

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
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**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, April 23, 2021
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
Teams Conference Call
Join by phone 1-347-966-4080
Conference ID: 107 030 545 then hit pound #**

1. Roll Call (2 Minutes)
2. **Approval of Minutes from the March 26, 2021 Regular Board Meeting** (5 Minutes)
3. Directors Report (40 Minutes)
 - **COVID Impact Update**
4. Executive Session (20 minutes)
5. New Business/Discussion (20 minutes)
 - Resolution to Adopt new Audit Firm for the Syracuse Regional Airport Authority
 - Resolution Creating the Position of Airport Dispatcher
 - Resolution Creating the Position of Airport Operations Compliance Manager
 - Resolution Authorizing Negotiation and Execution of GAC Agreements
 - Resolution Designating General Counsel as Chief Ethics Officer
6. Committee Reports and other updates (5 Minutes)
 - **Audit Committee**
 - HR Committee
 - **Finance Committee**
 - Governance Committee
7. Adjournment

*** Bolded items = materials available**

The mission of the Syracuse Regional Airport Authority is to provide safe, secure, efficient and low-cost air transportation service to the 12-county region that Syracuse Hancock International Airport currently serves. The Authority seeks to stimulate air service, economic development, trade and tourism by focusing on the shared goals of its stakeholders: more service to more destinations, lower operating costs and increased non-aeronautical revenue. The Authority recognizes that the Syracuse Hancock International Airport is a gateway to the central New York region and beyond and seeks to optimize customer service and exceed customer expectations with continuous improvements to the terminal building and public-use facilities.

Minutes of the Regular Meeting of the Syracuse Regional SYR Airport Authority

Friday, March 26, 2021

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional SYR Airport Authority was called to order on Friday, March 26, 2021 at 12:01 p.m. via Teams Video/Audio Conferencing by Chair, Ms. JoAnne Gagliano.

Note: The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

Members Present/Video Conference:

Ms. Jo Anne Gagliano – Chair
Mr. William Fisher – Vice Chair
Ms. Latoya Allen
Dr. Donna DeSiato (joined after roll call)
Mr. Michael Frame
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Michael Quill
Mr. Robert Simpson (joined after roll call)

Members Absent:

Dr. Shiu-Kai Chin
Mr. William Meyer

Also Present/Telephone Conference:

Mr. H. Jason Terreri
Mr. John T. Carni
Ms. Robin Watkins
Mr. John Clark
Mr. Brian Dorman
Ms. Elana Essig
Mr. Matt Szejbka
Ms. Cheryl Herzog
Ms. Debi Marshall

Ms. Joanne Clancy
Ms. Linda Ryan
Mr. Al Overend
Ms. Jennifer Sweetland
Ms. Penny Perkins

Roll Call

As noted above, all board members were present except for Dr. Shiu-Kain Chin and Mr. William Meyer.

Ms. Gagliano started by welcoming everyone to the regular scheduled meeting of the SRAA Board at 12:01 p.m.

Consent Agenda

Chair Gagliano asked for a motion to approve the consent Agenda. Having no further discussion regarding the consent agenda, a motion was made by Mr. Lazar and seconded by Mr. Fisher.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Director's Report

Director Terreri reviewed the Directors Report with the committee members.

- Received an "A" rating for Minority/Women-owned Business Enterprise (MWBE) compliance program from the State. This was the first time this was done in-house by Stephanie Zumbuhl, kudos to her.
- The airport General Airport Consultant (GAC) Request for Quote (RFQ) was submitted. The pre-submittal meeting was held.
- The SYR airport was awarded one of five airport slots in the country for the FAA Drone Detection & Mitigation Pilot Program. This will be a two-year commitment where the airport will receive \$50K per year and the airports' role is to be the testbed for these companies selected by the FAA. The FAA and the companies will test their technology in a real-world environment at SYR to obtain FAA approval to be rolled out nationally. SYR received a tremendous amount of support from our community. The airport does not yet have a start date for this program.
- The airport completed the Airline Passenger Facility Charges (PFC) meeting. The airport completed the airline consultation. When a PFC application is submitted, it is required to consult with the airlines on the projects. The airlines can either approve or disapprove the projects. All indications are that the airlines are in agreement with the Authority.

Director Terreri discussed the Finance Landing Weights. Landing weighs were flat from last month. SYR is expecting this to start trending upwards given the announcement that as of April 1st there is no longer a travel restriction for New York. The airlines are starting to add capacity back into the market. In the passenger throughput, there is a little increase which is due to the school breaks. From the revenue side, we are off-budget a little under \$4M. This continues to be related to activity. On the expense side, we are staying true to the budget. Overall, the financials for the airport are about \$4M off-budget. The airport is also looking at ways to reduce expenses or increase our revenue.

CARES Act update - The third round passed in Washington, the official amount has not been received, but it will be approximately \$10-\$12M. This will be in addition to the CARES Act1 and CARES Act2 that was already received. CARES Act3 will be focused on recovery of the airports financial position and airport efficiencies to maintain or lower rates and charges.

Director Terreri explained the Landing Fee charges. The landing fee is a calculation includes airfield maintenance costs, operations costs and a portion of security and ARFF. Director Terreri spoke about the cost per enplanement. This fee needs to be between \$9-\$10 per enplaned passenger for a small airport. This gives the airport an advantage over some of the other airports since this is the fee that airlines look at to bring in new service. At the present time, the SYR's service is coming back faster than Buffalo, Rochester, and Albany. The total flight schedules for March and April shows a substantial increase. The airport is expecting the enplanement numbers to go up in March and April.

Director Terreri presented an overview of the FAA Airport Improvement Program (AIP). He explained how the airports large FAA projects are funded. SYR will be updating the Airport Master Plan and will be looking at the Capital Improvement Program preparing for a long-term capital plan for the budget. The AIP program only provides funding for eligible airports. Funds are for planning, development, or noise projects. The eligible projects must enhance, safety, capacity, security, and environmental (which is noise and competition) concerns. The AIP funds cannot be used for revenue generating projects. They can be used for runways and taxiways or for terminal projects and can only be used for the common space areas such as elevators, escalators, halls etc. It cannot be used to build out concession or airline space.

If SYR accepts and uses AIP Funds, the project to be funded must be identified on the Airport Layout Plan (ALP). The airport must agree to 39 grant assurances. The funding is 90% from the FAA, 5% from the State and the SRAA makes up the last 5%. During the pandemic, the FAA is paying 100% of the capital program. The airport must also maintain a 5-year development plan. The funds are distributed on a ranking system. Director Terreri reviewed the projects for 2021 thru 2024. He explained that by having the Airport Master Plan done now, it will help to identify what projects need to be done and what is the timing they need to be done and then the airport can determine how they will be funded. Mr. Dorman reviewed the AIP Timeline with the SRAA Board. Director Terreri explained that as we move into our budget for next year, we will meet with the FAA in September and go through the airports plan. At the meeting this year, we will include the results from the pavement management program. SYR may be through the forecasting portion of the AIP by that time and will be looking at some of the concepts. This will drive a change to the capital program if there is pavement that needs to be completed or other items identified by the Airport Master Plan.

Director Terreri updated the SRAA Board regarding the Common Use Terminal Equipment. This is a software which allows any carrier to use any gate that is has this equipment. There are currently 5 unused gates that we can put this equipment on. The airlines would be billed a per gate fee when using one of these gates. This is something that the airport would like to implement in phases. CFO Watkins has been looking at vendors. CFO Watkins stated she had preliminary discussions with a company who provides software to all five major airline carriers. The airport did get some budgetary estimates and the cost would be approximately \$320K for us to start with the five common use gates. The RFP should be ready to go out next week. This would be part of the budget approval process as we move forward. Director Terreri explained that the trend in the industry for an airport of our size is to move towards a common use environment. This will also assist with diversion flights that come into the airport.

New Business/Discussion

SYR Mission/Vision/Values

Penny Perkins from Steve Baldwin Associates provided an overview of the Mission/Vision/Values. Ms. Perkins reviewed the process/timeline which started in March of 2020. She proceeded to identify what was found in the Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis. This context that ensured the Mission/Vision/Values statements, which distilled down to the critical elements for management and the SRAA Board. Ms. Perkins reviewed the final versions of the Mission/Vision/Values Statements. It was mentioned that the Mission focuses on the present and describes the purpose of the organization and why it exists; it is concrete and action-oriented). The Vision focuses on the future and provides a guiding vision of the ideal conditions for stakeholders and the Values reflect SRAA core behaviors, beliefs, & guiding principles. Director Terreri thanked everyone for their feedback explained it has been a year-long process and that we have narrowed it down to be a true representation of who we are, who we want to be and what we believe in. He explained that once this is finalized this will help to complete the strategic plan. This will now be a good time to re-engage in the strategic plan which will layout the budget for next year, the Airport Master Plan and what we are planning for the next 5 to 10 years. Dr. DeSiato stated that the process worked by getting stake holder input and making revisions until it ultimately makes up something that truly reflects the airport. Chair Gagliano also agreed that all the points have been hit and that the team did a great job and this should be moved forward for approval.

Having no further discussion regarding this resolution, Dr. DeSiato made a motion to approve the Mission/Vision/Values and Mr. Simpson seconded it.

The Mission/Vision/Values Statements was approved unanimously by the SRAA Board.

9 ayes, 0 nays, 0 abstain

RESOLUTION APPROVING AMENDMENTS TO BY-LAWS FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY

Having no further discussion regarding this resolution a motion was made by Mr. Fisher and seconded by Mr. Lazar.

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

RESOLUTION AUTHORIZING THE CREATION OF THE POSITION OF DEPUTY CHIEF OPERATIONS OFFICER

Having no further discussion regarding this resolution a motion was made by Mr. Fisher and seconded by Mr. Simpson.

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

Bond Refinancing Update

CFO Watkins indicated that the airport is in the process of reviewing and looking at refinancing the bonds. The airport currently is responsible for repayment of two different issuance of bonds along with a Key Bank Loan. The airport is looking at refinancing the bond from a 2011 bond amount. The bonds are currently held on the books by the City of Syracuse, but the airport is responsible for paying them, along with the principle and the interest. The payments come from our PFC dollars and therefore, do not come out of operating funds. The airport has an opportunity to float them at a reduced rate. This would represent a savings to the airport of approximately \$450K per year. The refunding would be in October 2021, which is the first call date. The float of the new bonds could take place anywhere from July through November, depending on the interest rate. The airport has their initial meeting with the Municipal Advisor to set out the plans for the year. CFO Watkins had discussed this with the City of Syracuse. The process is continuing. CFO Watkins also mentioned that the airport is looking at paying off the Key Bank loan and rolling it into the bond financing.

Mr. Fisher explained to the newer board members that when the Authority took over the airport we also took over the debt. The Authority received revenue and committed to paying off all of the bonds. He stated at one point there were some bond anticipation notes. Those were shorter-term financing that the City of Syracuse took on and we paid that off. The Authority has been systematically making the payments twice a year, including principle and interest for those commitments. The Authority is going to pay off those commitments.

Mr. Fisher also explained that the Authority is not only looking to replace the bonds that were taken over from the City of Syracuse but also replace some debt obligations that the Authority agreed upon. Management along with outside advisors will ensure that SRAA is getting the best rates and terms. These are all steps that we have not done previously as a board. This is a key step in the SRAA and the boards growth and maturity.

Review the Changes to the Enabling Legislation

Director Terreri indicated that he met with the Mayor to discuss some changes that the board has mentioned previously. Director Terreri went through the list that has been discussed to make sure this incorporates everything needed. Board member Allen will help explain these changes to her peers for discussion with the Common Council with a goal of obtaining the Home Rule resolution and then ultimately the SRAA will bring it to the state. The list of items includes:

1. Changing one of the Mayor's SRAA Board appointment terms to coincide with the election cycle. So, in the future if there is a new mayor, the new Mayor will be able to appoint someone of their choosing for the SRAA board.
2. Setting up the airports own code and standards from a development standpoint. This would require repealing an amendment and one of the amendments of state law. Right now, there is a 1976 law that gives the City of Syracuse control over the airport. The Airport would be looking at making a change to that so that SRAA/SYR will have control of our own standards and ownership regarding codes and standards

which would simply mean that we will adopt New York State and Federal standards for the airport.

3. Change the one-year appointment seat to a two-year term.
4. Give the Authority the ability to have its own police force. Currently, SYR does not have the ability to have its own force and it would require some changes to laws. This has been discussed with the Police force and the City of Syracuse and all are in favor. It is a matter of putting the process in place.
5. This item will need discussion with Common Council. Currently in our legislation, we are required to take any project in excess of \$10M to the Common Council for approval. This is a violation of one of grant assurances, #5. The airport is not allowed to have another entity have financial control over the airport. If there were a runway project with a cost over \$10M and the FAA says we must do it for safety reasons and the Common Council will not approve it, this would put us in violation of our grant assurances. While SYR requests a change in the language, we would still have the Common Council involved in the process, however, we cannot have Common Council's approval as a requirement. There is a letter from the FAA stating the Airport is in violation of grant assurance #5 which stems from a 2014 audit that was done by the FAA. This is an item still not corrected from that FAA letter that the SRAA is working through. This will require further discussion but must be resolved.
6. General Counsel Clark explained that right now, the Authority is operating on a 40-year lease with the City of Syracuse. The problem with that format, is as time goes on, we have less time remaining on the lease. The SRAA will get to the point where it will be difficult for tenants or people who would want to invest in the airport to fully amortize their investment. General Counsel Clark stated he is not sure if this will have to go through the Enabling Act. Ideally, what should be done is to amend the lease with the City of Syracuse to provide that every time a year gets taken off another one is added on. This will then always maintain a 40-year balance on the lease.

ACI Airport Service Quality Benchmarking Program

Director Terreri explained that Airport Council International, North America (ACI) is an advocate for airports and offers training. They created what the industry standards are in terms of quality service and benchmarking against other airports. The program is called Airport Service Quality. It is a global program that would benchmark Syracuse Airport against other airports of similar size in the US. This is made up of different surveys and if the board agreed, the first survey would be the departure survey. This would cover everything from the customer experience and will allow the airport to develop strategies as to how we are doing and what can we do better. The airport would have surveyors in the airport on a quarterly basis. Airport Service Quality (ASQ) or the airport could provide the surveyors. The data is pulled together, and it takes into account the passenger's perspective in the variety of categories. This is done quarterly so will provide benchmarking against all the different areas. The airport would then get a performance report to include, a global benchmark report, group benchmark report and demographics and behavior information. Director Terreri reviewed quarterly performance dashboard report with the board and stated how the airport can work on the areas in need of improvement. This will benchmark us against other airports, and we can provide this information to the board. The program costs \$20K per year plus surveyor's cost.

Mr. Fisher stated it sounds like a good idea. He would like to make sure that the airport gets their monies worth. Director Terreri explained that we would use local volunteers or a marketing company to assist. Chair Gagliano agreed this is a valuable tool and the airport should move forward.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to ensuring public safety at the Airport, potential litigation and the proposed acquisition, sale, or lease of real property by the SRAA Authority.

Mr. Fisher made the motion and Mr. Lazar seconded the motion. Executive session began at 1:32 p.m. Executive session ended at 2:11 p.m. No action was taken.

Committee Reports and Other Updates

- Audit Committee – nothing new to report
- HR Committee –nothing new to report.
- Finance Committee – nothing new to report.
- Governance Committee – nothing new to report.

Adjournment

A motion was made by Mr. Fisher and seconded by Ms. Gagliano to adjourn the meeting. The meeting was adjourned at 2:14 p.m.

RESOLUTION AUTHORIZING SELECTION AND ENGAGEMENT OF AUDIT SERVICES FIRM FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, Section 2799-ggg (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the Authority previously issued a Request for Quote ("RFQ") regarding the provision of financial auditing services at the Airport; and

WHEREAS, the purpose of the RFQ was to comply with the Authority's Procurement Policy and identify those financial auditing firms with the requisite expertise, experience and qualifications to provide necessary financial auditing services at the Airport; and

WHEREAS, Authority management identified Regional Audit firms with national associations and sent copies of the RFQ to such firms; and

WHEREAS, the Authority thereafter received three (3) responses to the RFQ from: Bowers & Company CPS's, PLLC ("Bowers"), Dermody, Burke & Brown, CPA's, LLC ("DB&B"), and Fust Charles Chambers, LLP ("Fust"); and

WHEREAS, the Boards Audit Committee thereafter met and deliberated with regard to the relative merits of each of the submittals; and

WHEREAS, based upon the proposals submitted, presentations made, and deliberations held, the Audit Committee has recommended that Fust Charles Chambers, LLP (“Fust”) be designated for the provision of financial auditing services at the Airport; and

WHEREAS, the Executive Director, Chief Fiscal Officer and Audit Committee have advised the Board of the experience, qualifications and reputation of Fust and the nature and cost of the financial auditing services to be provided to the Authority, and answered those questions posed by members of the Board regarding the RFQ process and the recommendations of the Audit Committee; and

WHEREAS, the Executive Director has further requested that the Board authorize the Executive Director or Chief Fiscal Officer, with the advice of General Counsel, to negotiate and enter into definitive financial auditing services agreement with Fust and designate a liaison and point of contact for such negotiations and all services to be performed under such Agreement.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, by the Board of the Syracuse Regional Airport Authority that Fust Charles Chambers, LLP is hereby approved as the financial auditing services provider at the Syracuse Hancock International Airport, and it is further

RESOLVED, that the Executive Director or Chief Fiscal Officer, with the advice of General Counsel and subject to the requirements of the Procurement Policy, is hereby authorized to engage Fust for an initial term of two (2) years for financial auditing services, with an option to renew, subject to Authority approval, and it is further

RESOLVED, that subject to the successful negotiation of an agreement substantially in conformance with the terms of the RFQ, the Procurement Policy and other information provided to the Board and with the advice of General Counsel, the Executive Director or Chief Fiscal Officer is hereby authorized to execute on behalf of the Authority, a financial auditing services agreement with Fust, Charles Chambers, LLC for an initial term of two (2) years commencing with the fiscal year ending June 30, 2021.

Resolution Adopted Date: April __, 2021.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

Resolution No.

2021

**RESOLUTION CREATING THE POSITION OF AIRPORT
DISPATCHER FOR THE SYRACUSE REGIONAL AIRPORT
AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively, the "Enabling Act"); and

WHEREAS, Section 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority desires to create the position of Airport Dispatcher which is an administrative support position in the Public Safety division with the responsibility to perform duties to monitor designated on-property communications channels including the Syracuse Regional Airport Authority communications center, including phone and radio. This position will be responsible for receiving and recording work orders, and non-emergency communications. The position will be responsible for connecting callers and Authority employees, tenants, contractors, and other stakeholders onsite at the Syracuse Regional Airport Authority. This position may be responsible for sending general and emergency notices through the airport's communication system, which may lead to dispatch of Airport Security, ARFF, Operations and Maintenance staff and maintain communications with defined Airport management staff, working within the limits of standard or accepted practice at Syracuse Hancock International Airport; and

WHEREAS, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard workdays for such position and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Airport Dispatcher	7.25 hours

, and it is further

RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: April __, 2021

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

Airport Dispatcher

DISTINGUISHING FEATURES OF THE CLASS

This position is an administrative support position in the Public Safety division with the responsibility to perform duties to monitor designated on-property communications channels including the Syracuse Regional Airport Authority communications center, including phone and radio. This position will be responsible for receiving and recording work orders, and non-emergency communications. The position will be responsible for connecting callers and Authority employees, tenants, contractors, and other stakeholders onsite at the Syracuse Regional Airport Authority. This position may be responsible for sending general and emergency notices through the airport's communication system, which may lead to dispatch of Airport Security, ARFF, Operations and Maintenance staff and maintain communications with defined Airport management staff, working within the limits of standard or accepted practice. This position reports to the Director of Public Safety or designee and follows directions based on standard operating procedures. This position's work may be subject to audit and reviewed periodically for customer service and regulatory purposes.

TYPICAL WORK ACTIVITIES

Maintain compliance with the Airport Security Plan (ASP), 49 CFR Part 1542 and 14 CFR Part 139.

Operate Syracuse Regional Airport Authority communication systems including: public address system, multi-line telephone system, two-way radio system, in-house courtesy and emergency telephones.

Maintain continuous awareness of radio traffic from various channels through operation of communications system and attention to audio communication and visual displays. Interpret radio traffic to determine requirements for action.

Maintain contact with Federal Aviation Administration (FAA), Transportation Security Agency (TSA) and Air Traffic Control Tower, as required.

Report requirement for routine and emergency maintenance on Airport properties and areas including tenant facilities and properties, airfield terminal, parking lots, grounds, public roads, vehicle gates, fence line and other areas as appropriate.

Communicate need for emergency response to situations involving law enforcement, public safety and operations staff. Respond to crash phone, wildlife reports, lightening detection, medical calls, and reports of suspected criminal or suspicious activity, and dispatch responding personnel as appropriate. Utilize available technology such as camera footage, license plate recognition systems, and other systems to provide assistive information to responding personnel.

Log Airport activity in computer systems in prescribed systems and method with required information for maintenance data and public record.

Maintain standard operating procedures for communications center desk.

Coordinate and disseminate information to specified management staff, departments, stations, public safety officials and other agencies as appropriate.

Provide responses to requests for general information regarding flights, terminal service, rental properties, noise abatement and other similar inquiries.

Prepare and maintain documentation to record details and activities and incidents.

Putting out Notices to Airmen (NOTAMs) and Field Condition Reports.

Maintain situational awareness of other incidents or events which may potentially impact airport operations and public safety, including traffic, weather, emergencies, or planned events.

Facilitate communication between the FAA Tower, Public Safety Answering Points (PSAPs), and Airport Security and ARFF during emergencies. Answer and prioritize responses to airport and aircraft emergencies. Monitor counties' and regional frequencies and broadcast information relevant to LNAA police/fire.

Continually monitor and evaluate the effectiveness of existing policies and procedures and recommend improvements to management.

Participate in emergency and safety training through classroom training, and emergency drills and tabletop, functional and full scale emergency exercises.

Maintain working relationships with users and tenants and ensure customers receive a high level of service.

Provide customer assistance in absence of badging personnel for mandatory SIDA / driver training after normal business hours.

Receive, process, and manage lost and found property.

Assist customers with paging (PA system) services, flight information and related services. Answer terminal courtesy telephone system for customer assistance & information.

Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.

Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.

May be assigned additional duties by management.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Excellent communication skills, both written and verbal.

Presents a professional demeanor and appearance.

Must be responsible, dependable, and consistent while following procedures.

Has excellent phone rapport and aptitude for customer service.

Ability to work professionally and respectfully with a diverse staff, tenants, contractors, public officials, and the public.

Ability to be intuitive with a strong work ethic and have a proactive approach to serving others.

Ability to work in a fast-paced, unpredictable environment while being motivated, punctual, hardworking and dependable.

Must be honest and possess a positive, cooperative attitude and represent the organization, both internally and externally, through dedication to the mission, vision, values, goals and objectives of the Authority.

Possesses strong organizational skills, be detail oriented, and able to adapt to changing priorities.

Proficient in the use of personal computers, faxes, email, phone system, radios, and the Internet and be able to troubleshoot and/or repair minor system breakdowns.

Must have strong computer skills in Microsoft Suite (Word, Excel, Powerpoint, Outlook) and be able to accurately keyboard at 40 wpm.

Ability to maintain and protect confidential, sensitive security information and safeguard information from disclosure.

Ability to meet the physical requirements of the position, including sitting for a long period of time, being able to listen and speak clearly on a telephone or through a headset.

Ability to fluently read, write, speak, and understand English.

MINIMUM QUALIFICATIONS

1. Associates degree or higher in Aviation, or Airport Management or related field; or
2. High School Diploma or GED; and two (2) years experience in emergency communications center performing call taking and dispatch for law enforcement, fire, or emergency medical services, as well as familiarity with emergency management and the incident command system preferred; or
3. Equivalent combination of training and experience operating multi-line telephone systems, two-way radio systems, electronic office equipment and computers as well as knowledge in the use of computer aided dispatch or task-specific data entry software, spreadsheets, word processors and databases.

**RESOLUTION CREATING THE POSITION OF AIRPORT
OPERATIONS COMPLIANCE MANAGER FOR THE SYRACUSE
REGIONAL AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively, the "Enabling Act"); and

WHEREAS, Section 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority desires to create the position of Airport Operations Compliance Manager to be responsible for ensuring compliance with Federal Aviation Administration (FAA) requirements related to items that relate to airport operations in the areas of construction, FAA compliance, and environmental planning and impact at Syracuse Hancock International Airport; and

WHEREAS, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard workdays for such position and will report days worked to the New York State and Local

Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Airport Operations Compliance Manager	8.00 hours

, and it is further

RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: April __, 2021

VOTE: *Ayes* ____ *Nays* ____ *Abstentions* ____

SIGNED: _____
Secretary

AIRPORT OPERATIONS COMPLIANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS

This is an administrative program management position responsible for ensuring compliance with Federal Aviation Administration (FAA) requirements related to items that relate to airport operations in the areas of construction, FAA compliance, and environmental planning and impact.

An employee in this class exercises considerable latitude in carrying out these functions to ensure optimum delivery of services by maintaining the highest degree of adherence to Federal Aviation Regulations. Direction is received from the Airport Operations Officer, or designee. Assignments are received through conference and/or written directives and allow for employee interpretation of the directive. Work is reviewed through observation of the programs operation, conference or the submission of written reports. A high level of independent judgement is required. Supervision of employees may be required. Does related work as required.

TYPICAL WORK ACTIVITIES

Conducts inspection of airport operating area surfaces for compliance with Federal Aviation Regulations Parts 139 and 77, and 49 CFR 1542.

Responsible for FAR Part 139 documentation and compliance to include commercial fueling operations

Oversight of operational safety issues in construction projects

Escorts construction vehicles on airport surface; inspects construction sites to insure compliance with Departmental and FAA requirements.

Devises, coordinates, interprets and enforces rules and regulations concerning Airport operations and safety; assists in establishing compliance policies and procedures regarding all appropriate local, state and Federal regulations.

Manages compliance of minimum standards and communicates those standards to Airport Operations staff and other Airport staff in an effective and clear manner.

Provides oversight of deicing process, and collection of glycol, ensuring proper process is followed to satisfy county requirements.

Operates a snowplow or other vehicle in the removal of snow and ice from the runways and adjoining holding/staging areas.

Maintains internal control of all files of airport inspections; current status and follow up inspections.

Assumes management and oversight of Airport Operations department in absence of Airport Operations Officer

Assumes management of the Airport Operations department in the absence of the Airport Operations Officer

Assumes the role of Airport Operations Worker when required.

Other duties as assigned

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of Federal, State and Local regulations regarding airport operations, including Federal Aviation Regulations (FAR) Parts 139 and 77, and 49 CFR 1542.

Thorough knowledge of the principles and practices associated with sound management policies governing the operation of an airport.

Ability to supervise employees in a manner conducive to full performance and high moral.

Ability to prepare concise oral and written reports.

Ability to interpret written material.

Ability to read and interpret plans and specifications.

Working knowledge of a two-way communication system.

Proficient in use of a personal computer, and Microsoft Office Suite products, including Word, Excel and Outlook.

Ability to establish and maintain a harmonious working relationship with Federal Aviation Administration officials, employees, airline carriers, tenants, contractors, and general public, and other stakeholders.

Ability to analyze situations, make correct judgements and follow through to successful conclusion.

Ability to deal in an effective manner under stressful and in emergency situations.

Ability to communicate in English with a clear and distinct voice.

Ability to read and write in the English language.

Ability to shovel snow in areas in which the operations department is responsible.

Ability to stand, walk, and sit for long periods of time.

Ability to perform work in all weather conditions.

MINIMUM QUALIFICATIONS

1. Bachelors degree in Business Management, Aviation, Airport Management, Airport Operations, or related field, and two (2) years of experience working at a commercial airport or military airbase, in Airport Operations, Airport Field Maintenance, or in Fixed Based Operations. Experience must include work on the Airport Operations Area (AOA), and FAA part 139 compliance; or
2. Associates degree in Business Management, Aviation, Airport Management, Airport Operations, or related field, or Certified C.M. (Certified Member) through AAAP (American Association of Airport Executives); and four (4) years of experience working at a commercial airport or military airbase, in Airport Operations, Airport Field Maintenance, or in Fixed Based Operations. Experience must include work on the Airport Operations Area (AOA), and FAA part 139 compliance; or
3. Six (6) years of experience working at a commercial airport or military airbase, in Airport Operations, Airport Field Maintenance, or in Fixed Based Operations. Experience must include work on the Airport Operations Area (AOA) and FAA part 139 compliance

Special Necessary Requirement: At time of appointment, Possession of a valid New York State Class CDL including any special endorsements, as required by the New York State Department of Motor Vehicles for the class of vehicle being operated. Eligibility for and continued possession of the license is required for employment.

RESOLUTION APPROVING SELECTION OF GENERAL AIRPORT CONSULTANTS; AUTHORIZING NEGOTIATION AND EXECUTION OF DEFINITIVE GENERAL AIRPORT CONSULTANT AGREEMENTS AND APPOINTMENT OF AUTHORITY LIAISON AND POINT OF CONTACT FOR SUCH NEGOTIATIONS AND ALL SERVICES TO BE PERFORMED UNDER GENERAL AIRPORT CONSULTANT AGREEMENTS

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, Section 2799-ggg (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the Authority previously issued a Request for Qualifications ("RFQ") regarding the provision of General Airport Consultant Services at the Airport; and

WHEREAS, the purpose of the RFQ was to comply with the Authority's Procurement Policy and identify those general airport consultant service providers with the requisite expertise, experience and qualifications to provide necessary general airport consultant services at the Airport; and

WHEREAS, the RFQ was published in all publications and/or media outlets required by law for the Authority, including but not limited to industry trade publications, the Authority's website and the New York State Contract Reporter; and

WHEREAS, the Authority thereafter received nine (9) responses to the RFQ from: C&S Companies ("C&S"); Burns & McDonnell ("B&M"), AECOM ("AECOM"), Vanesse, Hangen Brustlin, Inc. ("VHB"), Passero Associates ("Passero"), Arcadis Design and Consultancy ("Arcadis"), STV, Inc. ("STV"), McFarland Johnson ("McFarland") and Clough Harbor Associates ("CHA"); and

WHEREAS, the foregoing firms thereafter made detailed in person or remote presentations of their proposals to the Authority's Special Ad Hoc Committee for General Airport Consulting Services (the "RFQ Committee"), during which their representatives were questioned by the RFQ Committee with regard to the details and specifics regarding each of the proposals; and

WHEREAS, the RFQ Committee thereafter met and deliberated with regard to the relative merits of each of the submittals; and

WHEREAS, based upon the proposals submitted, presentations made and deliberations held, the RFQ Committee has recommended that AECOM, C&S, Passero, VHB, McFarland and CHA (the "Proposed Providers") be designated for the provision of General Airport Consulting services at the Airport; and

WHEREAS, the Executive Director and RFQ Committee have advised the Board of the experience, qualifications and reputation of the Proposed Providers and the nature and cost of the general airport consulting services to be provided to the Authority, and answered those questions

posed by members of the Board regarding the RFQ process and the recommendations of the RFQ Committee; and

WHEREAS, the Executive Director has further requested that the Board authorize the Executive Director, with the advice of General Counsel, to negotiate and enter into definitive General Airport Consultant services agreements with the Proposed Providers and designate a liaison and point of contact for such negotiations and all services to be performed under such Agreements.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, by the Board of the Syracuse Regional Airport Authority that C&S Companies; Passero Associates; Vanesse, Hangen Brustlin, Inc.; AECOM; McFarland Johnson and Clough Harbor Associates (the “Approved Providers”) are hereby approved as General Airport Consultant Services providers at the Syracuse Hancock International Airport, and it is further

RESOLVED, that the Executive Director, with the advice of General Counsel and subject to the requirements of the Procurement Policy, is hereby authorized to negotiate the terms of definitive three (3) year General Airport Consultant Services agreements, each with an option for two 1-year extensions, subject to Authority approval, with the Approved Providers, and it is further

RESOLVED, that subject to the successful negotiation of an agreement substantially in conformance with the terms of the RFQ, the Procurement Policy and other information provided to the Board and with the advice of General Counsel, the Executive Director is hereby authorized to execute on behalf of the Authority, General Airport Consultant Services agreements with the Approved Providers.

Resolution Adopted Date: April __, 2021.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

Resolution No.

2021

RESOLUTION DESIGNATING GENERAL COUNSEL AS ETHICS OFFICER FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively, the "Enabling Act"); and

WHEREAS, Section 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority desires to formally designate an officer of the Authority to serve as at its Ethics Officer to be responsible for overseeing compliance with the Code of Ethics of the Authority and promoting a strong ethical culture within the organization.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, that the Board of the Syracuse Regional Airport Authority, hereby designates the position of General Counsel of the Authority as its Ethics Officer.

RESOLUTION ADOPTED

DATE: April __, 2021

VOTE: *Ayes* ____ *Nays* ____ *Abstentions* ____

SIGNED: _____
Secretary

Minutes of the Audit Committee Meeting of the Syracuse Regional Airport Authority

Friday, April 9, 2021

Pursuant to notice duly given and posted, the Audit Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, April 9, 2021 at 10:00 a.m. via Teams Video/Audio conferencing by Dr. DeSiato.

Note: The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

Members Present/Telephone Conference:

Dr. Donna DeSiato – Committee Chair
Ms. JoAnne Gagliano – Board Chair
Mr. Michael Lazar
Mr. Robert Simpson

Members Absent:

Mr. Kenneth Kinsey

Also Present/Telephone Conference:

Ms. Robin Watkins
Ms. Cheryl Herzog
Mr. John Clark

Roll Call

As noted, all Committee members were present, except Mr. Ken Kinsey.

Dr. DeSiato started by welcoming everyone to the Audit Committee meeting at 10:03 a.m.

Approval of Minutes from the Previous Meeting

A motion was made by Ms. Gagliano and seconded by Mr. Lazar to accept the January 22, 2021 meeting minutes. The minutes were unanimously approved.

Executive Session

Chair Dr. DeSiato invited a motion to executive session to discuss matters leading to the appointment and/or employment of a particular person or corporation by the Authority.

Mr. Simpson made the motion and Ms. Gagliano seconded the motion. Executive session began at 10:11 a.m. Executive session ended at 10:24 a.m. No action was taken.

New Business

A discussion ensued regarding the detailed and well researched selection process for a new audit firm to work with the Syracuse Regional Airport Authority. Mr. Simpson noted that all three firms who submitted materials were highly qualified, and that the Audit Committee ultimately selected the lowest bidder.

Dr. DeSiato made a motion to recommend to the SRAA Board at the next board meeting on April 23rd the selection approval for the new audit company. The motion was approved by Mr. Simpson and seconded by Ms. Gagliano. All Audit Committee members voted in favor of this recommendation.

Adjournment

Having no other topics for discussion with the Audit Committee, a motion was made by Mr. Lazar and seconded by Mr. Simpson to adjourn the meeting.

The meeting was adjourned at 10:27 a.m.



Finance Committee Meeting Minutes Friday, March 26, 2021

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 26, 2021 at 10:00 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and Teams Virtual/Audio Conferencing by committee Chair, Dr. Shiu-Kai Chin.

Note: The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

The meeting was called to order by Dr. Chin at 10:00 a.m.

Roll Call:

In attendance: Dr. Shiu-Kai Chin, Mr. William Fisher, Mr. Mike Lazar, Mr. Michael Frame, Ms. Joanne Gagliano, Mr. Jason Terreri; Mr. John Carni; Ms. Joanne Clancy; Ms. Cheryl Herzog; Ms. Robin Watkins; Mr. R. John Clark, Mr. Brian Meyer, Ms. Heather Rudick, Ms. Clarissa Simpson
Absent: Mr. Robert Simpson

Review and approval of minutes from previous meeting:

Chair Chin asked if there were comments to the minutes. A motion was made by Mr. Lazar to approve the minutes from the previous meeting on February 26, 2021 and Mr. Fisher seconded the motion. Motion carried unanimously.

CFO Report

CFO Watkins reviewed the Finance Committee Update that was included in the Finance packet. She discussed the Landing Weights which are going up slightly. The passenger throughput increased a little in February. Landing weights are down 17.6%. The February flights were 32.9% behind budget. Cargo flights continue to offset commercial losses. Parking improved in February but is still down. Terminal Rents are down, concession relief we have been doing well with Car Rental which is offsetting some lower income activities with some of the other concessions in terms of food, beverage, and retail. The good news is concessions are starting to

expand the hours that they are open. Year-to-date budget - the airport is near the top of where the budget was planned - 231K. Mr. Lazar inquired about the de-icing recovery if it has made a negative impact. Mr. Carni explained that this was a test project we partnered with Inland Technologies who recycle glycol. We wanted to partner with someone that may be willing to take the glycol off our hands and with the more concentrated levels that Inland Technologies would take away, it would save the airport money with the County. Mr. Carni stated that SYR did get some very good results from this test project and we are currently waiting on a report from Inland to decide how we will proceed. Director Terreri explained that this year's budget would not be affected by the Inland study. This was a test to figure out what we could do. If all goes well by next season, we could have this in place and the cost savings would not hit this fiscal year but the next fiscal year. CFO Watkins explained the test project cost \$15K and future reductions could run about 400K per year. The Financial Summary showed a total income loss of 3.9M. The Authority continues to cover these deficits through CARES funds. The airport is continuing efforts to reduce cost, whether through efficiencies, cost reductions, etc.

CARES funds update - The airport received final approval for CARES2 and the SYR airport will receive 4.8M which will help with operational deficits. CARES3 has been approved in Washington, D.C. The SYR airport has not received any formal, notification as to what the allocations are going to be, we have received estimates indicating between 10 and 12 million. These funds will be utilized for recovery. CFO Watkins explained that the CARES funds monies must be spent first, prior to asking for reimbursement.

CFO Watkins introduced her new staff members: Brian Meyers, Finance Manager; Clarissa Simpson, Accounts Payable and Receiving; and Heather Rudick, Purchasing Contract Clerk. Mr. Meyers reviewed the remaining financial reports included in the packet. Mr. Meyers explained that Accounts Receivable went up slightly due to a much healthier portfolio of receivables. Mr. Meyers explained that we are moving toward accrual accounting with the airport's prepaid expenses. Previously, if the airport received a subscription or a license which covered a longer time frame, it would be expensed all in one period, now it will be setup in a prepaid manner and allocated over the life of the subscription or license. This will provide better accuracy with the financial statements.

CFO Watkins updated the committee on the PFC/CFC projects. There is no new information. There was a meeting with the Airlines this week which went very well.

CFO Watkins reviewed the Landing Fees and how the fees are calculated. It was explained that the fee is calculated at the beginning of each year to come up with the budget number that will be billed to each of the Airlines throughout the year and then we have a year-end reconciliation. The Airlines would then be charged the additional amount if the costs are over budget or receive a credit if under the budget.

CFO Watkins proceeded to explain the Terminal Charges cost to the airlines. The airport calculates what the total requirement is and then there are credits based on rents and fees such as advertising, rents from concessionaires to determine the net terminal requirement. The airlines

pay close attention to the cost per enplanement. This helps them determine where they want service to return to. CFO Watkins explained that the new ERP System went online March 1, 2021. The transition went smoothly with no system malfunctions. Users adapted well to the new system and procedures. Controls can be tracked electronically. Writing of the standard reports was completed last week. There were some costs associated with this process that was brought in-house and did not use a consultant.

On the IT side, the Authority is finalizing the SD-WAN install this week. The Authority is installing a full upgrade of equipment for security and business networks. The 2021/22 budget process is on track.

Mr. Fisher asked if the airports budget is tied in with the City of Syracuse and if the City asks us to prepare anything? Director Terreri explained that the City did send a request in January and it was taken care of.

New Business

Bond Refinance Update

CFO Watkins stated the airport had a meeting and we are in the process of looking at refinancing our outstanding bonds. These are bonds on the City of Syracuse that we are going to be refinancing and will move them over to the SRAA balance sheet. CFO Watkins explained during the first meeting that our Municipal Advisory put together the calendar of events. The bond float is scheduled and the float itself can happen anywhere from July through November. That will be based on what the interest rate is at that time to capitalize on the lowest rates. CFO Watkins met with Brad O'Connor from the City of Syracuse and went through all of the information and he has the calendar and all of the data. This will be a big savings to the airport. The first preliminary estimates are a savings of 400K a year in interest. CFO Watkins will share the calendar of events with the committee. The airport will also be looking at the Key Bank loan payable in 2026. The airport is looking at paying off that loan and rolling it into part of the bond issuance. There would be a one percent prepayment penalty fee on the Key Bank loan.

Mr. Fisher stated that the SRAA currently does not have a policy regarding bonds/issuance because the Authority was not borrowing any money. A policy would be useful to the municipal advisors to recommend some model guidelines to bring to this committee first, and then bring to the Board for approval sometime in the future.

Adjournment:

Mr. Simpson made a motion to adjourn, and Mr. Fisher seconded that motion. Meeting was adjourned at 11:40 a.m.