

**Minutes of the Governance Committee Meeting
of the Syracuse Regional Airport Authority
February 21, 2019**

Pursuant to notice duly given and posted, the Governance Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, February 21, 2019 at 12:06 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Governance Committee Chair, Mr. William Fisher.

Members Present:

Mr. Bill Fisher (Chair)
Ms. Jo Anne Gagliano (Ex-Officio)
Mr. Michael Lazar
Mr. Damian Ulatowski

Members Absent:

Mr. Kenneth Kinsey
Mr. Michael Quill

Also Present:

Mr. Trent Amond
Mr. John Carni
Ms. Joanne Clancy
Mr. R. John Clark

Roll Call

As noted, all Governance Committee members were present, except Mr. Kenneth Kinsey and Mr. Michael Quill.

Mr. Bill Fisher, Chair

Governance Chair Fisher started by welcoming everyone to the scheduled Governance Committee Meeting at 12:06 p.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the October 18, 2018 Governance Committee meeting, a motion was made by Mr. Fisher and seconded by Ms. Gagliano and the minutes were unanimously approved.

The motion was approved: 4 ayes, 0 nays, 0 abstain

New Business

A. Facility Rental Policy

Chair Fisher turned this topic over to Mr. Trent Amond. Mr. Amond explained a few concerns regarding outside events held in the airport conference rooms. The management of these types of events require a considerable amount of staff time and the true expenses to the Authority that are incurred are not being reimbursed by those using the facility. Additionally, there is additional time spent by trade staff, electricians, airside escorting, direct administrative staff time, etc. for the use of these spaces. The current policy states that if an event is going to be open to the public, that the SRAA requires the user to utilize the in-house Creative Food Group for any catering needs. However, if it is a “private” function, another caterer can be used for both food, beverages and alcohol. Mr. Amond requested that the board consider altering the policy for alcohol/bar service, to be with Creative Food Groups only due to the liquor license, insurance requirements and other aspects and would like the board to discuss both of these topics regarding current policy and facility use request form updates.

Mr. Fisher stated his appreciation that this policy has been brought back to the committee for discussion and that the SRAA is not looking to make a profit on event space. Mr. Fisher felt it wise to encourage folks to use our facility, but ensure that it not have a detrimental effect on the authority and staff and that our direct costs should be covered. He noted that there should be less cost to Veterans groups or to other groups. Mr. Lazar inquired about space availability and Mr. Amond noted that we have three main spaces – The large CR1114 conference room, the open space outside of the board room and the Veronica Room conference room.

A discussion ensued regarding catering, insurance and other aspects of facility rental space and the current policy and it was determined that an updated policy will be brought to the board which will require the use of Create Food Groups unless the Executive Director deems that a certain event should be an exception so that there will be some flexibility. Interim Executive Director Carni shared his concerns as well regarding other security factors. Chair Gagliano agreed that with this being an airport, there are security rules and compliance factors that need to be considered.

B. Onondaga Historical Association (OHA) Tours of the Aviation Museum

Mr. Amond notified the board that the SRAA was surprised to find out in November, 2018 that the OHA would be giving paid tours of the new regional aviation museum here at the SYR airport. Unknown to the SRAA, one tour was booked and scheduled, but the OHA did not show up on that date to conduct the tour, so there were approximately 20 people in the SRAA reception area that were upset and looking for refunds on both the tour price paid and their airport parking. The OHA does not have a concession agreement with the SRAA to conduct

business at the airport. Mr. Amond requested that the committee consider moving forward to draft a concession agreement with OHA. Mr. Lazar stated that in that document, educational tours with schools should never be charged for any school group tours.

C. ADA Self-Evaluation Process

Ms. Debi Marshall, Human Resources Manager explained to the committee that in May, 2018, the SRAA had a mini-site review with the FAA regarding regulations and that one of the items that came out of that review was that it is a requirement to create a procedure to do is a procedure for self-evaluations of ADA requirements. Ms. Marshall explained the regulations, process, procedure and recommended checklist for this process take place every 3 years along with the records retention of that process.

Mr. Fisher stated the high priority that the board has in making things easier for anyone with a disability to have a first class experience at the SYR airport and that the board supports anything that furthers that mission.

Ms. Marshall stated that an Airport Accessibility Committee is being established that includes not only staff and tenants, but also community groups on a quarterly basis beginning in March, 2019. This committee's goal will be to take look at processes, policies and procedures which are in line with our mission, compliance requirements and then develop best practices.

D. Code of Ethics Proposed Changes

Mr. Fisher and Mr. Amond explained the Code of Ethics Policy proposed changes and a discussion ensued with the committee.

Having no further discussion regarding these proposed changes to the Code of Ethics Policy, a motion was made by Mr. Lazar and seconded by Mr. Ulatowski to approve this recommendation to the board at the next Regular Board Meeting to adopt these changes to the Code of Ethics policy.

The motion was approved: 4 ayes, 0 nays, 0 abstain

E. SRAA Official Communications

Mr. Amond advised that the board approved in January, 2016 a communications policy that the SRAA is requesting a discussion for possible updates. A discussion ensued regarding the use of official Syracuse Regional Authority email addresses, personal email addresses and administrative assistant's being copied on authority business on non-authority email addresses. Mr. Fisher discussed the Freedom of Information law and the purposes behind establishing and the use of official authority email addresses for the board members to comply with the use

of authority emails and the use of authority iPads. Mr. Fisher cautioned the members regarding FOIL requests and how that could affect personal email accounts. Mr. Fisher recommended the continued use of the official email address but with the option to also copy private emails as needed to assist in communication efforts. Mr. Fisher's understanding is that the original record is the one responsible for retention, not one that a member would forward for convenience in order to print or copy on a personal address or device. Mr. Fisher recommended that members work with the SRAA IT staff for support in these efforts. Mr. Lazar discussed best practices that he has used with the IT department that have worked well for him. Mr. Amond requested that this item be put on the next Regular Board meeting for discussion and explanation of the policy. Mr. Lazar and Ms. Gagliano both suggested this topic and others be discussed for agenda topics for new board orientation along with tours of the airport. Mr. Fisher suggested electronic communication be listed first as the preferred method instead of written communication in the policy and suggested a policy update should be brought to the next Regular Board meeting.

F. SRAA Committee Meeting agenda content

Mr. Amond shared a copy of the 2019 SRAA Committee Meeting Schedule with the group, which specifically shows basic topics that are generally discussed each year on a rolling calendar basis. This will help the board and committee members be more aware of which topics will generally be on future agendas throughout the year for discussion during the calendar/fiscal years.

Adjournment

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

The meeting was adjourned at 12:55 p.m.