

Minutes of the Meeting of the Syracuse Regional Airport Authority Friday, June 14, 2019

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, June 14, 2019 at 11:03 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Chiarenza Gagliano.

Members Present:

Ms. Jo Anne Gagliano – Chair
Mr. William Fisher
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. John B. Johnson, Jr.
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Robert Simpson
Mr. Michael Quill
Mr. Damian Ulatowski
Ms. LaToya Allen

Members Absent:

None

Also Present:

Mr. H. Jason Terreri
Mr. Trent Amond
Mr. John T. Carni
Ms. Joanne Clancy
Mr. Brian Dorman
Ms. Debi Marshall
Mr. R. John Clark
Mr. Robert D. Poyer
Mr. John T. McCann
Hon. Morris Sorbello

Roll Call

As noted, all Board members were present.

Ms. Jo Anne Gagliano, Chair

Chair Gagliano started by welcoming everyone to the scheduled Regular Meeting of the Board at 11:03 a.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the May 10, 2019 Regular Meeting of the Board, a motion was made by Mr. Fisher and seconded by Mr. Quill and the minutes were unanimously approved.

The motion was approved: 11 ayes, 0 nays, 0 abstain

Having no objections or additions to the minutes from the May 31, 2019 Special Meeting of the Board, a motion was made by Mr. Fisher and seconded by Dr. Chin and the minutes were approved.

The motion was approved: 10 ayes, 0 nays, 1 abstain (Chair Gagliano abstained due to non-attendance at the Special Meeting of the Board on May 31, 2019)

Management Report

Chair Gagliano explained the change in agenda order for the future, in that whenever possible, the Management Report will be given prior to the Executive Session.

Executive Director Terreri noted that some format changes will be made to future management reports with further useful information to the board.

Brian Dorman gave an update on current projects and punch list items for the terminal improvement project. Of particular note, a grant award notification for a Taxiway Hot Spot project has been processed for \$2.849M.

The annual Table Top and FEMA drills were conducted successfully and the Security Office has moved to its new permanent location. New card readers at boarding gates are being installed.

United Airlines launched its inaugural non-stop flight to Denver on June 6, 2019 and multiple meetings were held at the Jump Start Conference with various airlines regarding air service development. With the addition of the United Airlines non-stop flight to Denver, it actually opens up and improves 75 markets for connections and timing including 4 for Canada and eliminates quite a few double connections. The inaugural flights were full, which is rare for first flights not advertised well yet.

CFO Amond discussed financial matters such as annual audit, the cost allocation study and other airport related cost issues.

Passenger traffic is up 12.3% year over year for April, 2019. Executive Direct Terreri discussed a market analytics tool that is used by the airlines to increase our level of understanding on the data for seat capacity and future sales. Many of the airlines have changed to larger airplanes and stopped using some of the smaller, regional jets, and are doing so at better times and at lower prices. In May, there was an increase in seats of 25%. SYR's year over year growth is much higher than other local airports in the area. TSA pre-check is up 40% and our concession sales

and parking revenues have increased. Mr. Fisher requested that the authority advertise the lower fare rates and increased markets further so that the word gets out more to the travelling public, since the rates are down 12%.

Human Resources Manager Debi Marshall told the board that we have gone live with the new payroll system, Paylocity, employees have been trained and it is working well. In terms of the Local 400 negotiations, they conducted a ratification meeting vote and it was voted down. There is a new Personnel Administrator and a new Payroll Administrator both starting next week. The second Airport Accessibility meeting will be held next week. Revisions to the Employee Handbook will be given to employees in July.

Executive Session

Chair Gagliano made a motion to go into executive session to discuss matters pertaining to collective bargaining negotiations; certain financing transactions the Authority is considering; the appointment and employment of a particular person or corporation; and other matters made confidential by federal or state law.

The motion was approved by Mr. Lazar and seconded by Dr. DeSiato. Board members went into executive session at 11:29 p.m.

The motion was approved: 11 ayes, 0 nays, 0 abstain

Executive session ended at 12:40 p.m. No action was taken.

Old Business

None.

New Business

Resolution authorizing the imposition of customer facilities charges in connection with rental car facility operations

Having no further discussion regarding the resolution, a motion was made by Mr. Quill and seconded by Mr. Simpson to approve this resolution.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution adopting the 2019-2020 Syracuse Regional Airport Authority Operating Budget

CFO Amond explained that the budget was essentially the same as the previously reviewed budget with some minor rates adjustments. Vice Chair Fisher inquired if the new Executive Director was comfortable with this budget. Executive Director Terreri said he was and that in the future, there will be a further breakdown of budgets by department with the Department Heads becoming more involved in the planning and accountability of their own areas. Having no further discussion regarding the resolution, a motion was made by Dr. Chin and seconded by Mr. Fisher to approve this resolution.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution (1) Adopting the 2019-2020 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

CFO Amond noted some changes due to the Taxiway project and that this includes required repairs to the parking garage facility per the yearly inspection. This budget also includes debt service payments. Having no further discussion regarding the resolution, a motion was made by Dr. Chin and seconded by Mr. Fisher to approve this resolution.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution approving the issuance of Series 2019 Note(s)

CFO Amond explained that this note will bridge financing of grant entitlement monies over the next 6-7 years on a tax exempt basis, saving the Authority a considerable amount of money. This resolution has been fully vetted by the Finance Committee. Having no further discussion regarding the resolution, a motion was made by Dr. Chin and seconded by Mr. Fisher to approve this resolution.

The resolution was adopted: 10 ayes, 0 nays, 0 abstain

Resolution authorizing approval of new air service incentives with United Airlines for Denver air service

Executive Director Terreri explained that this is for marketing incentive assistance to advertise this new route availability. Having no further discussion regarding the resolution, a motion was made by Mr. Quill and seconded by Mr. Ulatowski to approve this resolution.

The resolution was adopted: 10 ayes, 0 nays, 0 abstain

Resolution authorizing the creation of the position of Director of Planning and Development for the Syracuse Regional Airport Authority

Executive Director Terreri explained that this title change for the current position of Director of Engineering shifts to a title more reflective of the role that the position truly involves. HR Manager Marshall noted that this title will need to be approved by civil service. Having no further discussion regarding the resolution, a motion was made by Mr. Ulatowski and seconded by Mr. Quill to approve this resolution.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 400 and transfer of maintenance and custodial employees to SRAA employment

This resolution was tabled for future discussion.

Resolution approving selection of information technology management services provider; authorizing negotiation of definitive information technology management services

Chair Gagliano explained the need for this added resolution. CFO Trent Amond explained the history of this agreement and the proposal process that included 5 bids. In comparing the proposals, a 3 year contract with an option for 2 year renewal from MA Polce, our current information technology management service provider, was significantly less than the other bids and considering that the Authority has been very satisfied with their service level, overall cost and response times, internal members of the review committee recommended the award be given to MA Polce. The internal committee conveyed that recommendation to board members Dr. Chin and Mr. Fisher on the review committee and they concurred. Mr. Fisher stated that a verbal resolution will be distributed to parties for accuracy after the meeting.

Having no further discussion regarding the resolution, a motion was made by Dr. Chin and seconded by Mr. Simpson to approve this resolution.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Committee Reports

Dr. Chin, Chair of the Finance Committee and Mr. Lazar, Chair of the HR Committee thanked the Authority for all of their hard work. Governance Committee Chair Fisher summarized some topics from the previous meeting. No further committee reports were given.

Adjournment

Executive Director Terreri discussed his future plans for the next board meeting management report presentations along with a new focus on the overall future Strategic Planning. Having no other topics brought to the board, a motion was made by Mr. Fisher and seconded by Dr. DeSiato to adjourn the meeting.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

The meeting was adjourned at 12:40 p.m.