

## **Minutes of the Regular Meeting of the Syracuse Regional Airport Authority June 15, 2018**

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, June 15, 2018 at 11:07 a.m. in Auburn Memorial City Hall located at 24 South Street, Auburn, NY 13021 by Chair, Mr. Patrick Mannion.

### **Members Present:**

Mr. Patrick Mannion-Chair  
Dr. Shiu-Kai Chin  
Mr. Michael Lazar  
Mr. Michael Quill  
Mr. William P. Fisher  
Mr. John B. Johnson Jr.  
Mr. Kenneth Kinsey  
Mr. Mark Nicotra  
Ms. Beth Rougeux

### **Members Absent:**

Mr. Khalid Bey  
Dr. Donna DeSiato

### **Also Present:**

Ms. Christina Callahan  
Mr. Trent Amond  
Ms. Jennifer Sweetland  
Ms. Linda Ryan  
Ms. Joanne Clancy  
Mr. William Ryan  
Mr. R. John Clark  
Mr. John McCann  
Mr. Tom Horth  
Mr. Michael LaMontagne

### **Roll Call**

As noted, all Board members were present, except for Mr. Bey and Dr. DeSiato.

### **Mr. Patrick Mannion, Chair**

Chair Mannion started by welcoming everyone to the meeting at 11:07 a.m. and thanked Mayor Quill for hosting the board meeting.

Mayor Quill welcomed everyone and educated the board regarding the deep history of the Memorial City Hall and the businesses and residents of the City of Auburn including past Mayors and encouraged everyone to tour the building and local businesses.

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

A motion was made by Mr. Fisher and seconded by Ms. Rougeux and was unanimously approved to accept the minutes from the May 11, 2018 regular meeting.

The motion was approved: 8 ayes, 0 nays, 1 abstain (Mayor Quill voted present because he did not attend the last meeting)

### **Old Business**

Chair Mannion bypassed going into Executive Session and directed the board's attention to the Executive Director and updates on the terminal improvement project.

The Executive Director explained to the board her desire to discuss and get feedback on a key design feature which is currently being discussed with New York state and that decisions needed to be made regarding finalizing the design of the SYR super graphic that will be visible on the exterior of the airport building.

Mr. Horth from C&S gave further data regarding the history of the design of the highly visible super graphic that were placed on the graphic drawings that were rendered, edited and released by the DOT without previous input from the Authority. The main concern about the SYR super graphic in those renderings was the color. He explained that planned color-changing LED lighting that will go throughout the terminal improvement project and will not work with a solid blue color. Not only would it cost more to have but that it would clash, would not stand the test of time when weathered and would not match the weathered steel that will surround the area. He suggested a thick aluminum, silver steel facade that will look sleek and work well with the LED color-changing lighting would be much more beneficial both in cost and appearance overall. Discussed was placing a temporary blue film over the silver graphic for the opening of the airport on October 31<sup>st</sup> in order to match the renderings publicized and then removing it in the future. A discussion ensued regarding the marketing, design and color options. Mr. Lazar discussed the overall picture of the cooperative project and agreed that all of the other colors work together throughout the project and that the silver steel would work best in the long run and suggested that we can put a temporary cover over the graphic. A final consensus was made that the silver steel coloring best fit the overall design and will stand the test of time.

### **Management Report**

Ms. Callahan provided recent highlights and images of the terminal improvement project and brought the board up to speed regarding the contents of the management report for projects & operations, security, ARFF, Finance, IT, contracts, HR, marketing, PR, events and air service developments. She invited everyone to come and visit the airport to see the updates. Some of the highlights included carpet and flooring replacement, elevator replacements, pedestrian bridges, the grand hall, the fuel farm tanks and improved infrastructure needed for Million Air's fueling operations. Million Air operations are up and running and the official grand opening is planned for later this summer. In addition, the new terrazzo poured flooring, stonework, ceiling lighting, new bathrooms and family room and all of the materials selected during the design phase was

discussed so that they will stand the test of time. While all of the terminal elevators are being replaced, only the center elevator in the garage was replaced because it was failing, however, the other garage elevators would be part of the future garage improvement plan. The projects are on track for budget and execution. An amendment to the contract was executed for the 10/31 acceleration, and we are waiting on reimbursements from the state. Chair Mannion suggested that if payment reimbursements are taking longer than expected to contact Dr. Chin or himself to see if they could be of any assistance. Dr. Chin inquired about any workplace safety issues and the Executive Director stated that none have been brought to our attention. Relocating the airlines and the rental car tenants was the best thing to do in order to remove them and passengers from the construction areas and they will be moved to their permanent locations in late July/early August. Mr. Lazar commented how much the airlines appreciate the baggage handlers provided to assist them.

A highlight for security includes the roll out of our new Ground Transportation permitting process. So far we've issued 35 of the 50 permits. Christina mentioned that in one of the resolutions to discuss is to restore a position that had always existed in the past, a Ground Transportation Officer. The board was reminded about our Triennial Drill on Saturday, August 18<sup>th</sup>.

On the finance side, our monthly reporting continues and data for passenger traffic shows very strong month over month growth that has never been seen before. The Executive Director noted that this growth does not yet reflect the new airline Frontier and the new markets with Allegiant Sanford, Nashville, Denver, Raleigh/Durham or the new Chicago and Orlando service. Potential trade wars with Canada was discussed but decided it is too soon to know if there is any impact in Syracuse. Increases seem to be trending with the leisure destinations but we are trying to determine the demographics of the SYR passengers to determine if it is more leisure or business travel. In terms of concessions, discussion is on-going regarding adding two additional concessions, a coffee kiosk and new bar in the South Concourse. Creative Foods notified us and has corrected some identified food inspection issues. Contracts and funding for improvement and safety projects are on-going. The authority is providing bid results, contracts, MWBE packages, hosting pre-proposal bid meetings, advertising bids, communicate those to our region and the counties that we serve. Quick Flight services has begun the ground handling for Frontier and they had never been at the airport prior to this, therefore resulting in new jobs.

Highlights in the Human Resources area includes our new Employee Assistance Program, our Marketing, Engineering and General Airport interns and an FAA ADA Site assessment review walk-through to ensure compliance, enhance or improve our passenger experience. A SYR Fly Guide program is being created with a planned launch to coincide with the opening of the new terminal in November.

Marketing highlights include inaugural events for SFB on 5/30, BNA on 6/14. In July, Frontier's inaugural flights to RDU and DEN will both take place on July 2nd. In August, Frontier's inaugural flights to ORD and MCO is August 12<sup>th</sup> and our annual meeting on September 7<sup>th</sup>.

SYR now has 21 nonstop destinations, which is more than we've ever had in the history of the airport and a billboard in Binghamton is being used to advertise our markets during the month of June. Both Allegiant and Frontier are very happy with how their service is performing and other marking and changes are pending. United Airlines has stated that DEN may still be a possibility

even if we are unable to provide a revenue guarantee and other markets are performing well and looking into other markets. Our digital marketing campaign and graphics are being further developed and other opportunities throughout a wider market and new graphics are on our website that link to information on these routes/destinations. Other data, social media hashtags and demographic tracking will give us further information. In house terminal advertising program is planning to be launched January 1, 2019. Our passengers continue to appreciate our PET Program.

### **New Business**

#### **Resolution authorizing the creation of the position of Director of Marketing, Communications and Air Service Development for the Syracuse Regional Airport Authority**

There was no further discussion regarding the resolution.

A motion was made by Ms. Rougeux and seconded by Mr. Quill to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

#### **Resolution authorizing the creation of the position of Information Technology Services Administrator for the Syracuse Regional Airport Authority**

A discussion ensued regarding Cyber Security and it was stated that this position would not have that responsibility. There was no further discussion regarding the resolution.

A motion was made by Ms. Rougeux and seconded by Mr. Fisher to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

#### **Resolution authorizing the creation of the position of Ground Transportation Officer for the Syracuse Regional Airport Authority**

A discussion ensued regarding the pay range and value added for this renewed position to be brought back to the airport. It was determined that the position would add safety, quality, control, security, monitoring and larger overall management for all of the different ground transportation issues at the curb line and beyond. The taxis all have to have a meter, be inspected and they must have a city hack license. Ms. Rougeux suggested an amendment to the job description regarding military service. Further value proposition regarding the position will be discussed in the future. There was no further discussion regarding the resolution. A motion was made by Ms. Rougeux and seconded by Dr. Chin to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

#### **Resolution adopting the 2018-2019 Syracuse Regional Airport Authority Operating Budget**

There was no further discussion regarding the resolution. A motion was made by Dr. Chin and seconded by Mr. Lazar to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

**Resolution (1) Adopting the 2018-2019 Syracuse Regional Airport Authority Capital Budget; (2) Authorizing Executive Director 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**

There was no further discussion regarding the resolution. A motion was made by Dr. Chin and seconded by Mr. Lazar to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

**Resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 1773 and transfer of Crew leaders to SRAA employment**

Mr. Fisher asked if the airport is comfortable with the financial deal for the authority and asked questions regarding their future union representation. It was clarified that whatever the city negotiates in the future will have no bearing on these employees. This process will become a model to use for any future negotiations and transfers. The balance of the groups consist of Local 400, the Trades group and CSEA. There was no further discussion regarding the resolution. A motion was made by Ms. Rougeux and seconded by Mr. Fisher to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

No other committee reports were given.

Chair Mannion then directed the board's attention to recognize board member Rougeux who will be ending her term at the close of this meeting. He thanked her for her excellent service, all of the good things that she has done for the community and that it has been an honor to work with her and wished her the best for the future. Mr. Fisher commented how much Ms. Rougeux has contributed to the board and her many major accomplishments. The Executive Director continued the appreciation of Ms. Rougeux's work ethic, memory, level of detail and stated that she had perfect attendance for every board and committee meeting held. She has been a great asset and source of assistance. The consensus is that we would not have many of the policies and procedures in place without having had her on the SRAA board.

**Adjournment**

A motion was made by Dr. Chin and seconded by Mr. Fisher to adjourn the meeting.

The motion was approved: 9 ayes, 0 nays, 0 abstain

The meeting was adjourned at 12:50 p.m.