/c/b - From JGB, Conviber, Shako, Terex, Superior Lubricants, Thompson & Johnson, Tracey Road Equipment and Gateway, miscellaneous asphalt parts to include hoses, belts, lubricants and bearings which are not covered under warranty, for the period of July 1, 2010 - June 30, 2011, on behalf of the Department of Public Works. Total cost not to exceed \$35,000.* **207**
- 9-0** 43. *Purchase w/c/b - From Gateway Equipment Corporation, repair service and parts for a Barber-Greene Paver Machine period of July 1, 2010 - June 30, 2011, on behalf of the Department of Public Works. Total cost not to exceed \$30,000.* **208**

44. Purchase w/c/b - From Saves Auto Body, Auto Finishers and/or NAPA, commercial grade paint and supplies for the repainting of vehicles, for the period of July 1, 2010 - June 30, 2011, on behalf of the Departments of Public Works. Total cost not to exceed \$30,000. **209**

BY COUNCILOR RYAN:

45. Application & Agreement - To and with the NYS Department of Criminal Justice for a Gang Retaliation Initiative grant for funds in an amount not to exceed \$50,000 to be used by the Syracuse Police Department to pay overtime to officers engaged in the reduction of gang retaliation and gun violence. No local match is required. **210**
46. Application & Agreement - To and with the NYS Department of Criminal Justice Warrants Initiative for funds in an amount not to exceed \$16,500 to be used by the Syracuse Police Department to pay overtime to officers engaged in the apprehension of violent felons with outstanding warrants. No local match is required. **211**
47. Purchase w/c/b - From Jerome Fire Equipment, MSA Self-Contained Breathing Apparatus (SCBA) equipment and repair parts for the period of July 1, 2010-June 30, 2011, on behalf of the Department of Fire. Total cost not to exceed \$90,000. **212**

BY COUNCILOR HOGAN:

48. Amend - Ord. #160 (05/10/10), "Bond Ordinance - Authorizing the issuance and sale of bonds of the City of Syracuse to be used to defray the cost of the Passenger Terminal Security Project at Syracuse Hancock International Airport. Total amount not to exceed \$50,000,000. Total project cost \$61,400,000." Amend total project cost not to exceed to \$60,500,000. **213**
49. Amend - Ord. #161 (05/10/10), "Authorize - The Passenger Terminal Security Project at Syracuse Hancock International Airport to permit compliance with current and evolving TSA baggage and passenger screening requirements, to modernize and replace aging mechanical systems to reduce operational costs and shall include the feasibility of a PLA. Total cost not to exceed \$61,400,000 with bonding of \$50,000,000 and \$10,500,000 in PFC's already collected and intended for this use." Amend to decrease the total cost by \$900,000 and total cost not to exceed \$60,500,000. **214**
50. Amend - Ord. #168 (05/10/10), "Authorize - The Department of Aviation to proceed with the Kitchen and Gate Relocation Project at Syracuse Hancock International Airport. The construction portion of the Project will not exceed \$1,600,000 and shall be funded with Passenger Facility Charges that have already been collected and intended for this use, Aviation Account # 04.01079.0.000." Amend to increase the total cost by \$900,000 and total cost not to exceed \$2,500,000. **215**

BY COUNCILOR McMAHON AND COUNCILOR DENNO:

- H** 51. Amend - The Revised General Ordinances of the City of Syracuse, Chapter 25, entitled Taxicabs, Section 64, Advertisements, to permit, in certain circumstances, wrapping of exterior advertising on vehicles with a ground transportation license. **H**

BY COUNCILOR McMAHON:

- 9-0** 52. Agreement - With IBM Corporation for technology integrator services for the Syracuse City School District, the Joint Schools Construction Board and various City Departments for the period of three years with two 1-year renewal options with the approval of the Mayor and Common Council. Total cost not to exceed \$3,000,000. **216**
- 9-0** 53. Authorize - The Department of Assessment to retain appraisers (William Anderson - 331 Lydell St., 145 John St., 2502 South Ave. - Edward Pfohl - 408-410, 412-414 & 416 Bellevue Ave. - Chris Bollinger - 211 Rider Ave.) **217**
- 9-0** 54. Correct Tax Rolls - (Thirty-seven properties as detailed in Appendix "A") For various charges for Tax Years 2007/08, 2008/09 and 2010/11. **218**
- 5-4** 55. Levy - Tax for the City of Syracuse and the Syracuse City School District for the period of July 1, 2010 through June 30, 2011. **219**

*Denno, Rayo, Hogan, McMahon*

- H** 56. Purchase w/c/b - Heating, plumbing, electrical and air conditioning supplies and services for various City departments including the Syracuse City School District and Community Development, for the period of July 1, 2010 - June 30, 2011. Total cost not to exceed \$800,000 to be charged to the departments using the services. **H**
- H** 57. Purchase w/c/b - Repair services and overhauling, including parts and labor for automotive equipment for various City departments and the Syracuse City School District, for the period of July 1, 2010 - June 30, 2011. Total cost not to exceed \$2,000,000 to be charged to the departments using the services. **H**
- 9-0** 58. Purchase w/c/b - Safety shoes for the departments of Public Works, Water, Aviation, Fire, Police, Engineering and Parks for the period of July 1, 2010 - June 30, 2011. Total cost not to exceed \$62,000. **220**

BY COUNCILOR SEALS:

- 9-0** 59. Accept - Donations for the Summer Camp Scholarships in the total amount of \$570 from: Richard Decker, Kathleen Joy, Mary Robison, Dave Sackett, Kelly Haggerty, David Barrette, Patrick Driscoll and John Gamage, and cash donations, to be deposited in an account to be created by the Commissioner of Finance. **221**

60. Agreement - With Dave Appleton for services provided for a baseball summer camp at Burnet Park for the period of August 2 - August 6, 2010, on behalf of the Parks, Recreation and Youth Programs. Total cost not to exceed \$2,500. **222**
- 9-0
61. Agreement - Blessed Sacrament School for the use of the parish gymnasium during the 2010 Syracuse Plays On Night Recreation Program, for the period of July 6 - August 13, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$4,250 (90 program hours at \$50 per hour). **223**
- 9-0
62. Agreement - With the Central New York Tennis Association for services related to five tennis camps for the period of July 12 - August 13, 2010, at Sunnycrest Park, Burnet Park, Meachem Field and Barry Park and assistance with the Salt City Games Tennis Tournament on August 12, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$4,800. **224**
- 9-0
63. Agreement - With Tim Downes for services related to a Police and Fire summer camp at the Fire Training and Maintenance Facility for the period of July 12 - July 16, 2010, on behalf of Parks, Recreation and Youth Programs. Total cost not to exceed \$2,000. **225**
- 9-0
64. Agreement - The Friends of the Rosamond Gifford Zoo for services provided for the animal-themed summer camp program to include use of Zoo Facilities, Zoo staff and instructors, program supplies, lunch and t-shirts for the period of June 28 - July 1, 2010 on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$3,500. **226**
- 9-0
65. Agreement - With Mike Melfi for services provided for a track and field summer camp at Sunnycrest Park to include a Camp Director, Assistant Director and 25 hours of instruction, for the period of August 2 - August 6, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$3,625. **227**
- 9-0
66. Agreement - With Mercy Works for services related to a technology-themed (Robotics) summer camp to include a camp director, instructors and the use of the facilities of Mercy Work's Vision Center, including computers, for the period of July 12 - July 16, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$1,750. **228**
- 9-0
67. Agreement - With the Museum of Science and Technology (M.O.S.T.) for services related to a science-themed summer camp to include the use of the museum facilities and staff for the for the period of August 2 - August 6, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. The Parks Department will provide additional supervisory staff. Total cost not to exceed \$2,800. **229**
- 9-0
68. Agreement - With Ultimate Goal, LLC for services related to a multi-sport summer camp to include a director, instructors and equipment for the period of July 26 - July 30, 2010 at Burnet Park, on behalf of the Department of Parks, Recreation and Youth Programs. The City will provide the facilities and administrative oversight. Total cost not to exceed \$6,300. **230**
- 9-0

69. *Agreement - With Ultimate Goal, LLC for services related to a mobile sports clinic to include a lead instructor, assistants instructors and equipment for the period of July 6 - August 6, 2010 at various park sites and assistance with the Salt City Games sports festival, August 9 - August 13, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$6,000.* **231**
70. *Authorize - Payment to the Stan Colella Orchestra, under the direction of Len Colella, for a performance at the City Fireworks Celebration, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$5,000.* **232**
71. *Authorize - Payment to the Stan Colella Orchestra, for performances for the Dancing Under the Stars Series, on July 9, 16, 23 and 30, 2010 at the Blessed Sacrament School Auditorium, on behalf of the Department of Parks, Recreation and Youth Programs, at a cost of \$1,710 per show. Total cost not to exceed \$6,840.* **233**
72. *Authorize - Payment to the Dixieland Update, under the direction of Nicholas Palumbo, for performances at the annual Rose Day event at Thornden Park on June 16, 2010 and at the Strathmore Art on the Porches on June 19, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost of \$450 per show, not to exceed \$900.* **234**
73. *Authorize - Payment to the Syracuse Shakespeare Festival for their performance at the Thornden Park Amphitheatre on August 12 - August 15 and August 19 - August 22, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$2,000.* **235**
74. *Authorize - Payment to Syracuse Symphony Orchestra for their performance at the Northeast Jazz & Wine Festival on July 29, 2010, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$5,000.* **236**
75. *Authorize - The Department of Parks, Recreation and Youth Programs to collect fees from vendors participating in the City Fireworks Celebration on Friday, July 2, 2010. The fee schedule would be \$25 from novelty vendors and \$50 from food vendors, to be deposited into the Summer Celebrations Account to offset various costs associated with the fireworks show.* **237**
76. *Application & Agreement - To and with the NYS Office of Parks, Recreation and Historic Preservation for funds in an amount not to exceed \$50,000 to be used for park and playground improvements in Homer-Wheaton, Jermain Loguen and McKinley Parks and Baker Play Lot. No local match is required.* **238**
77. *Purchase w/c/b - From Hadeka Stone Corp, Red Diamond Infield Mix, for the period of July 1, 2010 - June 30, 2011, on behalf of the Department of Parks, Recreation and Youth Programs. Total cost not to exceed \$15,000.* **239**



BY COUNCILOR MAROUN:

- 9-0** 78. Lease Agreement - Boys and Girls Club, 2100 E. Fayette Street, no charge, for the period of September 1, 2010 - June 30, 2011, for a Homebound Instruction Program on behalf of the Syracuse City School District. **240**
- 9-0** 79. Lease Agreements - P.E.A.C.E., Inc., 211 Bassett St, no charge and Syracuse Housing Authority, 203 East Castle St., \$70 per month - for Pre-Kindergarten Programs for the period of September 1, 2010 - June 30, 2011, on behalf of the Syracuse City School District. **241**

(SUPPLEMENTAL AGENDA - JUNE 7, 2010)

WAIVER OF THE RULES REQUIRED TO INTRODUCE:

BY COUNCILOR DENNO:

- 9-0** 80. Amend - Ord. #179 (05/24/10), "Application & Agreement - To and with NYS DOT for Federal Aid and/or Marchiselli Aid funds in an amount not to exceed \$111,000 for the Traffic Signal Upgrade Program, PIN #375442, to bring the City signalized intersections up to current safety standards and allow the City to install second traffic lights at intersections which currently only have one." Amend to include the local match of 20% (\$22,200) which is required by the funding source. **242**

Syracuse Common Council  
Adjourned at 1:50 P.M.

**Resolution No. \_\_\_\_**  
**Date: September 11, 2020**

**RESOLUTION AUTHORIZING THE SUBMISSION TO THE FEDERAL AVIATION ADMINISTRATION OF AMENDMENTS TO CERTAIN APPROVED PASSENGER FACILITY CHARGE APPLICATIONS**

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 Congress of the United States, through enactment of the Aviation Safety and Capacity Expansion Act of 1990, empowered the Federal Aviation Administration (“FAA”) of the U.S. Department of Transportation to authorize operators of commercial service airports to impose a Passenger Facility Charge (“PFC”) on certain enplaned passengers at those airports, and to use the revenues collected for capital projects that would promote the safety, security, capacity, and noise mitigation goals of those airport operators; and

WHEREAS, the FAA has also established an amendment process to allow the Authority to modify the level of collection, change the collection amount, remove an approved project, amend, or establish a class of carriers not required to collect a PFC, and otherwise respond promptly when financial or technical changes to a project are necessary; and

WHEREAS, it is now necessary to authorize an Amendment to be made and other required steps and actions to be taken on behalf of the Authority to complete the amendment process for changes to the original scope and/or approved amounts to the original application to the FAA, as outlined below in the PFC Reconciliation table.

<u>PFC RECONCILIATION</u>	<u>Original App</u>	<u>Actual</u>	<u>Variance</u>
Bond Principal	\$61,000,000	\$44,430,000	(\$16,570,000)
Bond Interest	\$30,000,000	\$31,868,671	\$1,868,671
Pay-As-You-Go — Project	\$5,000,000	\$14,670,000	\$9,670,000
Pay-As-You-Go — Prep Fees	<u>\$700,685</u>	<u>\$700,685</u>	<u>\$0</u>
<b>Totals</b>	<b>\$96,700,685</b>	<b>\$91,669,356</b>	<b>(\$5,031,329)</b>

(Amendment reduction amount)

NOW, THEREFORE, it is hereby RESOLVED by the Board of the Syracuse Regional Airport Authority, that the Executive Director of the Airport or his designee is authorized and directed to file an Amendment on behalf of the Authority with the FAA for authorization to modify the scope and/or approved amounts for PFC Application number 9 dated XXXX, pursuant to applicable Federal Regulations governing the imposition of PFCs at U.S. airports and to take all other necessary and appropriate actions required to accomplish the amendment.

**Resolution Adopted Date: September 11, 2020**

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

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

**To:** Syracuse Regional Airport Authority Board  
**From:** Robin Watkins, CFO  
**Date:** September 11, 2020  
**RE:** SYR PFC Application No. 9 and Resolution

## Background

The Syracuse Hancock International Airport has a number of Capital Improvement Program (CIP) projects that are eligible for Passenger Facility Charge (PFC) funding. It is in the best interest of the Airport to use PFC funding for these projects to modernize the Airport, enhance security, and promote competition.

In order to impose and use PFC funding, an application to the FAA is required pursuant to 14 CFR Part 158.

## Application Update

This application will cover PFC eligible projects started in 2020 through 2022 on the CIP. This PFC application will be for Pay-As-You-Go PFCs. The level of collection will be at \$4.50.

In total, SYR will be requesting approval from the FAA for \$14.65 million to \$15.15 million in this PFC Application No. 9. The attached CIP spreadsheet identifies the projects and funding sources for each one. Also attached is the PFC application schedule and the resolution itself.

## Application Process

The enclosed schedule outlines the process for the PFC application No. 9 per the requirements of 14 CFR Part 158. The primary tasks are as follows:

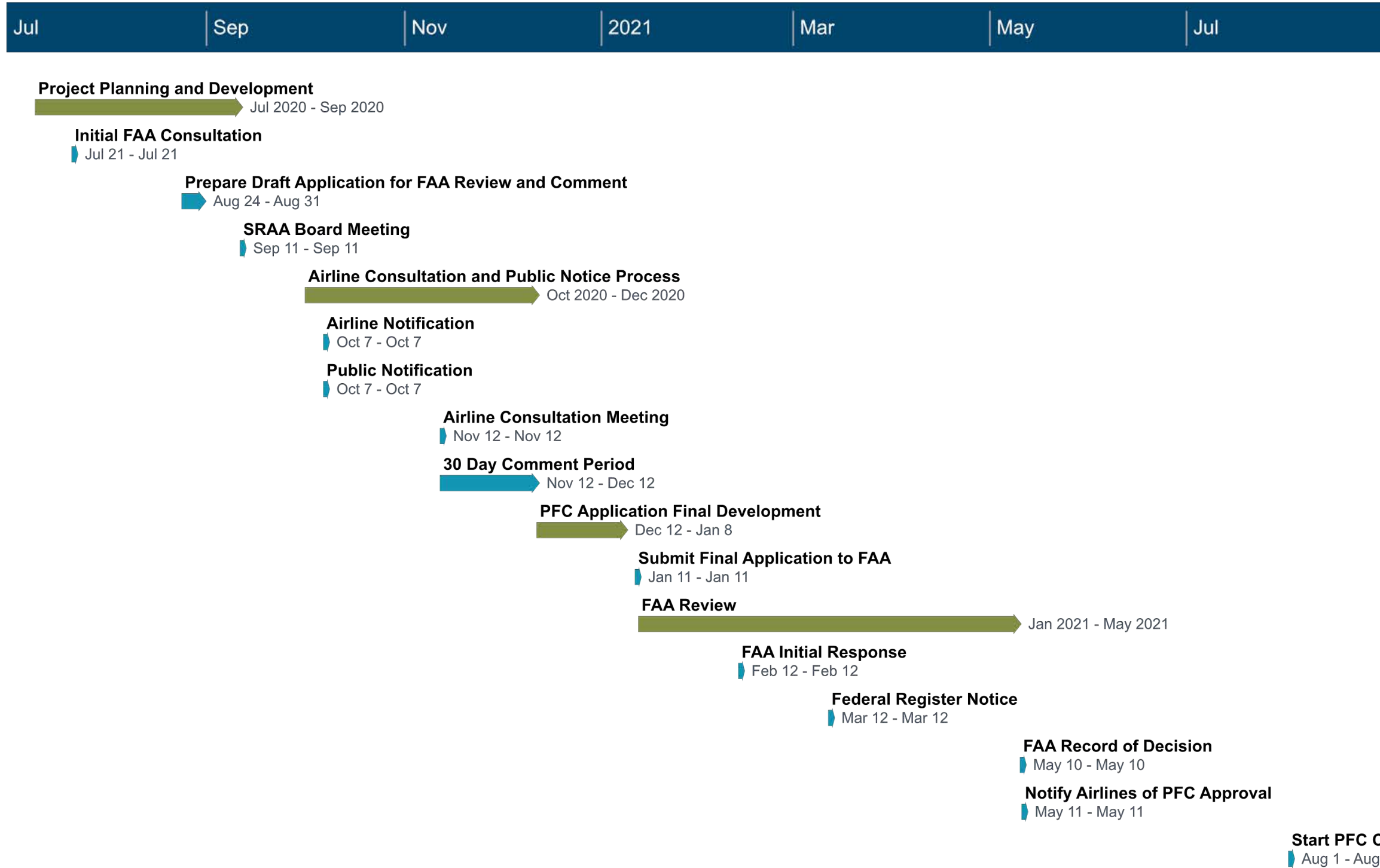
- Project Planning and Development
- Airline Consultation and Public Notice Process
- PFC Application Final Development and Submission to FAA
- FAA Review

SYR staff will seek to use the FAA streamlined procedures for PFC Authorization which will shorten the FAA application review process timeframe to 30 days.

The enclosed Resolution No. XXXX authorizes staff to proceed with PFC Application No. 9.

Enclosed: Resolution No. XXXX  
PFC Application Schedule  
SYR Capital Improvement Program spreadsheet

## SYR PFC Application/Amendment Schedule



**Syracuse Hancock International Airport  
Capital Improvement Program**

Airport:		Syracuse Hancock International Airport		State:		NY		NPIAS #:		36-0114		LOC ID:		SYR		Date:		9/4/20	
Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)					State Matching Funds (\$1,000)	Local (\$1,000)		State funded only	Totals (\$1,000)	Environmental Type	Environmental Status	Comments				
			Entitlement	Cargo Entitlement	Discretionary	State Apportion.	Supplementary Discretionary		PFC	Other									
<b>2020</b>																			
Rehabilitate Runway 10-28 [7,500 LF x 150 LF] (Construction)	81	RE RW IM	\$ 3,020	\$ 230	\$ 8,000	\$ -		\$ 625	\$ -	\$ 625		\$ 12,500	Catex	Approved 1/19/2018					
Rehabilitate Runway 10-28 Lighting (Construction)	81	RE RW LI	\$ 1,350		\$ -			\$ 75		\$ 75		\$ 1,500	Catex	Approved 1/19/2018					
Update Airport Master Plan Study	73	PL MA UP	\$ -		\$ -			\$ 67	\$ 1,215	\$ 68		\$ 1,350	Catex	Approved 1/13/20	CATEX (one-page)				
Update Miscellaneous Study (APMS)	62	PL MA MS	\$ -		\$ 149			\$ 8		\$ 8		\$ 165	Catex	Approved 1/13/20	CATEX (one-page)				
Rehabilitate Runway 10-28 Surface Condition Sensors (Construction)	48	ST RW SR			\$ 900			\$ 50		\$ 50		\$ 1,000	Catex	Approved 1/19/2018					
Acquire Snow Removal Equipment (Sweeper/Blower)	75	ST EQ SN			\$ -			\$ -	\$ 1,070	\$ -		\$ 1,070	Catex		CATEX (one-page)				
Acquire Snow Removal Equipment (Blower)	75	ST EQ SN			\$ -			\$ -	\$ 920	\$ -		\$ 920	Catex		CATEX (one-page)				
Acquire Snow Removal Equipment (Sweeper)	75	ST EQ SN			\$ -			\$ -	\$ 960	\$ -		\$ 960	Catex		CATEX (one-page)				
<b>Total FY2020</b>			\$ 4,370	\$ 230	\$ 9,049	\$ -		\$ 825	\$ 4,165	\$ 826	\$ -	\$ 19,465							
<b>2021</b>																			
Replace ARFF Vehicle and Equipment (ARFF 8)	89	SA EQ RF	\$ 400	\$ 230				\$ 35	\$ -	\$ 35		\$ 700	Catex	Submit by 7/30/2020	CATEX (one-page)				
Replace PPE Equipment	89	SA EQ RF	\$ 90					\$ 5		\$ 5		\$ 100	Catex	Submit by 7/30/2020	CATEX (one-page)				
Reconfigure Taxiway M [1,300 LF x 75 LF] (Design)	76	RC TW SH	\$ 450		\$ -			\$ 25		\$ 25		\$ 500	Catex	Submit by 7/30/2020					
Rehabilitate T/W A West [3,700 LF x 75 LF] Incl. Stub Taxiways Q & R [each 250 LF x 110 LF] (Design)	76	RE TW IM	\$ 275					\$ 15		\$ 15		\$ 306	Catex	Approved 7/16/2014					
Rehabilitate T/W A West Incl. Stub Taxiways Q & R - Lighting (Design)	76	RE TW LI	\$ 49					\$ 3		\$ 3		\$ 54	Catex	Approved 7/16/2014					
Passenger Terminal Improvements (Design & Construct) - Ph III	42	ST TE IM	\$ 3,798					\$ 211		\$ 211		\$ 4,220	Catex	Approved 8/11/2017					
Install Passenger Boarding Bridge (Gate 5) - [Design & Construct]	42	ST TE IM	\$ -					\$ -	\$ 1,200	\$ -		\$ 1,200	Catex	Approved 4/27/2016					
Install Passenger Boarding Bridge (Gate 6) - [Design & Construct]	42	ST TE IM	\$ -					\$ -	\$ 1,200	\$ -		\$ 1,200	Catex	Approved 4/27/2016					
Install Passenger Boarding Bridge (Gate 8) - [Design & Construct]	42	ST TE IM	\$ -					\$ -	\$ 1,200	\$ -		\$ 1,200	Catex	Approved 4/27/2016					
Install Passenger Boarding Bridge (Gate 9) - [Design & Construct]	42	ST TE IM	\$ -					\$ -	\$ 1,200	\$ -		\$ 1,200	Catex	Approved 4/27/2016					
Install Passenger Boarding Bridge (Gate 10) - [Design & Construct]	42	ST TE IM	\$ -					\$ -	\$ 1,200	\$ -		\$ 1,200	Catex	Approved 4/27/2016					
Install Passenger Boarding Bridge (Gate 26) - [Design & Construct]	42	ST TE IM	\$ -					\$ -	\$ 1,200	\$ -		\$ 1,200	Catex	Approved 4/27/2016					
Construct Passenger FIS Facility (Gate 15) - [Design]	42	ST TE IM	\$ -					\$ -	\$ 150	\$ 225		\$ 375	Catex	Submit prior to PFC Apprvl					
<b>Total FY2021</b>			\$ 5,062	\$ 230	\$ -	\$ -	\$ -	\$ 294	\$ 7,350	\$ 519	\$ -	\$ 13,455							
<b>2022</b>																			
Reconfigure Taxiway M [1,300 LF x 75 LF] (Construction)	76	RC TW SH	\$ 4,900	\$ 230	\$ -			\$ 285		\$ 285		\$ 5,700	Catex	Submit by 7/30/2020					
Install FIS Passenger Boarding Bridge (Gate 15) - [Design]	42	ST TE IM	\$ -					\$ -	\$ 75	\$ -		\$ 75	Catex	Approved 4/27/2016					
Install FIS Passenger Boarding Bridge (Gate 15) - [Construct]	42	ST TE IM	\$ -					\$ -	\$ 1,100	\$ -		\$ 1,100	Catex	Approved 4/27/2016					
Construct Passenger FIS Facility (Gate 15) - [Construct]	42	ST TE IM	\$ -					\$ -	\$ 1,580	\$ 3,245		\$ 4,825	Catex	Submit prior to PFC Apprvl					
<b>Total FY2022</b>			\$ 4,900	\$ 230	\$ -	\$ -	\$ -	\$ 285	\$ 2,755	\$ 3,530	\$ -	\$ 11,700							
<b>2023</b>																			
Rehabilitate Chemical Storage Building [5,600 SF] (Design)	47	ST BD IM	\$ 225					\$ 13		\$ 13		\$ 250	Catex	Submit by 7/31/21					
Passenger Terminal Improvements (Design & Construct) - Ph IV	42	ST TE IM	\$ 3,465					\$ 192		\$ 193		\$ 3,850	Catex	Approved 8/11/2017					
<b>Total FY2023</b>			\$ 3,690	\$ -	\$ -	\$ -	\$ -	\$ 205	\$ -	\$ 205	\$ -	\$ 4,100							

**Syracuse Hancock International Airport  
Capital Improvement Program**

Airport:		Syracuse Hancock International Airport			State:		NY			NPIAS #:		36-0114		LOC ID:		SYR		Date:		9/4/20						
Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)					State Matching Funds (\$1,000)	Local (\$1,000)		State funded only	Totals (\$1,000)	Environmental Type	Environmental Status	Comments											
			Entitlement	Cargo Entitlement	Discretionary	State Apportion.	Supplementary Discretionary		PFC	Other																
<b>2024</b>																										
Rehabilitate T/W A West [3,700 LF x 75 LF] Incl. Stub Taxiways Q & R [each 250 LF x 110 LF] (Construction)	76	RE TW IM	\$ 3,071	\$ 250				\$ 185		\$ 185		\$ 3,690	Catex	Approved 7/16/2014												
Rehabilitate Taxiway A West Incl. Stub Taxiways Q & R - Lighting (Construct)	76	RE TW IM	\$ 369					\$ 21		\$ 21		\$ 410														
Rehabilitate Taxiway B [2,500 LF x 75 LF] Including Stub Taxiways S & T [each 190 LF x 85 LF] (Design)	76	RE TW IM	\$ 162					\$ 9		\$ 9		\$ 180	Catex	Submit by 7/31/22												
Rehabilitate Taxiway B Including Stub Taxiways S & T - Lighting (Design)	76	RE TW IM	\$ 18					\$ 1		\$ 1		\$ 20														
Conduct Environmental Study (EA)	72	EN MA ES	\$ 230	\$ -				\$ 13		\$ 13		\$ 256	Catex	Submit by 7/31/22												
<b>Total FY2024</b>			\$ 3,850	\$ 250	\$ -	\$ -	\$ -	\$ 228	\$ -	\$ 228	\$ -	\$ 4,556														
<b>2025</b>																										
Rehabilitate Terminal Apron Including Taxiways D, E & F (Design)	76	RE TW IM	\$ 105	\$ 300				\$ 23		\$ 23		\$ 450	Catex	N/A												
Rehabilitate Taxiway H, G & GA Apron (Design)	76	RE TW IM	\$ 180					\$ 10		\$ 10		\$ 200	Catex	N/A												
Rehabilitate Taxiway A East & Taxiway M - Phase I (Design)	76	RE TW IM	\$ 180					\$ 10		\$ 10		\$ 200	Catex	N/A												
Rehabilitate Taxiway J, P & Y - Phase I (Design)	76	RE TW IM	\$ 270					\$ 15		\$ 15		\$ 300	Catex	N/A												
Rehabilitate Taxiway N & Y - Phase II (Design)	76	RE TW IM	\$ 180					\$ 10		\$ 10		\$ 200	Catex	N/A												
Rehabilitate Chemical Storage Building [5,600 SF] (Construction)	47	ST BD IM	\$ 1,350					\$ 75		\$ 75		\$ 1,500	Catex	Submit by 9/30/22												
Passenger Terminal Improvements (Design & Construct) - Ph V	42	ST TE IM	\$ 1,500					\$ 83		\$ 83		\$ 1,667	Catex	Approved 8/11/2017												
												\$ -														
<b>Total FY2025</b>			\$ 3,765	\$ 300	\$ -	\$ -	\$ -	\$ 226	\$ -	\$ 226	\$ -	\$ 4,517														
<b>2026</b>																										
Rehabilitate Taxiway A East & Taxiway M - Phase I (Construction)	76	RE TW IM	\$ 1,500	\$ 300				\$ 100		\$ 100		\$ 2,000	Catex	N/A												
Rehabilitate Taxiway B [2,500 LF x 75 LF] Including Stub Taxiways S & T [each 190 LF x 85 LF] (Construction)	76	RE TW IM	\$ 1,140	\$ 300				\$ 80		\$ 80		\$ 1,600	Catex	N/A												
Rehabilitate Terminal Apron & Taxiways D, E & F (Construction)	76	RE TW IM	\$ 1,800		\$ 1,980			\$ 210		\$ 210		\$ 4,200	Catex	N/A												
Rehabilitate Taxiway H, G & GA Apron (Construction)	76	RE TW IM	-		\$ 2,700			\$ 150		\$ 150		\$ 3,000	Catex	N/A												
Rehabilitate Taxiway S, K & M - Phase II (Design)	76	RE TW IM	\$ 270					\$ 15		\$ 15		\$ 300	Catex	N/A												
Rehabilitate Taxiway B, D & M - Phase III (Design)	76	RE TW IM	\$ 360					\$ 20		\$ 20		\$ 400	Catex	N/A												
Passenger Terminal Improvements (Design & Construct) - Ph VI	42	ST TE IM	\$ 1,500					\$ 84		\$ 84		\$ 1,667	Catex	Approved 8/11/2017												
												\$ -														
<b>Total FY2026</b>			\$ 6,570	\$ 600	\$ 4,680	\$ -	\$ -	\$ 659	\$ -	\$ 659	\$ -	\$ 13,167														

**Syracuse Hancock International Airport  
Capital Improvement Program**

Airport:		Syracuse Hancock International Airport			State:		NY			NPIAS #:		36-0114		LOC ID:		SYR		Date:		9/4/20	
Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)					State Matching Funds (\$1,000)	Local (\$1,000)		State funded only	Totals (\$1,000)	Environmental Type	Environmental Status	Comments						
			Entitlement	Cargo Entitlement	Discretionary	State Apportion.	Supplementary Discretionary		PFC	Other											
<b>2027</b>																					
Rehabilitate Taxiway J, P & Y - Phase I (Construction)	66		\$ 2,580	\$ 300				\$ 160		\$ 160		\$ 3,200	Catex	N/A							
Rehabilitate Taxiway N & Y - Phase II (Construction)	66		\$ 1,620					\$ 90		\$ 90		\$ 1,800	Catex	N/A							
												\$ -									
<b>Total FY2027</b>			\$ 4,200	\$ 300	\$ -	\$ -		\$ 250	\$ -	\$ 250	\$ -	\$ 5,000									
<b>2028</b>																					
Rehabilitate Taxiway B, D & M - Phase III (Construction)	66		\$ 2,000	\$ 300	\$ 850			\$ 175		\$ 175		\$ 3,500	Catex	N/A							
Rehabilitate Taxiway S, K & M - Phase II (Construction)	66		\$ 2,200		\$ 950			\$ 175		\$ 175		\$ 3,500	Catex	N/A							
<b>Total FY2028</b>			\$ 4,200	\$ 300	\$ 1,800	\$ -		\$ 350	\$ -	\$ 350	\$ -	\$ 7,000									



**RESOLUTION TO APPLY FOR PASSENGER FACILITY CHARGES**

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 Congress of the United States, through enactment of the Aviation Safety and Capacity Expansion Act of 1990, empowered the Federal Aviation Administration of the U.S. Department of Transportation to authorize operators of commercial service airports to impose a Passenger Facility Charge (“PFC”) on certain enplaned passengers at those airports, and to use the revenues collected for capital projects that would promote the safety, security, capacity, and noise mitigation goals of those airport operators;

WHEREAS, that Federal Aviation Regulations require that the Authority adopt a resolution authorizing an application for Passenger Facility Charges to be submitted to the Federal Aviation Administration and agreement to comply with the requirements of that Regulation;

NOW, THEREFORE, after due deliberation having been had thereon, it is RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby:

## SECTION 1 – PASSENGER FACILITY CHARGE

1.1 Authorization to apply; specification of approved Capital Projects: The Authority hereby authorizes the Executive Director to submit to the FAA an application for the authorization to impose a Passenger Facility Charge at the Syracuse Hancock International Airport and to expend PFC revenues as identified on Attachment I.

These funds will be expended on a Pay-As-You-Go basis in the following manner:

- \$2.95 million for three pieces of crucial snow removal equipment replacements, replacing pieces of equipment which are all more than 26 years old,
- \$7.2 million for Airport-owned Jet Bridges, all of which are more than 32 years old and in need of being replaced,
- \$1.5 to \$2.1 million for a Master Plan Update; the current Plan is 14 years old and significant changes have occurred at the Airport since that time resulting in a need to update the Master Plan for the next phase of the Airport,
- \$3.0 million for Federal Inspection Services (“FIS”) facilities construction, including a new Jet Bridge; when traffic returns to normal, the current facility will not be adequate for the Airport to compete with peer airports or initiate new activity.

- 1.2 Authorization to give assurances: The Authority hereby authorizes the Executive Director to include in the application, when filed, all understandings and assurances required by the FAA.
- 1.3 Amount of Charge: Once authorized by FAA, the Passenger Facility Charge shall be imposed at a level of \$4.50 on all revenue enplaned passengers at the Airport, except for those that the Authority seeks and is granted permission to exclude from such collection.
- 1.4 Date of Imposition and Expiration: The Authority hereby authorizes collection of the Passenger Facility Charge beginning on the first day of the second month after approval by FAA of the application for authorization to impose a PFC at the Airport, or as soon thereafter as the PFC can be collected as determined by the Executive Director. The PFC authorized by this Resolution shall expire when sufficient revenues have been collected to equal the eligible costs of the approved projects listed in Section 1.1 above.

## **SECTION 2 – DESIGNATION OF OFFICIAL REPRESENTATIVE**

- 2.1 The Executive Director of the Syracuse Regional Airport Authority is designated as the Official Representative of the Authority to act in connection with the application and is authorized to implement the necessary procedures required under 14 CFR Part 158 to secure authorization to impose a PFC and spend PFC revenues, including but not limited to, the authorization to sign all necessary documents, to enter into all necessary certifications, and to give all required assurances.

**SECTION 3 – COMPLIANCE WITH FEDERAL REQUIREMENTS**

- 3.1 The revenues collected pursuant to FAA approval of the Authority’s application shall be expended for projects determined by FAA to be eligible under the Act and 14 CFR Part 158.
- 3.2 The Passenger Facility Charge to be imposed under this Resolution shall be collected and disbursed in compliance with the Act and 14 CFR Part 158.

**Resolution Adopted Date: September 11, 2020**

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

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

# SRAA Capital Plan Summary

*In thousands*

Fiscal Year	Operations	FAA	State	PFC	CFC	Total
2021	\$1,152	\$13,649	\$825	\$4,165		\$19,791
2022	\$973	\$5,292	\$294	\$7,350		\$13,909
2023	\$4,283	\$5,130	\$285	\$2,755		\$12,453
2024	\$408	\$3,690	\$205			\$4,303
2025	\$280	\$4,100	\$228			\$4,608
<b>Total</b>	<b>\$7,096</b>	<b>\$31,861</b>	<b>\$1,837</b>	<b>\$14,270</b>	<b>\$0</b>	<b>\$55,064</b>

# SRAA 2021 Capital Funding

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*In thousands*

<b>ACIP Local Funding Expenses</b>	<b>\$826</b>
<b><u>Funding Sources</u></b>	
Operating Budget FY 2021	\$392
Cares Funds	\$434
<b>Total Funding</b>	<b>\$826</b>
<b>Capital Purchase Expenses</b>	<b>\$326</b>
<b><u>Funding Sources</u></b>	
Operating Budget (depreciation)	\$326
<b>Total Funding</b>	<b>\$326</b>

# SRAA Local Capital Requests

*In thousands*

Department	Equipment Description	New / Replace	Useful Life	2021	2022	2023	2024	2025	Total
Airside Operations	Airside Cisco Switches	R	5 years	\$40	\$40				\$80
ARFF	Battery rescue tool	R	15 years +				\$26		\$26
ARFF	Ecologic Foam Test System	N	20 years +	\$36					\$36
ARFF	Personal Protective Equipment	R	10 Years			\$66			\$66
Maintenance	Runway painter	R	10yrs		\$110				\$110
Maintenance	Airfield mower	R	10yrs			\$120			\$120
Maintenance	Pickup truck w/plow	R	10yrs	\$55					\$55
Marketing	3-sided digital display	N	8-10 yrs		\$100				\$100
Maintenance	Bobcat Track Loader w/Attachment	R	10yrs		\$84				\$84
Maintenance	New Holland 4WD Cab Tractor	R	10yrs			\$174			\$174
Operations	Grassland Mower	R	10yrs				\$84		\$84
Maintenance	185 cfm Air Compressor	R	10yrs		\$20				\$20
Terminal	United Rental 19 Scissor Lift	R	10yrs			\$12			\$12
Information Tech	Switch Upgrade	R	5 years	\$25	\$27	\$61	\$61	\$32	\$206
Information Tech	Workstation Upgrades	R	5 years	\$20	\$20	\$20	\$20	\$20	\$100
Information Tech	Backup System Storage	R	5 years		\$53				\$53
Information Tech	Web Spam Filter	R	5 years				\$12		\$12
Admin	Space Reconfiguration	N	20 years +	\$150		\$300			\$450
	<b>Total</b>			<b>\$326</b>	<b>\$454</b>	<b>\$753</b>	<b>\$203</b>	<b>\$52</b>	<b>\$1,788</b>
	ACIP Local Funding Requirements			\$826	\$519	\$3,530	\$205	\$228	\$5,308
	<b>Total Capital Requirements</b>			<b>\$1,152</b>	<b>\$973</b>	<b>\$4,283</b>	<b>\$408</b>	<b>\$280</b>	<b>\$7,096</b>

# FAA ACIP Plan

Project Description/Narrative	NPR	Federal Funds (\$1,000)					State Matching Funds (\$1,000)	Local (\$1,000)		State funded only	Totals (\$1,000)	Environmental Status
		Entitlement	Cargo Entitlement	Discretionary	State Apportion.	Supplementary Discretionary		PFC	Other			
<b>2020</b>												
Rehabilitate Runway 10-28 [7,500 LF x 150 LF] (Construction)	81	\$3,020	\$230	\$8,000	\$0		\$625	\$0	\$625		\$12,500	Approved 1/19/2018
Rehabilitate Runway 10-28 Lighting (Construction)	81	\$1,350		\$0			\$75		\$75		\$1,500	Approved 1/19/2018
Update Airport Master Plan Study	73	\$0		\$0			\$67	\$1,215	\$68		\$1,350	Approved 1/13/20
Update Miscellaneous Study (APMS)	62	\$0		\$149			\$8		\$8		\$165	Approved 1/13/20
Rehabilitate Runway 10-28 Surface Condition Sensors (Construction)	48			\$900			\$50		\$50		\$1,000	Approved 1/19/2018
Acquire Snow Removal Equipment (Sweeper/Blower)	75			\$0			\$0	\$1,070	\$0		\$1,070	
Acquire Snow Removal Equipment (Blower)	75			\$0			\$0	\$920	\$0		\$920	
Acquire Snow Removal Equipment (Sweeper)	75			\$0			\$0	\$960	\$0		\$960	
<b>Total FY2020</b>		<b>\$4,370</b>	<b>\$230</b>	<b>\$9,049</b>	<b>\$0</b>		<b>\$825</b>	<b>\$4,165</b>	<b>\$826</b>	<b>\$0</b>	<b>\$19,465</b>	
<b>2021</b>												
Replace ARFF Vehicle and Equipment (ARFF 8)	89	\$400	\$230				\$35	\$0	\$35		\$700	Submit by 7/30/2020
Replace PPE Equipment	89	\$90					\$5		\$5		\$100	Submit by 7/30/2020
Reconfigure Taxiway M [1,300LF x 75LF] (Design)	76	\$450		\$0			\$25		\$25		\$500	Submit by 7/30/2020
Rehabilitate T/W A West [3,700 lf x 75 lf ] Incl. Stub Taxiways Q & R [each 250 lf x 110 lf] (Design)	76	\$275					\$15		\$15		\$306	Approved 7/16/2014
Rehabilitate T/W A West Incl. Stub Taxiways Q & R- Lighting (Design)	76	\$49					\$3		\$3		\$54	Approved 7/16/2014
Passenger Terminal Improvements (Design & Construct) - Ph III	42	\$3,798					\$211		\$211		\$4,220	Approved 8/11/2017
Install Passenger Boarding Bridge (Gate 5) - [Design & Construct]	42	\$0					\$0	\$1,200	\$0		\$1,200	Approved 4/27/2016
Install Passenger Boarding Bridge (Gate 6) - [Design & Construct]	42	\$0					\$0	\$1,200	\$0		\$1,200	Approved 4/27/2016
Install Passenger Boarding Bridge (Gate 8) - [Design & Construct]	42	\$0					\$0	\$1,200	\$0		\$1,200	Approved 4/27/2016
Install Passenger Boarding Bridge (Gate 9) - [Design & Construct]	42	\$0					\$0	\$1,200	\$0		\$1,200	Approved 4/27/2016
Install Passenger Boarding Bridge (Gate 10) - [Design & Construct]	42	\$0					\$0	\$1,200	\$0		\$1,200	Approved 4/27/2016
Install Passenger Boarding Bridge (Gate 26) - [Design & Construct]	42	\$0					\$0	\$1,200	\$0		\$1,200	Approved 4/27/2016
Construct Passenger FIS Facility (Gate 15) - [Design]	42	\$0					\$0	\$150	\$225		\$375	Submit prior to PFC Appro
<b>Total FY2021</b>		<b>\$5,062</b>	<b>\$230</b>	<b>\$0</b>	<b>\$0</b>		<b>\$294</b>	<b>\$7,350</b>	<b>\$519</b>	<b>\$0</b>	<b>\$13,455</b>	



# FAA ACIP Plan

Project Description/Narrative	NPR	Federal Funds (\$1,000)					State Matching Funds (\$1,000)	Local (\$1,000)		State funded only	Totals (\$1,000)	Environmental Status
		Entitlement	Cargo Entitlement	Discretionary	State Apportion.	Supplementary Discretionary		PFC	Other			
<b>2022</b>												
Reconfigure Taxiway M [1,300LF x 75LF] (Construction)	76	\$4,900	\$230	\$0			\$285		\$285		\$5,700	Submit by 7/30/2020
Install FIS Passenger Boarding Bridge (Gate 15) - [Design]	42	\$0					\$0	\$75	\$0		\$75	Approved 4/27/2016
Install FIS Passenger Boarding Bridge (Gate 15) - [Construct]	42	\$0					\$0	\$1,100	\$0		\$1,100	Approved 4/27/2016
Construct Passenger FIS Facility (Gate 15) - [Construct]	42	\$0					\$0	\$1,580	\$3,245		\$4,825	Submit prior to PFC Apprv
<b>Total FY2022</b>		<b>\$4,900</b>	<b>\$230</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$285</b>	<b>\$2,755</b>	<b>\$3,530</b>	<b>\$0</b>	<b>\$11,700</b>	
<b>2023</b>												
Rehabilitate Chemical Storage Building [5,600 SF] (Design)	47	\$225					\$13		\$13		\$250	Submit by 7/31/21
Passenger Terminal Improvements (Design & Construct) - Ph IV	42	\$3,465					\$192		\$193		\$3,850	Approved 8/11/2017
<b>Total FY2023</b>		<b>\$3,690</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$205</b>	<b>\$0</b>	<b>\$205</b>	<b>\$0</b>	<b>\$4,100</b>	
<b>2024</b>												
Rehabilitate T/W A West [3,700 lf x 75 lf] Incl. Stub Taxiways Q & R [each 250 lf x 110 lf] (Construction)	76	\$3,071	\$250				\$185		\$185		\$3,690	Approved 7/16/2014
Rehabilitate Taxiway A West Incl. Stub Taxiways Q & R- Lighting (Construct)	76	\$369					\$21		\$21		\$410	
Rehabilitate Taxiway B [2,500 LF x 75LF] Including Stub Taxiways S & T [each 190 LF x 85 LF] (Design)	76	\$162					\$9		\$9		\$180	Submit by 7/31/22
Rehabilitate Taxiway B Including Stub Taxiways S & T- Lighting (Design)	76	\$18					\$1		\$1		\$20	
Conduct Environmental Study (EA)	72	\$230	\$0				\$13		\$13		\$256	Submit by 7/31/22
<b>Total FY2024</b>		<b>\$3,850</b>	<b>\$250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$228</b>	<b>\$0</b>	<b>\$228</b>	<b>\$0</b>	<b>\$4,556</b>	
<b>2025</b>												
Rehabilitate Terminal Apron Including Taxiways D, E & F (Design)	76	\$105	\$300				\$23		\$23		\$450	N/A
Rehabilitate Taxiway H, G & GA Apron (Design)	76	\$180					\$10		\$10		\$200	N/A
Rehabilitate Taxiway A East & Taxiway M - Phase I (Design)	76	\$180					\$10		\$10		\$200	N/A
Rehabilitate Taxiway J, P & Y - Phase I (Design)	76	\$270					\$15		\$15		\$300	N/A
Rehabilitate Taxiway N & Y - Phase II (Design)	76	\$180					\$10		\$10		\$200	N/A
Rehabilitate Chemical Storage Building [5,600 SF] (Construction)	47	\$1,350					\$75		\$75		\$1,500	Submit by 9/30/22
Passenger Terminal Improvements (Design & Construct) - Ph V	42	\$1,500					\$83		\$83		\$1,667	Approved 8/11/2017
											\$0	
<b>Total FY2025</b>		<b>\$3,765</b>	<b>\$300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$226</b>	<b>\$0</b>	<b>\$226</b>	<b>\$0</b>	<b>\$4,517</b>	

# FAA ACIP Plan

Project Description/Narrative	NPR	Federal Funds (\$1,000)					State Matching Funds (\$1,000)	Local (\$1,000)		State funded only	Totals (\$1,000)	Environmental Status
		Entitlement	Cargo Entitlement	Discretionary	State Apportion.	Supplementary Discretionary		PFC	Other			
<b>2026</b>												
Rehabilitate Taxiway A East & Taxiway M- Phase I (Construction)	76	\$1,500	\$300				\$100		\$100		\$2,000	N/A
Rehabilitate Taxiway B [2,500 LF x 75LF] Including Stub Taxiways S & T each 190 LF x 85 LF] (Construction)	76	\$1,140	\$300				\$80		\$80		\$1,600	N/A
Rehabilitate Terminal Apron & Taxiways D, E & F (Construction)	76	\$1,800		\$1,980			\$210		\$210		\$4,200	N/A
Rehabilitate Taxiway H, G & GA Apron (Construction)	76	-		\$2,700			\$150		\$150		\$3,000	N/A
Rehabilitate Taxiway S, K & M - Phase II (Design)	76	\$270					\$15		\$15		\$300	N/A
Rehabilitate Taxiway B, D & M - Phase III (Design)	76	\$360					\$20		\$20		\$400	N/A
Passenger Terminal Improvements (Design & Construct) - Ph VI	42	\$1,500					\$84		\$84		\$1,667	Approved 8/11/2017
											\$0	
<b>Total FY2026</b>		<b>\$6,570</b>	<b>\$600</b>	<b>\$4,680</b>	<b>\$0</b>	<b>\$0</b>	<b>\$659</b>	<b>\$0</b>	<b>\$659</b>	<b>\$0</b>	<b>\$13,167</b>	
<b>2027</b>												
Rehabilitate Taxiway J, P & Y - Phase I (Construction)	66	\$2,580	\$300				\$160		\$160		\$3,200	N/A
Rehabilitate Taxiway N & Y - Phase II (Construction)	66	\$1,620					\$90		\$90		\$1,800	N/A
											\$0	
<b>Total FY2027</b>		<b>\$4,200</b>	<b>\$300</b>	<b>\$0</b>	<b>\$0</b>		<b>\$250</b>	<b>\$0</b>	<b>\$250</b>	<b>\$0</b>	<b>\$5,000</b>	
<b>2028</b>												
Rehabilitate Taxiway B, D & M - Phase III (Construction)	66	\$2,000	\$300	\$850			\$175		\$175		\$3,500	N/A
Rehabilitate Taxiway S, K & M - Phase II (Construction)	66	\$2,200		\$950			\$175		\$175		\$3,500	N/A
<b>Total FY2028</b>		<b>\$4,200</b>	<b>\$300</b>	<b>\$1,800</b>	<b>\$0</b>		<b>\$350</b>	<b>\$0</b>	<b>\$350</b>	<b>\$0</b>	<b>\$7,000</b>	

**AMENDED RESOLUTION: (1) ADOPTING THE 2020-2021 SYRACUSE REGIONAL AIRPORT AUTHORITY CAPITAL BUDGET; (2) AUTHORIZING EXECUTIVE DIRECTOR AND/OR CHIEF FINANCIAL OFFICER TO APPLY FOR AND ACCEPT GRANT OFFERS AND ENTER INTO GRANT AGREEMENTS WITH THE FEDERAL AVIATION ADMINISTRATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR SUCH PROJECTS; (3) ENTER INTO CONTRACTS TO UNDERTAKE AND COMPLETE PROJECTS; (4) AUTHORIZING EXPENDITURE OF FUNDS ON PROJECTS**

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

WHEREAS, the Enabling Act provides that the purposes of the Authority include the construction, development, improvement, maintenance and operation of aviation and related facilities within central New York; and

WHEREAS, the Enabling Act authorizes the Authority to enter into contracts with the federal government, the state, the county, the city or any other source in furtherance of its corporate purposes; and

WHEREAS, the Federal Aviation Administration ("FAA") and the New York State Department of Transportation ("NYSDOT") provide grants to airports participating in capital improvement programs ("CIP") sponsored by the FAA and/or NYSDOT; and

WHEREAS, the Authority is the operator of the Syracuse Hancock International Airport ("Airport") which is a participant in the CIP program and has a need for the grants available through the FAA and NYSDOT; and

WHEREAS, by Resolution No. 8 of 2020 the Board previously approved a limited

Capital Budget pending the development by Management of a presentation of anticipated Capital Budget needs of the Authority over the next several years; and

WHEREAS, Management has begun development of such presentation however the Authority wishes to obtain available funding for additional 2020-2021 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2020-2021 Projects; and

WHEREAS, the Finance Committee has developed the full 2020-2021 Capital Improvement Budget for the Authority (the "2020-2021 Projects") which is attached hereto and made part of this Resolution as Exhibit "A"; and

WHEREAS, the Authority wishes to obtain available funding for the remaining 2020-2021 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2020-2021 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2020-2021 Projects as further detailed in Schedule "A"; and

WHEREAS, the Finance Committee has met and reviewed the Capital Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby: (1) adopts the 2020-2021 Capital Budget as set forth on Exhibit "A" of this Resolution; (2) authorizes the Executive Director and/or Chief Financial Officer to apply for and accept any and all FAA and NYSDOT grant monies available for the 2020-2021 Projects through the CIP program; (3) with the advice of counsel to the Authority to enter into such contracts as necessary to undertake and complete the 2020-2021 Projects; and (4) expend such grant monies and funds of the Authority

for each 2020-2021 Project as shown on Schedule “A”, plus an additional twenty percent (20%) as may be necessary in order to accommodate change orders and other routine construction and contract administration matters in order to undertake and complete the 2020-2021 Projects.

Resolution Adopted Date: September \_\_, 2020

Vote: Ayes \_\_\_\_\_ Nay \_\_\_\_\_ Abstentions \_\_\_\_\_

Signed: \_\_\_\_\_

Secretary

## MEMORANDUM OF AGREEMENT

Made this 10th day of September, 2020 by and between Syracuse Regional Airport Authority (hereinafter referred to as "the SRAA") and the Central and Northern NY Building Trades Council and signatory Local Unions (hereinafter referred to as "the Union").

**WHEREAS**, the SRAA informed the Union that it intends to select for transfer all existing workers employed by the City of Syracuse in the job titles of Carpenter, Painter, Electrician, Plumber and Steamfitter at the Syracuse Hancock International Airport pursuant to the terms of Section 2799-fff of the Syracuse Regional Airport Authority Act, subject to the consent of the Mayor of the City of Syracuse; and

**WHEREAS**, the SRAA and the Union thereupon entered into negotiations for a Collective Bargaining Agreement to establish terms and conditions of employment for building trades workers to be employed by the SRAA in the foregoing job titles, with the understanding that any such Collective Bargaining Agreement would become effective only upon such transfer of employees from the City of Syracuse to the SRAA; and

**WHEREAS**, the SRAA has informed the Union that the transfer of such employees would become effective October 1, 2020; and

**WHEREAS**, as the result of good faith bargaining between the SRAA and the Union, the parties have reached tentative agreement on a Collective Bargaining Agreement to establish terms and conditions of employment for building trades workers to be employed by the SRAA in the foregoing job titles,

### **IT IS HEREBY AGREED:**

1. The Collective Bargaining Agreement will be for a term of October 1, 2020 through June 30, 2025.

2. Hourly wage rates for each year of the Collective Bargaining Agreement are set forth in Appendix A (attached), and will include the following increases to existing wage rates:

- Effective January 1, 2021: Four percent (4%) increase (approximate)
- Effective July 1, 2021: One and one half percent (1.5%) increase
- Effective July 1, 2022: Three percent (3%) increase
- Effective July 1, 2023: Three percent (3 %) increase
- Effective July 1, 2024: Three percent (3%) increase

3. The OCEBA Plan M Medical, Dental and Vision plans will be made available to all bargaining unit employees. Employee health insurance contributions will be increased from present amounts to the contributions set forth below and in Appendix B (attached) effective January 1, 2021.

<b>Coverage</b>	<b>1/2021</b>
<u>Medical (Plan M)</u>	
Individual	158.58
Family	342.75
<u>Dental</u>	
Individual	7.42
Family	17.82
<u>Vision</u>	
Individual	0.72
Family	1.59
<u>Cost to Employee</u>	
Individual/Month	166.71
Family/Month	358.92

Employee health insurance contributions in subsequent years of the collective bargaining agreement will be 18% percent of the premium cost to the SRAA, with the exception of family medical coverage which will be a percentage of the premium cost to the SRAA as listed below:

- Effective July 2021: 15%
- Effective July 2022: 16%
- Effective July 2023: 17%
- Effective July 2024: 18%

4. All members of the bargaining unit will be provided an Authority cell phone for use for SRAA business.

5. Additional terms and conditions of employment to be established in the Collective Bargaining Agreement are set forth in the attached Articles.

6. This Memorandum of Agreement is subject to ratification by voting Members of the SRAA. The undersigned representatives of the parties agree to endorse fully and recommend ratification of the terms of this Agreement.

7. Upon the October 1, 2020 effective date of the Collective Bargaining Agreement between the SRAA and the Union, it shall supersede and in all respects replace existing City of Syracuse wages, benefits and other terms and conditions of employment for all transferred employees in the bargaining unit, and the existing collective bargaining agreement between the Union and the City of Syracuse will have no further force or effect.

**SYRACUSE REGIONAL AIRPORT  
AUTHORITY**

**CENTRAL AND NORTHERN NY BUILDING  
TRADES COUNCIL AND SIGNATORY LOCAL  
UNIONS**



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Appendix A

**WAGES**

<b>Job Classification</b>	<b>10/1/2020</b>	<b>1/1/2021</b>	<b>7/1/2021</b>	<b>7/1/2022</b>	<b>7/1/2023</b>	<b>7/1/2024</b>
Carpenter	\$32.80	\$34.11	\$34.62	\$35.66	\$36.73	\$37.83
Carpenter Foreperson	\$35.58	\$36.99	\$37.54	\$38.67	\$39.83	\$41.03
Cement Mason	\$32.12	\$33.40	\$33.90	\$34.92	\$35.97	\$37.04
Cement Mason Foreperson	\$33.63	\$34.97	\$35.49	\$36.56	\$37.66	\$38.79
Electrician	\$34.01	\$35.36	\$35.89	\$36.97	\$38.08	\$39.22
Electrician Foreperson	\$37.11	\$38.58	\$39.16	\$40.33	\$41.54	\$42.79
Mason/Bricklayer	\$33.29	\$34.61	\$35.13	\$36.18	\$37.27	\$38.39
Mason/Bricklayer Foreperson	\$34.48	\$35.86	\$36.40	\$37.49	\$38.61	\$39.77
Painter	\$31.60	\$32.86	\$33.35	\$34.35	\$35.38	\$36.45
Painter Foreperson	\$34.94	\$36.32	\$36.86	\$37.97	\$39.11	\$40.28
Plasterer	\$32.55	\$33.84	\$34.35	\$35.38	\$36.44	\$37.53
Plumber	\$33.41	\$34.73	\$35.25	\$36.31	\$37.40	\$38.52
Plumber Foreperson	\$35.47	\$36.88	\$37.43	\$38.56	\$39.71	\$40.90
Roofer	\$33.63	\$34.97	\$35.49	\$36.56	\$37.66	\$38.79
Roofer Foreperson	\$35.68	\$37.10	\$37.66	\$38.79	\$39.95	\$41.15
Sheetmetal Journeyman	\$34.01	\$35.36	\$35.89	\$36.97	\$38.08	\$39.22
Sheetmetal Foreperson	\$35.86	\$37.28	\$37.84	\$38.97	\$40.14	\$41.35
Steamfitter	\$33.41	\$34.73	\$35.25	\$36.31	\$37.40	\$38.52
Steamfitter Foreperson	\$35.47	\$36.88	\$37.43	\$38.56	\$39.71	\$40.90

Appendix B

**HEALTH INSURANCE**

<b>Coverage</b>	<b>10/2020</b>	<b>1/2021</b>	<b>7/2021*</b>	<b>7/2022*</b>	<b>7/2023*</b>	<b>7/2024*</b>
<u>Medical (Plan M)</u>						
Individual	130.00	158.58	18%	18%	18%	18%
Family	260.00	342.75	15%	16%	17%	18%
<u>Dental</u>						
Individual	8.35	7.42	18%	18%	18%	18%
Family	16.52	17.82	18%	18%	18%	18%
<u>Vision</u>						
Individual	0.00	0.72	18%	18%	18%	18%
Family	0.00	1.59	18%	18%	18%	18%

*\*Each year in July the employee contribution will be increased to the percentage of premium indicated above.*

*8/11/2020*

*8/11/2020*

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**ARTICLE I - UNION RECOGNITION**

The Syracuse Regional Airport Authority (“SRAA”) recognizes the Central and Northern NY Building Trades Council and signatory Local Unions (referred to collectively as the “Union”) as the collective bargaining representative for the building trades workers employed by the SRAA in the job titles Carpenter, Painter, Electrician, Plumber and Steamfitter, excluding employees hired on a temporary or seasonal basis.

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**ARTICLE II - UNION RELATIONSHIP**

1. The Union affirms that it does not assert the right to strike nor to assist nor to participate in any strike nor to impose an obligation to conduct, assist or participate in any strike, slowdown or work stoppage pursuant to Section 210 of NYS Civil Service Law.
  
2. **Productivity:** The Union recognizes the necessity of continuous improvement in productivity throughout the SRAA's operations covered by this collective bargaining agreement and, to this end, will urge its representatives and members to cooperate with the SRAA in accomplishing this result.
  
3. **Union Stewards:** The Union shall be permitted to appoint one (1) steward and (1) alternate steward in the bargaining unit. The Union Steward may investigate disputes or complaints arising under this Agreement, process grievances, and participate in negotiations for collective bargaining agreements during working hours without loss of time or pay. It is the intent of the parties that this section shall not result in unreasonable amounts of time being taken and will be subject to the operating needs and requirements of the SRAA.

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**ARTICLE III - MANAGEMENT RIGHTS**

1. It is agreed that the SRAA has the complete authority over the policies and administration of all Airport operations which it shall exercise under the provisions of law and in fulfilling its responsibilities under this Agreement.
  
2. Said authority shall include the establishment of work rules and regulations consistent with the terms of this Agreement. The SRAA retains the authority, including but not limited to, the right to establish, eliminate or modify operations, the right to determine the size of the work force, the work performed and its place of performance. Any matter involving the SRAA and not specifically covered by this Agreement is in the province of the SRAA. The SRAA retains and reserves unto itself all rights, power, authority, duty and responsibility confirmed on and vested in it by Title 34 of Article 8 of the New York Public Authorities Law; and of other laws and Constitution of the State of New York and/or the United States of America.
  
3. The exercise of any such right, power, authority, duty or responsibility by the SRAA and the adoption of such rules, regulations, and policies as it may deem necessary, and as they apply to employees represented by the Council, shall be limited only by the specific and express terms of this Agreement.

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**ARTICLE IV - DUES CHECKOFF**

1. The SRAA shall, upon thirty (30) days notice and receipt of written and signed direction from each employee, deduct from the wages due such employee the regular union dues and fees fixed by the applicable Local Union and shall remit such amounts to the Local Union treasury on a regular monthly basis. Employees may revoke such payroll deduction authorization at any time upon thirty (30) days notice to the designated SRAA official.

2. The applicable Local Union shall indemnify the SRAA against any and all liability which may arise by reason of the check-off by the SRAA of Local Union dues, fees and assessments from an employee's wages in accordance with this Agreement.

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J/C 8/26/2020

ARTICLE V – WAGES

1. The hourly wage schedules are set forth in Appendix A.
2. Employee checks or direct deposit advices and W-2 forms shall be placed in sealed envelopes prior to distribution to employees.
3. Work Clothes:  
Each skilled trades person shall be allotted \$225.00 per year for work uniforms payable in the regular payroll check on or near September 15<sup>th</sup>. Rain gear, protective clothing, gloves, protective devices and safety shoes shall be provided by the SRAA for employees requiring such outfitting.
4. Authority Cell Phone  
All members of the bargaining unit will be provided an Authority cell phone for use for SRAA business.

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**ARTICLE VI – FOREPERSON**

Whenever three or more employees (to include temporary and seasonal skilled trades) of the same trade and within the same department perform a job where a layout is necessary and ordering materials is required, then one of the employees shall be designated as Foreperson only for the duration of that specific job and is not to be considered as permanent title.



*OK 8/26/2020*

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**ARTICLE VII – PAID LEAVE BENEFITS**

Employees of the SRAA shall be entitled to the following benefits:

1. Holidays

a. The following days shall be recognized as paid holidays under this Agreement: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

b. The Authority will recognize a paid "Floating" holiday which shall be used during the calendar year in which it occurs. Employees shall submit a written request to take the floating holiday not less than three (3) days prior to the requested date. Approval for such intended date shall be given by the employee's supervisor. Such approval shall be subject to the operational needs of the airport.

c. Subject to operational requirements, employees will be released from work upon completion of four (4) hours after the start of their regular work shift on Good Friday and either the day before Christmas or the day before New Year's Day.

If operational requirements prevent release on those days, employees may take, subject to approval of their supervisor, four (4) hours at a later time subject to the following conditions for Good Friday, within the same calendar year; for the day before Christmas or the day before New Year's Day, within the following calendar year.

2. Personal Leave

Three (3) paid, non-cumulative, personal leave days per year for the purpose of attending to personal matters which cannot be taken care of during other than scheduled working hours. Prior authorization must be received from the employee's supervisor. They may be used in quarter (.25) hour increments, per the supervisor's approval. Personal leave days will be pro-rated for new hires with less than one year of service according to the following proration: For these employees hired between:

January - April	3 days (24 hours)
May - August	2 days (16 hours)
September - December	1 day (8 hours)

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3. Sick Leave with Pay

a. Each employee shall be entitled to sick leave with pay for absence due to illness up to his/her accumulation of sick time. The SRAA may require the production of a physician's certificate for any absence due to illness where an employee has been absent due to illness eight (8) days during the calendar year or three (3) consecutive days during the calendar year as a condition of receipt of sick time pay.

b. Employees shall earn one and one-quarter (1-1/4) day per month of service.

4. Vacation Time

a. Vacation days with pay pursuant to the following schedule:

<b>Seniority as of July 1</b>	<b>Vacation Allowance</b>
6 months	5 days
1 year or more	10 days
5 years or more	15 days
15 years or more	21 days
20 years or more	22 days
25 years or more	25 days

b. To be eligible to take vacation an employee must have completed his probationary period.

c. The vacation period shall begin on July 1 of a given year and end on June 30 of the following year. At the exclusive discretion of the SRAA Executive Director, an employee may be permitted to take some or all of the vacation prior to July 1 that he or she would be entitled to as of July 1. To be eligible for a vacation, the employee must have had earnings in at least half (1/2) the payroll periods in the twelve (12) months prior to the July 1 in question. In the case of an employee with less than twelve (12) months of continuous service, this requirement will be met if an employee has had earnings in at least half (1/2) of the payroll period since the commencement of his employment.

d. Insofar as practicable, vacations will be granted at the time most desired by the employee, consistent with operational needs. Where it is necessary to limit the number of employees on vacation at a given time, preference normally will be given on the basis of seniority.

e. An employee may accumulate vacation up to the amount of his/her entitlement based on seniority as of July 1st provided said accumulation is approved by the Executive Director or his/her designee

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and such approval will not be unreasonably denied.

f. Working During Vacation. Any employee who is required to work on his/her vacation period because of any emergency shall receive time and one-half for any hours worked and the regular vacation pay for that day or shall receive time and one-half for any hours worked and a vacation day(s) off in lieu of any vacation day(s) lost as a result of such emergency.

g. An employee, except a probationary employee, who is laid off, discharged, retired or separated from service of the Authority for any reason after July 1, but prior to taking his vacation, shall be compensated in cash for the unused vacation he or she has become entitled to on July 1. In the case of a death of such an employee, such payment shall be made to his estate.

5. Family Illness Leave

a. Employees covered by this Agreement shall be allowed to take six (6) family illness leave days from work in the event of illness in the employee's family (spouse, parents, children, sister, brother, grandchildren, grandparents and mother/father-in-law) upon prior approval of the supervisor; however, in the event of extenuating circumstances such prior approval shall be waived.

b. Satisfactory medical documentation of such family illness may be requested by the supervisor where the illness leave exceeds three (3) days in a calendar year.

6. Bereavement Leave

a. Each employee in the defined bargaining unit shall be allowed up to four (4) working days for each death of members of the family on satisfactory evidence of such. For purposes of this section, the following relations shall be defined and shall be eligible for such time off: spouse, parents, children, sister, brother, grandchildren, grandparents, mother/father-in-law and daughter/son-in-law.

b. In the event of death of an employee's brother/sister-in-law, aunt and uncle, or niece and nephew, the employee will be given the day of the funeral off without loss of pay provided such day is a regularly scheduled work day and the employee actually attends the funeral.

7. Jury Duty

All employees covered by this Agreement shall be granted time off with pay, less any amount received by the employee as juror fees, when they are required to report for jury duty. If called for jury duty, the employee must notify and show proof of such notice to his/her supervisor no later

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than the first scheduled work day following receipt of such notice of jury duty. Employees serving jury duty who are released or dismissed by court officials shall report to work on the day of such release or dismissal unless the release or dismissal occurs within two (2) hours of the end of the employee's shift.

8. Absence Due To Workers Compensation Injury

Any employee who is absent on a work-related injury for a period of twelve (12) continuous months shall be terminated in accordance with provisions of the NYS Civil Service Law and informed of his/her recall rights.

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**ARTICLE XXXX – MEDICAL, DENTAL AND VISION PLANS**

1. Medical/Dental/Vision Benefits

The OCEBA Plan M Medical, Dental, and Vision plans will be made available to all bargaining unit employees. Employee health insurance contributions during each year of the Collective Bargaining agreement are set forth in Appendix B.

AMOUNT OF PAYMENT

1. All employees covered by this Agreement shall contribute to healthcare coverage in accordance with the rates set forth in Appendix B of this Agreement.
2. It is understood that the Authority's obligation is limited to making required payments for those eligible employees who have actually enrolled in an Authority health plan. Employee contributions for medical, dental, and vision coverage shall be deducted on a pre-tax basis and shall be deducted weekly.

2. Retiree Medical Insurance

Bargaining unit members who retire from employment with the Authority during the term of this collective bargaining agreement and who satisfy the following eligibility criteria shall be eligible to participate in the Authority's medical insurance plan for retirees.

Eligibility Criteria: The following are the eligibility criteria for participation in the Authority's medical insurance plan for retirees:

1. He/she/they must have ten (10) years of employment (full or part-time) with the Authority;
2. He/she/they must be eligible to retire with a pension from the NYS Employees Retirement System;
3. He/she/they must immediately apply for and thereafter collect the pension upon leaving Authority payroll; and
4. He/she/they must be currently enrolled in the Authority's medical plan.

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3. Retiree Contributions

A retiree shall contribute to the cost of health insurance coverage in an amount equal to that paid by an active employee of the bargaining unit. The parties recognize that a retiree's contribution toward the cost of health insurance may change and is not fixed. Whenever an active employee's contribution toward the cost of health insurance changes (provided such changes are negotiated, effected in accordance with the collective bargaining agreement then in effect, or mandated by state or federal law), including any such changes in future years beyond the expiration of this collective bargaining agreement, the retiree's contribution shall also change to an equivalent amount.

4. Plan Design Changes/Adjustments in Co-Payments, Deductibles and Out-of-Pocket Costs

The Authority retains the right to implement retiree health insurance plan design changes and to adjust co-payments and deductibles and out-of-pocket costs on terms that are commensurate with plan design changes and co-payments, deductibles, and out-of-pocket costs for active employees (provided that such changes are effected in accordance with the collective bargaining agreement, negotiations, or mandated by state or federal law). The Union acknowledges that actives and retirees may have different plans and, therefore, these provisions shall be broadly construed to give the Authority the right to make changes that are similar to those made for actives under the active health insurance plan in effect for active employees; such changes do not have to mirror the active plan or plans in areas where the plans differ as long as the plan design changes for both actives and retirees are commensurate on the whole. Retiree health benefits under this provision will also be coordinated with Medicare eligibility and any other governmental health insurance program that may subsequently replace, supplement, or coordinate with Medicare, with Medicare and any other such health insurance being primary at all times. Upon becoming Medicare eligible, retirees must elect and obtain Medicare and any other governmental health insurance program that may subsequently replace, supplement, or coordinate with Medicare to continue participation in the Authority's health insurance plan.

5. Survivor Benefits

In order to remain eligible to continue enrollment in a health insurance plan offered by the Authority, a retiree who reaches age 65 must enroll in Medicare Parts A & B.

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A person, being the spouse of the retiree at the time of retirement, who survives the retiree may continue to enroll in any health insurance plan offered by the Authority, under the same terms as the retiree, if they:

- i. were enrolled at the time of the retiree's death,
- ii. have not re-married, and
- iii. are under the age of 65.

Coverage for surviving spouse ends on the earlier of the last day of the month in which the surviving spouse reaches age 65 or remarries. Once a surviving spouse becomes ineligible to continue coverage, any dependents of the surviving spouse are also ineligible to continue coverage.

Retirees/spouses/dependents not otherwise eligible to continue health insurance coverage may choose to do so according to applicable COBRA provisions.

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**ARTICLE VIII - HOURS AND PREMIUM PAY (OVERTIME)**

1. The normal work week shall consist of five (5) consecutive eight (8) hour days, Monday through Friday inclusive from 7:00 a.m. till 3:30 pm. Should the SRAA determine that a schedule requiring regular Saturday and/or Sunday work is necessary for employees on the payroll, the SRAA will discuss the change with the Union and attempt to reach Agreement with the Union with respect to premium pay, if any, for work performed on Saturdays and/or Sundays.
  
2. All employees covered by this Agreement shall be paid a premium rate of one and one-half times their regular rate of pay for all work performed:
  - a. in excess of eight (8) straight time hours in any work day, and
  - b. in excess of forty (40) straight time hours in any one work week.
  
3. All employees covered by this agreement shall be paid a premium rate of one and one-half times their regular rate of pay for all work performed on the sixth (6<sup>th</sup>) consecutive day of actual work. All employees covered by this Agreement shall be paid a premium rate of double their regular rate of pay for all work performed on the seventh (7<sup>th</sup>) consecutive day of actual work.
  - a. Scheduled overtime shall be offered first to permanent full-time bargaining unit employees.
  
  - b. However, any work already in progress and/or beyond the 8 hr. and 40 hr. limitations of Subsections 2(a) & (b) above shall be offered to the employee performing such work regardless of such employee's permanent or temporary/seasonal status. Work already in progress shall include special projects of any duration which may be offered to the employee already performing such work regardless of his/her permanent or temporary/seasonal status.
  
  - c. Notwithstanding the above, in any overtime situation, management reserves the right to offer such overtime to any employee in a specific trade, regardless of the employee's permanent or temporary/seasonal status, based on that employee's skill level, knowledge of and/or familiarity with such specific job.
  
4. For the purpose of computing premium pay under this Article, time lost from regularly scheduled work for which an employee is compensated through any paid leave provision of this Agreement shall be considered as time actually worked.
  
5. There shall be no pyramiding of overtime.



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6. No overtime shall be worked unless the overtime work has been specifically ordered by the SRAA supervisor overseeing the work or his/her designee.

7. If an employee of this bargaining unit is appointed to a permanent position on the second *or* third shift schedule, the SRAA agrees to reopen negotiations on the subject of a shift differential.

8. Rest Break

All employees shall receive a fifteen (15) minute rest period during each one-half of the work shift, which shall be scheduled as close to the middle of each half of the work shift as reasonable depending on the work situation existing at that time.

9. Standby Time

An employee who is required to be available for call and thereby is placed on "standby" by the SRAA shall be compensated at the rate of three (3) hours pay for every twenty-four (24) hour period occurring Monday through Friday, four (4) hours pay for Saturdays and six (6) hours pay for Sundays and holidays. Said pay shall be at the employee's regular hourly pay rate.

10. Call Time

a. Any employee called for emergency duty for working time not contiguous to his regular working hours, shall receive not less than four (4) hours pay.

b. The employee shall receive premium pay for the time actually worked upon such call in and if four (4) hours is not worked, straight time shall be paid for the remaining time to the minimum of four (4) hours.

c. This minimum shall not apply to an employee called out for emergencies while under an established standby arrangement.

11. Eating Break

The normal workday from 7 a.m. to 3:30 p.m. shall include a one-half (1/2) hour meal break. When circumstances permit, any employee required to work four (4) hours of overtime following his regular full day shall be granted one-half (1/2) hour off with pay for the purpose of eating. A similar one-half (1/2) hour with pay shall be granted for each such subsequent four (4) hour period of overtime to be followed by additional overtime.

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**ARTICLE IX – SENIORITY**

1. Definition:

a. Seniority shall constitute the length of continuous, full-time service as an employee of the SRAA in a job, or jobs, covered by this contract, and shall accrue from the date the person was first hired or following a break in seniority from a date the employee was re-hired. In the case of those employees who were hired on a temporary/seasonal basis who subsequently receive permanent appointment by the SRAA to a job covered by this Agreement, seniority shall include the most recent continuous service as a temporary/seasonal employee immediately prior to and contiguous to permanent appointment. Such seniority shall not exceed six (6) months.

b. Employees who are actively employed in the City of Syracuse/Union bargaining unit at time of the transfer of all bargaining unit employees working at the Airport from the City to the SRAA, and who elect to accept such transfer at that time, shall be credited with their existing seniority dates with the City of Syracuse, subject to all applicable provisions of this Article.

2. Termination of Seniority

All seniority rights shall be terminated by:

- a. A quit or retirement;
- b. Justifiable discharge or termination;
- c. Absence due to layoff of one year or longer;
- d. Absence due to disability which continues for a period of leave provided as a reasonable accommodation to the disability or a cumulative period of one year, whichever is longer, subject to applicable law;
- e. Failure to return to work after recall from layoff;
- f. Failure to return to work at the expiration of a leave of absence;
- g. Three (3) days unauthorized absence (unless, due to serious accident or hospitalization or other bona fide emergency, it is physically impossible for an employee to provide the required notice, subject to applicable law).

3. Probationary Employees:

a. It is agreed by and between the parties that any employee covered by this Agreement working in a Probationary status may be discharged at the sole discretion of the SRAA and shall not have the right to such relief pursuant to the grievance procedure contained herein. Employees shall be probationary for a maximum period of fifty-two (52) weeks commencing on the date of the permanent appointment. The probationary period for temporary/seasonal employees who receive permanent appointment shall be reduced by up to twenty-six (26) weeks for prior continuous temporary/seasonal employment.

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ARTICLE X - JOB VACANCIES

1. Whenever a job opening occurs in any skilled classification, the SRAA will notify the respective Local Union of its intention to fill such vacancy. The SRAA will provide such notice in advance of any action to seek referral from other sources.
  
2. Upon such notification, the Local Union so notified shall submit the names of at least three (3), but not more than six (6), skilled tradesmen to the SRAA for consideration. Individuals so referred shall promptly make themselves available to be interviewed.
  
3. This Section is not intended to limit the right of the SRAA to pursue other referral sources as a means of locating candidates for employment where the Local Union fails to submit names within a reasonable time following such notice or where the individuals referred by the Local Union are rejected following their interviews. Furthermore, the SRAA reserves its appointing authority to make the final determination in the selection of appropriate candidates for employment in the skilled trades position.
  
4. The Authority is committed to the Union as the primary work force for trades work covered under this Agreement. Accordingly the Authority will not use subcontracting as a method to abolish occupied, regular positions or to fill or replace regular positions that become vacant due to retirement, resignation, discharge, etc.

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**ARTICLE XI - LAYOFF AND RECALL**

1. The word "layoff" means a reduction in a work force for any reason, including but not limited to, a reduction in the number of employees in a trade classification or classifications as defined by the SRAA, the elimination of jobs because of consolidation of duties, the installation of new equipment or machinery, or the curtailment or replacement of the existing facility or because of any other reason.
  
2. In the event of a layoff, the following procedure will be followed:
  - a. Temporary and seasonal employees in the classification involved will be first laid off;
  - b. Probationary employees in the classification involved will be the next laid off;
  - c. Seniority employees in the classification involved will be laid off in the reverse order of seniority.
  
3. When the work force is increased after a layoff, employees will be recalled in the reverse order of layoff, provided that in all cases the employee recalled must be able to perform the work in the classification from which he or she was laid off. Notice of recall shall be sent to the employee at then last known address by registered or certified mail. If any employee fails to report for work by the fifth day from the date of mailing of the notice of recall, they shall be considered a "quit". Recall rights of an employee who has not been recalled after layoff shall expire 18 months from the date of the layoff.
  
4. During the term of this Agreement, the Authority will not contract out or sub-contract any work performed by employees covered by this Agreement that would result in the layoff of an employee.

JK 8/26/2020

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**ARTICLE XII - EMPLOYEES RIGHTS OF PROTECTION AND REPRESENTATION**

1. Nothing contained in this Agreement shall be construed to deny any employee their rights under applicable New York State Civil Service Laws and Regulations. Every employee shall have the right to present their grievances to the SRAA free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented at all stages thereof.

2. Grievance Defined:

A grievance shall mean all alleged violation, misapplication or misinterpretation of an express provision of this Agreement. The filing or pendency of any grievance shall in no way operate to impede, delay or interfere with the right of the SRAA to take the action complained of, subject, however, to the final decision of the grievance.

3. Grievance Procedure:

Step 1 - (a) Any grievance under this Agreement between an employee or a group of employees and the SRAA shall be initiated in the first instance by the employees involved and their representative, if any, with the local or immediate supervisor. A grievance submitted in writing shall be answered in writing within one week from the time the grievance was received by the supervisor.

(b) A grievance shall not be initiated later than two weeks after the event, act or occurrence giving rise to the grievance or no later than two weeks after the grievant reasonably became aware of the event constituting the alleged grievance. Such limitation can be raised at any step throughout the grievance procedure.

Step 2 - Any grievance unresolved in Step 1, or any grievance involving a contract interpretation question of general application (i.e., involving or affecting employees of a number of different supervisors), shall be reduced to writing, signed by a Union representative and a copy served on the Chief Operations Officer or his/her designee within one (1) calendar week of the conclusion of Step 1. There will be a meeting between the Chief Operations Officer and up to two (2) representatives of the Authority, and up to three (3) authorized representatives of the Union at a time mutually convenient to the parties, but within five (5) work days of the service of the written grievance. It is

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understood that grievances settled in Steps 1 and 2 shall be without precedent or prejudice as to future grievances.

- Step 3 -
- (a) If the grievance remains unresolved after Step 2, the Union President or his/her designee may, within five (5) days following the Step 2 meeting, appeal in writing (copy of grievance attached) to the Authority Executive Director or his/her designee. Within five (5) working days of the receipt of such appeal there will be a meeting at a mutually convenient time between the Executive Director and his/her representatives and the Union President or his/her designee and up to three (3) additional Union representatives. The Authority shall serve a written answer to the grievance upon the Union within five (5) work days after this meeting and such time requirement may be extended by the mutual consent of the parties. If the parties mutually agree, there may be an additional meeting between the Executive Director and/or his/her designee and the representatives of the Union.
  - (b) A grievance dispute arising under any term of this Agreement involving SRAA policy or discretion may be submitted to the Executive Director only on the question whether the SRAA policy was disregarded, or was applied in such discriminatory, arbitrary or capricious manner.
- Step 4 -
- (a) If the grievance is not adjusted at the conclusion of Step 3, the aggrieved may request the appointment of an arbitrator by requesting the American Arbitration Association or the Public Employment Relations Board (PERB) within five (5) working days after receipt of the decision rendered at the conclusion of Step 3.
  - (b) It is understood by the parties that the cost of such arbitration shall be borne equally by the parties.
  - (c) The Arbitrator shall not have jurisdiction or authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto. If the grievance concerns matters not covered by this Agreement or the procedures contained herein have not been adhered to, said grievance shall be returned to the parties without decision.

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(d) The award of the Arbitrator for resolution of the grievance shall be binding on all parties to the proceeding.

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**ARTICLE XIII - SICK LEAVE CONSERVATION PLAN**

It is hereby understood and agreed between the SRAA and the Union that the following Sick Leave Conservation Plan shall apply to those employees whose titles are represented by the Union and who are employed by the SRAA. The Sick Leave Conservation Plan has its purpose to promote the judicious use by eligible employees of the sick leave benefits. As such, the Plan shall consist of the following provisions:

1. Eligibility:

To be eligible under the Plan an employee must be eligible for Retirement under the New York State Employees Retirement System.

2. Notice of Retirement:

An eligible employee must submit an irrevocable letter of retirement no less, than 90 days of the effective date of retirement.

3. Entitlement Computation:

The entitlement payment for an eligible employee will be computed by multiplying the employee's accumulated and unused sick leave, in excess of 165 days preceding the effective date of retirement, by the rate of twenty dollars (\$20.00) per full time day at the time of retirement, not to exceed a maximum of \$1,200.00

Example:

A. Dollar value of full time sick day	\$ 20.00
B. Accumulated and unused sick leave	200
C. Less 165 days for 41j	35
D. Final entitlement payment	\$700.00

4. Payment:

Payment will be considered part of the employee's regular compensation for the final year of employment and shall be part of the employee's regular salary for retirement purposes.



8/11/2020

8/11/2020

**Proposed Item for Agreement  
by and between  
The Syracuse Regional Airport Authority (SRAA)  
and  
Central and Northern NY Building Trades Council**

**ARTICLE XIV - APPLICABLE LAW**

This Agreement and its component provisions are subordinate to any present or future Federal or New York State laws and regulations. If any Federal or New York law or regulation, or the final decisions of any Federal or New York Court or administrative agency, affects any provision of this Agreement, each such provision will be deemed amended to the extent necessary to comply with such law, regulation or decision, but otherwise this Agreement will not be affected.

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

06/26/2020  
A/C

A/C 6/26/2020

Appendix D

**SYRACUSE REGIONAL AIRPORT AUTHORITY SICK LEAVE BANK**

Sick Leave Bank

a. *Eligibility Criteria for Recipient*

- i. Employee must have a serious protracted illness or injury that is confirmed by a physician's statement.
- ii. Employee must have exhausted all of his/her paid time off (i.e., sick, vacation, personal and floating holiday, etc.)
- iii. Employee cannot be awarded more than thirty (30) paid days from the sick leave bank.
- iv. Employee must use sick time awarded in either 4.00 or 8.00-hour increments (depending on employee's standard workday).

b. *Donation Criteria*

- i. Only those employees with a minimum of thirty (30) accrued sick leave days may donate to the bank. A maximum of five sick days per year may be donated.
- ii. Donations must be made in writing and, once made, may not be withdrawn.

c. *Procedures*

An eligible employee may request additional sick leave credit from the bank by submitting a written request to the HR Manager. The HR Manager will inform the employee if the request has been approved or disapproved. Once approved, the approved amount will be transferred to the employee's sick time accruals. Any unused time will be returned to the bank. The decision of the Executive Director will be final as regards to any questions on the administration of the sick leave bank program.

**RESOLUTION AUTHORIZING COLLECTIVE BARGAINING AGREEMENT BETWEEN SRAA AND CENTRAL AND NORTHERN NY BUILDING TRADES COUNCIL AND SIGNATORY LOCAL UNIONS, AND TRANSFER OF TRADES EMPLOYEES TO SRAA EMPLOYMENT**

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, the Enabling Act authorizes the Authority to enter into agreements in furtherance of the accomplishment of its corporate purposes, and to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority informed the Central and Northern NY Building Trades Council and signatory Local Unions (hereinafter "the Union") that it would like to select employees of the City of Syracuse working in the trades at the Syracuse Hancock International Airport for transfer to employment with the Authority, pursuant to the terms of Section 2799-fff of the Enabling Act, subject to the consent of the Mayor of the City of Syracuse; and

WHEREAS, the Authority and the Union, by their representatives, thereupon entered into negotiations for a Collective Bargaining Agreement to establish terms and conditions of employment for trades employees to be employed by the Authority, with the understanding that any such Collective Bargaining Agreement would become effective only upon a transfer of employees from the City of Syracuse to the SRAA; and

WHEREAS, as the result of good faith bargaining between the Authority and the Union, the parties' representatives have entered into a Memorandum of Agreement establishing terms and conditions of employment for trades employees pursuant to a Collective Bargaining

Agreement with a term of October 1, 2020 to June 30, 2025, subject to ratification by both parties; and

WHEREAS, the employees in the Union's bargaining unit who would become employed by the Authority upon such transfer have ratified the Memorandum of Agreement by vote taken on August 31, 2020; and

WHEREAS, the Authority finds and determines the Memorandum of Agreement set forth as an attachment to this Resolution, establishing terms and conditions of employment for trades employees pursuant to a Collective Bargaining Agreement with a term of October 1, 2020 to June 30, 2025, to be in the best interests of the Authority; and

WHEREAS, the Authority has informed the Union that upon approval of the Memorandum of Agreement by both parties and, with the consent of the Mayor of the City of Syracuse, the transfer of such trades employees would become effective October 1, 2020,

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the Executive Director, on behalf of the Authority, to enter into a Collective Bargaining Agreement for a term of October 1, 2020 through June 30, 2025 with the Central and Northern NY Building Trades Council and signatory Local Unions upon such terms and conditions as set forth in the Memorandum of Agreement attached to this Resolution and on such other terms and conditions as the Executive Director, after consultation with counsel, deems in the best interests of the Authority, and

BE IT FURTHER RESOLVED, that the Executive Director is directed to take all further necessary and appropriate steps to effect a transfer of the trades employees from employment with the City of Syracuse to employment with the Authority on October 1, 2020, including but not limited to obtaining the consent of the Mayor of the City of Syracuse.

**RESOLUTION ADOPTED**

**DATE:** September \_\_, 2020

**VOTE:** *Ayes* \_\_\_\_ *Nays* \_\_\_\_ *Abstentions* \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*

**RESOLUTION APPROVING SELECTION OF PARKING MANAGEMENT SERVICES PROVIDER; AUTHORIZING NEGOTIATION OF DEFINITIVE PARKING MANAGEMENT SERVICES AGREEMENT AND APPOINTMENT OF AUTHORITY LIAISON AND POINT OF CONTACT FOR SUCH NEGOTIATIONS AND ALL SERVICES TO BE PERFORMED UNDER PARKING MANAGEMENT SERVICES AGREEMENT**

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; and

WHEREAS, the Authority previously issued a Request for Proposals ("RFP") which was advertised on the New York State Contract Reporter; Syracuse Newspaper, American Association of Airport Executive's; Airports Council International and the Authority Website, regarding the provision of Parking Management Services for a term of five (5) years at the Airport and thereafter hosted a pre-proposal meeting for those organizations potentially interested in submitting a proposal in response to the RFP; and

WHEREAS, the Authority thereafter received five (5) proposals in response to the RFP, from: MAPCO Auto Parks ("MAPCO"); Republic Parking System/Reef ("RPS"), Pro Park Mobility ("PPM"), SP+ Airport Services ("SP+") and LAZ Parking ("LAZ"); and

WHEREAS, the RFP Committee thereafter met and deliberated with regard to the relative merits of each of the proposals and RFP Committee members thereafter met and scored each proposal per the terms of the RFP , and

WHEREAS, LAZ, PPM, and SP+ were thereafter invited to make further presentations of their proposals to the Authority's Special Ad Hoc Committee for Parking Management Services (the "RFP Committee"), during which their representatives were questioned by the RFP Committee with regard to the details and specifics regarding each of the proposals, and

WHEREAS, based upon the proposals submitted, presentations made, deliberations held and scores submitted, the RFP Committee has recommended that \_\_\_\_ be selected for the provision of Parking Management Services at the Airport and that the Authority authorize the negotiation of a definitive Parking Management Services agreement with \_\_\_\_ and designate a liaison and point of contact for such negotiations and all services to be performed under such Agreement; and

WHEREAS, the Executive Director has advised the Board of the experience and reputation of \_\_\_\_; the nature of the services to be provided; the maximum cost of such services and the term (and renewal terms) of any potential Agreement to be entered into between the Authority and \_\_\_\_ for Parking Management Services, and answered those questions posed by members of the Board regarding the RFP process and the recommendations of the RFP Committee.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that the proposal submitted by \_\_\_\_\_ be selected as the winning proposal regarding the

provision of Parking Management Services at the Syracuse Hancock International Airport, and it is further

RESOLVED, that the Executive Director, with the advice of counsel, is authorized to negotiate the terms of a definitive five (5) year Parking Management Services agreement with \_\_\_\_\_, and it is further

RESOLVED, that subject to the successful negotiation of an agreement substantially in conformance with the terms of the RFP and other information provided to the Board and with the advice of counsel, the Executive Director is hereby authorized to execute on behalf of the Authority a Parking Management Services agreement with \_\_\_\_\_.

**Resolution Adopted Date: September \_\_, 2020.**

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

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





## **Human Resources Committee Meeting Minutes**

**July 23, 2020**

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, July 23, 2020.

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

### **I. Roll Call**

#### **In attendance:**

Chair Michael Lazar  
Dr. Shiu-Kai Chin  
Mr. William Fisher  
Mr. Michael Mirizio  
Hon. Michael Quill  
Ms. Jo Anne Gagliano

#### **Staff:**

Mr. Jason Terreri  
Ms. Joanne Clancy  
Ms. Cheryl Herzog

#### **Absent:**

Councilor Latoya Allen

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

Mr. Lazar made a motion to accept the minutes from the previous meeting of May 14, 2020, with a second from Mr. Fisher, the motion carried unopposed.

### **III. Civil Service**

Executive Director Terreri stated that there have been discussions with the county about reclassification and/or management confidential positions as appropriate. Further clarify and next steps follow-up on that discussion are planned for the next board meeting. Director Terreri noted the complications regarding the length of time some positions continue to be listed as provisional within civil service due to no test being offered, such as the Aviation Contracting Officer position which has been a provisional appointment for over 4 years. Mr. Fisher explained state law, local provisions and the process for civil service. Director Terreri shared with the committee the four HR related goals of the Authority. A schedule of these goals was provided regarding bringing the

Trades employees over to the Authority, which would leave only CSEA City of Syracuse employees remaining to reach the authority's goal of a unified work force.

**IV. New Business**

The Public Safety Study has been kicked-off for both in state and out state airports are structured, funded and budgeted including any legislative action needed and this topic will be brought to a future Governance Committee meeting for full review and discussion.

Director Terreri stated that now that the Authority has reached the size of over one hundred employees, there is opportunity to be more competitive and cost-effective with our health insurance coverages, as there was a 14% increase in those rates this year. This would be without losing any coverage/services to our employees. Further investigation into potential savings opportunities with the state health care system as well is on-going and the committee will be updated again in the future on this topic. Mr. Lazar asked if the increase was tied into claims-based, but it was not.

The Juneteenth holiday was honored by the Authority this past year and if the state follows by making this a new additional holiday, would the Authority do this as well. Mr. Fisher led a discussion regarding differences with bargaining unit contracts, floating holidays, possible replacement of a holiday, etc. further research into adding the cost of this holiday and updating the employee handbook. This will be brought to the larger board for consideration in the future.

**V. Executive Session**

Mr. Lazar made a motion to enter Executive Session to discuss matters pertaining to the employment history of particular persons or corporations. The motion was seconded by Mr. Fisher. The HR Committee entered Executive Session at 11:37 a.m.

Executive session ended at 11:55 a.m. No action was taken.

**VI. Adjournment**

A motion to adjourn was made by Mr. Fisher and seconded by Mr. Lazar, the meeting adjourned at 11:56 a.m.



**Finance Committee Meeting Minutes  
Friday, June 5, 2020  
9:30 a.m. / SRAA Board Room and also via Conference Call/Webex**

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, June 5, 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 9:33 a.m.

**I. Roll Call:**

In attendance: Mr. Mike Lazar, Dr. Chin, Mr. Fisher, Mr. H. Jason Terreri; Mr. John Carni; Ms. Joanne Clancy; Ms. Cheryl Herzog; Ms. Robin Watkins; and Mr. R. John Clark.  
Absent: Mr. Michael Frame and Mr. Simpson and Ms. Gagliano.

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

Dr. Chin thanked Mr. Lazar for ably chairing the last committee meeting. Mr. Lazar made a motion to approve the minutes from the previous meeting on May 8, 2020 and Mr. Fisher seconded the motion. Motion carried unanimously.

**Executive Session**

No executive session was held.

### **III. CFO Report**

CFO Robin Watkins gave her report to the committee and updated everyone on the specific details surrounding the two resolutions going before the board for the 2020-2021 Operating Budget and Capital Budgets. CFO Watkins presented back up slides and have stated that any changes that have come through since the draft have not been significant and/or have been positive. Executive Director stated that the current situation is going about as forecasted.

### **IV. New Business**

#### **2020-2021 Operating Budget discussion**

CFO Watkins laid out various metrics and criteria that derive expenses and drive revenues at the airport and how they impact the overall budget.

The \$12.9M in CARES Act Grant funds that were received will be used on operational needs for lawful airport expense such as projects, replacement, and refurbishment or other future shortfall issues. Total projects of \$5.7M have been identified. Included in that is \$2M for AIP projects that we do not have to provide the matching portion of the funds for any 2020 grants. \$3.5M will be put aside for future operating expenses as needed. This budget does not touch our cash on hand, which remains in reserve.

This budget is presented without PRSSM funding as was discussed at previous committee and board meetings. The CARES fund will fill the gap for any needed expenses that would previously have been used with PRSSM. Parking revenue went down more than 90% during the recent COVID pandemic with less passengers and shorter length of parking times. It is anticipated that June will begin to have an uptick but revenue planning for parking and resurgence is being handled very conservatively. Landing fee rates are being held at the 2020 rates to assist in airline and passenger growth. All areas of revenue have been impacted and adjustments to each category have been taken into consideration. Discussions with rental car agencies including the Hertz rental car bankruptcy have been ongoing and appropriate assessments are being made to maintain good partnerships during this difficult time. In order for rental car companies to qualify for this new agreement, all accounts must be current. Concession revenues have also declined mirroring the passenger numbers. Mr. Fisher inquired if we are budgeting reserve for COVID impacts. CFO Watkins explained that the current budget does not include any known or suspected amounts from businesses that were having issues. No revenue is budgeted for example for the hotel this year which is currently closed down.

Expenses by department have been established for the first time in this budget. The department heads each developed their budgets along with the executive team. Even with diminished passenger traffic, business operations need to be met and there are some increases related to equipment and some line items such as realignment of salaries which been moved to the correct accounting entry locations. Executive Director Terreri stated that as the board is now aware, previously the accounting was not done on a month to

month basis, there were no monthly closures, items were not counted in the correct departments, so this budget has been pulled apart to put in the correct categories for next year. For example, the PRSSM fund was not budgeted or tracked separately previously and had simply been put in the parking line item. New proper accounting procedures have now been put into place to remedy these issues. CFO Watkins has done an in-depth dive with all expenses. An example would be that salaries have never been allocated to the correct departments and these costs are now trued up for personnel. Important repairs and needs are not being deferred. A new department has been established for Information Tech and the costs associated with it have been incorporated into this budget. The airports overall technology for the airport is out of date and there is no comprehensive information system that will track grants, revenues, reimbursements and FAA reports which need to be done quickly and accurately because it drives the revenue stream. Currently, that can not be done or in any expedient manner and is handled with various simple hand-tracked spread sheets. Research has been completed on a new proven comprehensive system for airports that will meet these needs and link with the new ABRM system and drive us to where we need to be from an IT perspective. Costs are built into this budget to incorporate licensing into our system in phases. The general ledger chart of accounts structure is currently an 18-digit number and must all be re-vamped before we can transition over to a proper accounting structure. Phase 1 will take 7 months. Phase 2 will incorporate grant funding reporting and budgeting tools. Mr. Lazar asked further questions regarding the current tracking systems and the timing of the transition. CFO Watkins explained to Mr. Lazar that we are doing hand journaling during this time because it is critical. The ABRM system is going live July 1<sup>st</sup>. Dr. Chin discussed the mission criticality of this project transition. The fire and security budgets have also been realigned to show the appropriate costs of each compared to the past budgets. Human Resources has some additional costs built in for LinkedIn job recruiting and to accommodate licensing needs for the new Paylocity Payroll system that was put in place during this past year and continues to expand with employee growth needs. The Marketing department budget includes some exciting media and promo activities to enhance the Syracuse airport as a gateway to vacations during and post pandemic for those looking for spacious, outdoor places and SYR has started an effort with all of the local tourism partners to put together a campaign for this catchment area. Additionally, some of the costs also had to shift into the correct departments for accounting and budgeting purposes moving things from a more general executive office line item.

Mr. Fisher asked questions regarding the inter-departmental budget as it referred to the Department of Aviation and the cost allocation study. The inter-departmental costs are budgeted in General Administrative. SYR is awaiting the results of the new study and meetings are being coordinated for those discussions. The expectation is that costs will come down on that line item, but it was conservatively left at the rate it was budgeted for last year.

A summary of the CARE Funds was discussed next for \$12.9M and CFO Watkins explained the use of the funds and the conservative approach used for these funds. The larger purchases will not be made with these funds until 2021 to ensure confidence to be sure that where we are fiscally based on actual return of passenger numbers. PFC and

CFC funds were discussed. The authority is well positioned to meet all debt requirements. CFC funds are segregated accounts derived from rental car funds. Utilization will be based on the garage and rental car project activities and began September 1, 2019. This account is not large enough to be used for any specific project at this time. A PFC application will be brought to the board on a later date to tap into the legal use of these funds, which must be for one of the eligible five reasons: safety, security, capacity, noise or competition. This has no impact on the budget. Mr. Lazar inquired about how past PRSSM funds were spent and where it showed up in the budget. CFO Watkins stated that they are currently auditing all expenses and revenues associated with PRSSM. Executive Director Terreri stated that there was never any separate accounting of PRSSM done, it was simply grouped into an operating funds general account. Dr. Chin stated that the budget was reviewed in detail and the committee will recommend it to the board now that they know new controls are in place. Mr. Lazar stated that the presentation was refreshing and that the committee has a full understanding. Mr. Fisher agreed. Exec Director Terreri complimented new CFO Watkins and her team on all their hard work.

### **2020-2021 Capital Budget and Reserve Status discussion**

A list of capital requests was discussed with the committee. As noted, no monies will be utilized until such time that cash flow improves. CFO Watkins requested that the committee approve the list to recommend to the board which includes the requirement to update the wife and information technology structure replacements needed. A discussion ensued regarding eligible costs and which items were of urgent need to meet ADA and other FAA requirements. Mr. Fisher expressed concern regarding the level of detail for some of the projects and the funding sources/finance and grant options available. Chair Dr. Chin shared his thoughts with the board and agreed with gaining further information for the source of funds on larger cost items. Mr. Lazar stated his comfort level with the transparency of what has been presented this year. Dr. Chin stated his appreciation for the tighter controls put into place and the attention to detail. CFO Watkins reminded the committee that they will be getting monthly reports compared to budget in the next year which will allow the board to now see the budget status each month and that next year's budget will meet an even higher standard of clarity once all these new processes are implemented. Ultimately, a revised list with additional detail was provided to the committee along with timing and both Mr. Fisher and the committee agreed to recommend that list to the board for approval.

### **VI. Adjournment:**

Mr. Lazar made a motion to adjourn and Mr. Fisher seconded that motion. Meeting was adjourned at 10:50 a.m.

## Minutes of the Meeting of the Governance Committee Meeting

Thursday, July 23, 2020

Pursuant to notice duly given and posted, the Governance Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, July 23, 2020 at 12:02 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by committee Chair, Mr. William Fisher.

### Members Present:

Mr. William Fisher – (Chair)  
Mr. Michael Lazar  
Mr. Michael Mirizio  
Hon. Michael Quill  
Ms. Jo Anne Gagliano – (Ex-Officio)

### Members Absent:

Mr. Kenneth Kinsey

### Also Present:

Mr. Jason Terreri  
Ms. Joanne Clancy  
Ms. Cheryl Herzog

### Roll Call

As noted, all Committee members were present, except Mr. Kenneth Kinsey.

### Mr. Bill Fisher, Chair

Chair Fisher started by welcoming everyone to the scheduled meeting of the Governance Committee at 12:02 p.m.

### Approval of the Minutes from the Previous Meeting

Chair Fisher asked the Committee to review the past committee minutes and waive the reading and adopt the minutes. A motion was made by Mr. Lazar and seconded by Ms. Gagliano and was unanimously approved to accept the minutes from the July 25, 2019 and February 27, 2020 Governance Committee meetings.

The motion was approved: 5 ayes, 0 nays, 0 abstain

### New Business

#### A. Board succession planning

Chair Fisher led a discussion and explained the statute that establishes that the Mayor of Syracuse has 7 appointments to the board as well as 4 other various authorities with one of those

positions being on a one-year rotating basis. Chair Fisher recounted the practice of board positions not being political or based on election timing. The timing of the terms are sometimes impractical in that the Mayor may not be able to appoint members to the board in a timely fashion during their tenure. Chair Fisher asked the committee if anyone had concerns, issues or suggestions regarding this appointing process. Mr. Lazar noted that the one-year rotating term makes it difficult for that person to get up to speed so quickly for just a one-year term. A discussion ensued regarding the difficulties surrounding those quick appointments being able to contribute in a meaningful way and discussed proposing two-year terms or some other idea that would require a change to the Enabling Legislation/By-laws. It was proposed to have the General Counsel reach out to the appropriate contacts to begin discussions. Ms. Clancy suggested that perhaps the Regional Advisory Board (RAB) could gain additional rolling members each year so that on alternate years those appointees could still remain involved with the board in a more meaningful way and receive information to review and be invited to attend meetings. Mr. Fisher and the committee agreed that could be a viable option to keep members engaged in an informal way instead of seeking to alter the statute and it may encourage them to be more active in off-years. Mayor Quill suggested that the board may seek to have the authority to appoint two members themselves. Mr. Fisher relayed the difficulties in keeping the RAB engaged and fully appointed members. Mr. Fisher suggested an informal approach for the RAB and have alternating members build experience by becoming a member. Chair Gagliano stated that she would reach out to the Mayor for discussion regarding timing of the Mayor's appointments to coincide with allowing a new Mayor a choice of seat on the Regular Board for the SRAA. If the Common Council could pass something this year on this subject, perhaps we can have a resolution for this change in 2021. If that occurred, either a board member would leave a year sooner or be extended to accommodate this recommended change. The Chair will take the lead to speak with the Mayor and the General Counsel will reach out to the four appointing counties and see if modest modifications can be made to the terms that management works out.

Chair Fisher made a motion to recommend this modest change in appointment policy to the board as recommendation from this committee. Motion was approved by Mr. Lazar and seconded by Mr. Mirizio and passed unanimously.

## **B. Enabling Legislation / policy updates**

Chair Fisher explained to the committee the various legislation governing public authorities and the history behind that. The Authority Budget Office (ABO) set in place specific mandatory and as needed requirements that each public authority must meet. One of the Ad-hoc committees created and listed in the Enabling Legislation is the Board Development Committee which was established at the time of the creation of the SRAA. This committee's charter has the ability to now be absorbed by the Governance Committee.

Chair Fisher made a motion to recommend disbanding the Board Development Committee and to ask the General Counsel to create resolutions for the board to consider bringing its charter responsibilities into the Governance Committee Charter. Motion was approved by Mr. Lazar and seconded by Ms. Gagliano and passed unanimously.



Chair Fisher documented for the record that the Governance Committee has reviewed the yearly mandatory requirements for the Governance Committee responsibilities on the ABO list and recommend to the full board to report to the ABO via the PARIS system and upload that information in compliance with the ABO regulations. Motion was approved by Mr. Lazar and seconded by Ms. Gagliano and passed unanimously.

### **C. Consent agenda**

Director Terreri explained how a Consent Agenda will work for the SRAA and that these would be items such as meeting minutes, first reading of a document that does not require a vote, or an approval to apply for grants or items already approved by other committees but not anything that would need a full discussion with the public. This is simply an option to summarize basic material to speed up voting for the resolutions. This would not prohibit discussion on consent agenda items. Chair Fisher suggested the Consent Agenda be distributed early to give the committee or board plenty of time to review. If there are any items on the consent agenda that a member would like discussed, it's simply removed from the consent agenda for a full robust discussion in the New Business section. Chair Fisher made a motion to adopt the Consent Agenda Policy, authorize management to submit the items covered to the Authority Budget Office and begin using the Consent Agenda for the September meeting. Motion was approved by Mr. Lazar and seconded by Mr. Mirizio and passed unanimously.

### **Executive Session**

Committee Chair Fisher invited a motion to go into Executive Session to discuss matters pertaining to: proposed, pending or current contracts, litigation and proposed lease of real property by the Authority. Motion was approved by Mr. Lazar and seconded by Ms. Gagliano and passed unanimously. Executive Session began at 12:45 p.m.

Executive Session ended at 1:15 p.m. No action was taken.

### **Adjournment**

Having no other topics brought to the committee, a motion was made by Chair Fisher to adjourn the meeting. Motion was approved by Mr. Lazar and seconded by Mr. Mirizio. Meeting adjourned at 1:17 p.m.