

Finance Committee Meeting Minutes

April 8, 2016

These minutes outline the activities of the Syracuse Regional Airport Authority (SRAA) Finance Committee from the meeting held on April 8, 2016 in the Syracuse Regional Airport Conference Room located at Syracuse Hancock International Airport.

The meeting was called to order at 10:33 a.m.

I. Roll Call

In attendance: Dr. Shiu-Kai Chin, Mr. Michael Shusda, Mr. William P. Fisher, Ms. Beth Rougeux (late), Ms. Christina Callahan, Mr. Trent Amond, Ms. Maureen Fogarty, Ms. Linda Ryan, Mr. John Clark, and Ms. Jennifer Sweetland. Absent: Mr. John Johnson, Jr.

II. Approval of Minutes from the Previous Meeting

Mr. Chin opened the meeting with a review of the Finance Committee meeting minutes from January 15, 2016. A motion to accept the minutes was made by Dr. Chin and unanimously approved.

III. Old Business

A. Automated Payment Options.

Dr. Chin proceeded to take up the first agenda item, Automated Payment Options, currently under consideration. Mr. Amond gave background on the former EZPass+ system and the problems that Republic Parking was encountering in their efforts to integrate their equipment within the existing model. They (Republic) have, therefore, proposed a new system, calling it "Fly Syracuse", which would utilize existing EZPass transponders, as well as issue non-EZPass subscribers with new devices for accessing auto-pay, tying payment directly to a credit card and eliminating EZPass fees. The "Fly Syracuse" program would also have the added feature of generating "points" as user incentives. Mr. Fisher asked questions about how a payment problem could affect a customer's exit and also whether this change could affect the cost of labor for parking staff. Mr. Amond stated that the staff would continue to assist parkers with payment problems and staffing charges are included in the existing management fee and would be unaffected. Mr. Shusda asked if those without EZPass would need to purchase a "Fly Syracuse" transponder. Mr. Amond said yes, it would be available through Republic Parking. Dr. Chin asked for a sense of the Committee on moving forward with the Fly Syracuse auto-pay proposal and, hearing no objection, stated that the sense of the Committee was unanimous consent.

B. Status of Agreements

Mr. Amond called the Committee's attention to three (3) items:

1. Expired Airline Agreements

Ms. Callahan stated that the tone of negotiations has been positive and the SRAA is on track to complete new agreements by July 1.

2. Syracuse Jet

The project is still under discussion. It may take several more months before talks are completed. The main reason for continued negotiations is that, under federal requirements, the airport is obligated to welcome any aeronautical user who can meet minimum standards. Mr. Amond also

stated that Signature (formerly Landmark) may also be interested in bringing similar service, offering additional revenue and competition.

3. SRAA Taxi Agreement

Mr. Amond informed the Committee that the current agreement is set to expire at the end of July 2016. Ms. Callahan expressed the commitment of the SRAA to ensuring reliable, quality ground transportation to passengers and that the uncertainty resulting from the impact of ride sharing services Lyft and Uber, has resulted in the Syracuse Regional Airport Taxi being uncomfortable signing a new agreement with the current high level of requirements. In an effort to avoid a situation where there is no ground transportation service agreement in place, it was proposed Syracuse Regional Airport Taxi enter a short term, two (2) year contract with certain provisions eliminating some of the overhead. These contract negotiations will hopefully result in the Syracuse Regional Airport Taxi continuing to provide service that maintains the high standards that they have provided in the past.

C. Cash Position Report

Mr. Amond referred the Committee to the document included in the packet.

D. Update on GAC RFQ

Mr. Amond outlined the process to date in selecting General Airport Consultants for engineering, design, planning, and architectural services. The Selection Committee has narrowed the candidates to four (4) firms, who will be recommended to the Board at the next meeting.

The Committee entered Executive Session at 11:25 a.m. and emerged at 11:40 a.m. with no action taken.

IV. New Business

A. Elevator Refurbishment

Mr. Amond stated that there are three elevators that need to be refurbished at a total cost of \$180,000. This amount would normally require a formal solicitation of bids. In this case, for practical reasons, Mr. Amond suggested it would be preferable to invoke the “Best interest of the Authority” exception and contract with OTIS. The reasons for this are:

1. There are only two known elevator companies in Syracuse who can do this work
2. Since the Authority already has a service and maintenance contract with OTIS, it would be complicated to assign responsibility between two different companies when future repairs become necessary.

It was decided that C&S would verify that the pricing is reasonable and then Mr. Amond will request the above noted exception via email.

B. Parking Garage Repairs

In accordance with City of Syracuse requirements, C&S was engaged to conduct an inspection of the parking garage and issued a report that details several items needing to be addressed this summer. The total estimated costs are \$187,000. Because public safety requires that the repairs be made this summer, and the time needed for the normal bidding process would make that impossible, Mr. Amond proposed that the “Emergency” exception be used to allow the work to be completed in the time available. C&S would then be named the consultant, due to their familiarity with the garage structure, and Crane Hogan, who completed extensive repairs to this garage last year, would be named the general contractor.

C. Ground Transportation Rules and Regulations

Updated rules and regulations were submitted to the committee for their review, in anticipation that the Committee will recommend to the Board that they be adopted as a document concept.

D. 2016 – 17 Budgets

1. Operating Budget

Mr. Amond informed the Committee that the current year's projection shows a surplus of just over four (4) million dollars to be refunded to the airlines through revenue sharing.

2. Capital Improvement Program

The packet contains a list of projects and their funding sources. Mr. Amond stated that the airlines have seen the list and have expressed no objections.

V. Adjournment

There being no further business, the meeting was adjourned at 12:17 p.m.

Respectfully submitted,

Dr. Shiu-Kai Chin
Finance Committee