

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

As Adopted: September 11, 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 purpose¹ 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 property², and any applicable inchoate or other interest in such property to the extent that such interest may be conveyed to another person for any purpose³, excluding an interest securing a loan or other financial obligation of another party.

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

² 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.

³ 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.