

SYRACUSE REGIONAL AIRPORT AUTHORITY

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**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, January 21, 2022
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport**

1. Welcome new Board Member - Nick Paro, Town of Salina
2. Roll Call (2 Minutes)
3. **Approval of Minutes from the December 3, 2021, Regular Board Meeting (5 Minutes)**
4. **Executive Team Report (30 Minutes)**
 - **Presentation of year end numbers and preview of SYR Annual Report**
5. **Old Business (15 minutes)**
 - Master Plan Committee Update
 - Microsoft Teams platform for Board/Committee documents
6. **New Business/Discussion (15 minutes)**
 - Update on Landside planning strategy study – Ad-hoc Committee
 - **Resolution for Recommendation for Glycol Recovery plan**
 - **Resolution approving and authorizing the amendment of the Act creating the Syracuse Regional Airport Authority**
7. Executive Session (30 minutes)
8. Adjournment

* **Bolded items = materials available**

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, December 3, 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, December 3, 2021, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and via Teams Video/Audio Conferencing by Vice Chair, Mr. William Fisher.

Members Present/Video Conference:

Mr. William Fisher – Vice Chair
Dr. Shiu-Kai Chin
Dr. Donna DeSiato (joined via Teams/video)
Mr. Michael Frame
Mr. Michael Lazar
Mr. William Meyer (arrived 11:10 a.m.)
Mr. Robert Simpson (arrived at 11:33 a.m.)

Members Absent:

Jo Anne Gagliano – Chair
Ms. Latoya Allen
Mr. Kenneth Kinsey
Mr. Michael Quill

Also Present/Telephone Conference:

Mr. H. Jason Terreri	Brian Dorman
Ms. Robin Watkins	Dan Zenk
Mr. John Clark	John Herne
Ms. Cheryl Herzog	Ms. Elana Essig
Ms. Debi Marshall	Mr. Matt Szwejbka
Mr. Jason Mehl	

Roll Call

As noted above, all board members were present except Ms. Joanne Gagliano, Ms. Latoya Allen, Mr. Kenneth Kinsey, and Mr. Michael Quill.

Vice Chair Fisher began by welcoming everyone to the scheduled meeting of the SRAA Board at 11:08.a.m.

Minutes were deferred to later in the meeting since a quorum was not available at this time.

Director Terreri made a few announcements prior to the Executive Team Report. He introduced Daniel Zenk who was hired as the Deputy Chief Operations Officer beginning Monday, December 6th. The Board welcomed Mr. Zenk to the team.

Vice Chair Fisher announced that a quorum has been met after Mr. Meyer arrived at the meeting. Vice Chair Fisher announced that Mr. Meyer has been with us for the full one-year term which ends on December 31st. Vice Chair Fisher thanked Mr. Meyer for serving on the board. There was a brief discussion regarding the one-year term on the SRAA Board with the hope that it can get changed at some point to a two- or three-year alternating rotating term between the towns. Currently, the Authority consists of eleven members; seven appointed by the Mayor of the City of Syracuse, one by the County Executive of Onondaga County, one by the Town Board of the Town of Dewitt, one by the Board of Education of the East Syracuse Minoa School District, and one appointment is shared, on an alternating basis, by the Board of Education of the North Syracuse School District, and the Town Boards of the towns of Salina, Cicero, and Clay. Members of the SRAA Authority Board serve in a volunteer capacity.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the October 22, 2021, SRAA Regular Meeting of the Board, a motion was made by Mr. Lazar and seconded by Dr. Chin, and the minutes were unanimously approved.

Executive Team Report

Director Terreri kicked off the report with the announcement of a new route map with Dallas, Fort Worth as well as the Baltimore Washington hub on it. Last month was the official launch of Southwest, and has been well received. Director Terreri and Research Analyst, Elana Essig will meet with the Southwest team at their headquarters next week to discuss SYR performance and future planning. The enplanements data showed a rapid recovery. The data that the Airport is tracking by home zip codes indicates that we are pulling passengers from south of CNY, north from the Watertown areas as well as starting to pull people from the Rochester catchment area into the SYR airport. This time of year, we will see a bump with Canadian traffic and then it typically goes down. The SYR Enplanement data indicates that we are currently in line with Albany, with Buffalo numbers still down due to the boarder closing. This data does not include the increase that we will see with the Southwest flights from November. Scheduled flights as of January are exceeding scheduled flights from 2019. The airlines typically finalize schedules 0 to 90 days out. Changes are expected for January and February, with additional adjustments for March. Thanksgiving is traditionally one of the busiest travel weeks. Actual data was pulled through the checkpoint, comparing Monday to Monday for that week and seats were within 2% of 2019 and 12% in flights. The difference showing flight numbers being down is due to frequency reduction but with increased aircraft size. The Airport is expected to have a busy February and March for spring breaks. Director Terreri discussed the recovering network gaps. A seasonal Minneapolis route is expected to return in 2022. All numbers are anticipated to go up next month. Mr. Lazar asked if the airport is better with less flights that are larger or more small flights. CFO Watkins explained that we are better off with larger plane flights. Director Terreri further explained that the bigger the plane the higher passenger number which then drives parking, concession, and higher landing weights can help on the airfield with our landing fees reducing.

CFO Watkins reviewed the financials. The landing weights are running above budget. Both cargo and commercial have been running consistently. This is above where it was expected to be. This report data is prior to the Southwest launch so we will see the numbers increase. Additionally, several of the airlines increased their plane sizes earlier than expected. Director Terreri mentioned the American Airline Dallas

flight that began as a regional jet in August, will be upgrading to a mainline run in December. Southwest flights are sold out right now through February, therefore they just upgraded flights to larger aircraft which open up more seat capacity. CFO Watkins stated that the airport is above budget. The financials were discussed, improvements are seen in airline revenues, concession, and transportation. Non-aeronautical revenues are on target despite some negatives due to closure of parking spot areas inside the garage. Spots have been opened back up and this number will change in coming months. The expenses are consistent with plan. There are some timing differences but that will even out. Non-operating revenues are starting to come in for reimbursements of grants related to construction. Lease expenses to the city and interest expense have some variation due to the bond closing at the end of October. The Passenger Facility Charges (PFC) and Customer Facility Charges (CFC) income is up especially as it relates to passengers. CFO Watkins reviewed a Cost Per Enplaned passenger (CPE) tracking graph. The graph highlighted where we were in 2016 and where we will be in 2022. By driving this number down, it encourages generation of new airline traffic business in the SYR Airport. Vice Chair Fisher inquired if we could see the CPE back to when the Authority was first created. It was agreed that this is something that can be provided.

Chief Commercial Officer, Jason Mehl discussed the Revenue per Enplanement (RPE), which is the amount of money that each passenger is spending on concessions. The airport is still below the 2019 amount, but we are getting there. The revenues are improving and are over budget. An area of improvement is just focusing on what we currently have at the airport. There has been some decline in retail. Serenity Bar + Market is capturing an increase in spending. There is continued improvement and the authority is working with Delaware North to improve upon some of the offerings and menu items. The Airport has received two Escape Pods. These are a soundproof, private workspace for travelers. SYR is the 12th airport in the country to have Escape Pods. The other two will arrive by the end of the Q1 2022. One of two planned Yo-Kai Ramen Machines have arrived, and we are waiting for the food supply to come in. An RFP was issued for a Common Use Lounge. We had five companies that showed interest, and the proposals are due January 12, 2022. CVS has signed a contract to have vending machines at the airport.

Human Resources Manager, Debi Marshall provided an SRAA Organizational Update. The Authority recently had some Promotions, Aaron Harris - Airport Operations Officer, John Murphy - Director of Airfield Maintenance replacing Ron Bowles who retired from this position in November and Jeff Kunsman - Airfield Maintenance Crew Leader. The airport has two new employees AJ Martino – Airport Maintenance Worker and Dan Zenk – Deputy Chief Operations Officer. The airport is recruiting for Airport Maintenance Workers either one or two based on winter need and we are conducting a search for an Airport Planner. The Risk Manager position is currently on hold. The Authority is looking to hire several custodial workers. Board member Frame asked if we are having an issue with hiring with the current pay scale. Ms. Marshall indicated that is not an issue, the salaries offered are still competitive. Ms. Marshall acknowledged Elana Essig, who received her AAAE Certified Member certification, we would like to congratulate her. An AAAE CM academy will be offered at the SYR Airport in June for interested employees. The Human Resources Initiatives were reviewed. The Annual Benefits Enrollment is completed, and a vaccine clinic will be held on December 8th and 29th, along with booster and flu shot offerings at the same time. This clinic will be opened up to all airport employees. The DEI Cultural Climate Assessment was completed, results of interviews and focus groups will be presented to Executive leadership team on December 15th. Mandatory Sexual Harassment training will be held on December 6th and 7th. Succession Planning is still in discussion and a meeting with supervisors will be held in December and January. Our employee newsletter will be presented at the December 21st Town Hall meeting. The SYR ADA/Title VI complaints were discussed.

Director Terreri informed the Board that Jennifer Sweetland, Director of Marketing, Communications

and Air Service Development, will be leaving the Authority on December 22nd. She has accepted a new position in the community. Jennifer has done a phenomenal job at SYR over the years and has left her mark at our airport. If you see her congratulate her, we are sad to see her go. Mr. Simpson stated he has worked with Jennifer and the level of leadership she demonstrates along with her strategy and creativity is of the highest caliber.

Dr. Chin made a motion to thank Jennifer Sweetland for her years of service and outstanding accomplishments. Bill Fisher added that he wishes her well in her endeavors. Mr. Lazar seconded and all members were in favor.

Mr. Lazar mentioned he likes the Executive Report refinements each time it is given, that it has gotten shorter with more information and at a higher level of detail that the Board is looking for.

Vice Chair Fisher clarified attendance that Mr. Meyer joined and also Rob Simpson joined during the presentation, and we are now above quorum.

New Business/Discussion

RESOLUTION ADOPTING THE 2022 REGULAR BOARD AND COMMITTEE MEETING SCHEDULE FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY

Vice Chair Fisher spoke about the reasoning behind the new calendar. The general idea was to keep the Board meetings down in quantity and have the majority of the work be done by the committees. He mentioned it may be time to allow the committees to do more. The goal is with the new calendar is to have more attendance and participation at the committee level, where most work will be done. If there is a need for a special board meeting it would be added to the schedule.

Having no further discussion regarding this resolution, a motion was made by Dr. Chin and seconded by Mr. Frame.

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

Vice Chair Fisher mentioned he would like to use other tools to create collaboration. He feels email is not a great way to share information, and file attachments and to try to figure out the newest version of a document. He would like to request to have some discussion at the January board meeting about the current communication policy system. A conversation ensued regarding the current policy in place. All questions were answered and will be brought for further discussion in January.

Executive Session

Vice Chair Fisher invited a motion to go into executive session to discuss matters pertaining to potential litigation and the proposed acquisition, sale or lease of real property by the Authority.

Dr. Chin made the motion and Mr. Frame seconded the motion. Executive session began at 12:13 p.m. Executive session ended at 12:59 p.m. No action was taken.

Adjournment

A motion was made by Mr. Frame and seconded by Mr. Meyer to adjourn the meeting. The meeting was adjourned at 1:01 p.m.

Financial Highlights

- Passenger enplanements were below budget for December 2021. The budget assumed Southwest would be operating more flights. Other airlines exceeded budget expectations. Management does not feel this will be a significant impact to the airport.
- Landed weights exceeded budget expectations for December 2021. This is a result of significant up-gauging by the airlines. Future schedules show this trend will continue.
- ARFF costs continue to exceed budget.

Operations & Maintenance Highlights

- Common use equipment is being installed at the SRAA controlled gates. Protocols for operations are in final review and will be presented to the airlines on January 20, 2022.
- TSA will be adding an additional checkpoint lane. This will provide SYR with a dedicated pre-check line.
- Sale of TechAir to MillionAir closed. Expected return to full operation in a few weeks.

Passenger/Airline Metrics

- December 2021 passenger totaled 188,700. December performance is within 10% of our 2019 performance.
- 2021 passenger total was 1,695,193. For comparison, in 2019 SYR set a record with 2,583,193 passengers. 2020 was our low at 884,898 total passengers.
- Total cargo grew approximately 6% with strong export performance.
- Southwest Airlines adding Saturday-only service to Tampa, FL.

Business Development Highlights

- Concessions RPE continues to improve - FY 2020 RPE \$7.79 vs RPE \$8.11 in FY 2022.
- New vending program is operational.
- Common Use Lounge RFP is complete & awaiting Notice of Award.
- RIT Hyperspace 2022 - Pre-Security Food & Beverage Design competition.

Key Accomplishments

1. Glycol recovery RFP has been awarded to AeroMag.
2. Business lounge RFP closed. 1 submission received.
3. American Airlines, Southwest Airlines & JetBlue Headquarter meetings.
4. Secured FAA land release for 101 Acre Barracks Parcel.
5. Roadway signage plan implementation.

**Syracuse Hancock International Airport
Master Plan Update**

Memorandum

To: Jason Terreri, SRAA
Brian Dorman, SRAA

Date: January 3, 2021

Project #: 20751.00

From: Fin Bonset, VHB

Re: Progress Report for Billing Period:
Dec 1 – Dec 31, 2021

Progress Report #4: Encompasses billing project period 5 from 12/1/2021 – 12/31/2021

Overview/Summary (Running):

Previous period labor efforts (Period 1):

- Project kicked off officially on August 2nd, 2021 and included a kick-off call on the same day with the SRAA and entire VHB team (all subconsultants). All relevant data checklist requests were made two weeks before project start so that the SRAA could begin coordinating with their internal departments.
- Project SharePoint was set up the week of August 9th for file sharing
- Project Policy and Procedures Manual started
- QA/QC
- VHB conducted two virtual meetings with the FAA ADO (Mihir Shah) and SRAA to coordinate efforts and expectations:
 - Meeting 1.) Forecast meeting,
 - Meeting 2.) AGIS and ALP SOP review meeting
- VHB conducted a 4-day inventory site visit from August 24-27, 2021
 - All relevant stakeholders participated with a few virtual follow-ups the week after.
 - All relevant data was collected and shared with the team for processing
 - Site Visit included the Sustainability Charette with various airport department leads to establish vision/baseline goals for the project.

Previous period labor efforts (Period 2):

- VHB conducted a one-day on-site (at SYR) Technical Advisory Committee (TAC) meeting (Meeting #1) with all 29 members were present (combination of virtual and in-person attendance)
 - The meeting was successful and included a presentation comprising:
 - Introduction to the master plan process
 - Objectives and roles of the committee
 - Project overview

- Project schedule and milestones

Previous period labor efforts (Period 3):

- Goals and Objectives Chapter draft report writing continued
- Inventory Chapter draft report writing continued
- Forecast Chapter analyses and draft report writing continued
 - VHB forecast team reviewed initial forecast analysis results with the SRAA staff during a call on October 22nd.
- AGIS and ALP base file and topo mapping finalization
- TAC Meeting #2 scheduled for Mid-December – to be confirmed in November

Current period labor efforts (Period 4)

- Goals and Objectives Chapter draft report – internal draft completed
 - Internal review and QA/QC ongoing (week of November 29th)
- Inventory Chapter draft report internal draft complete
- Forecast Chapter analyses and draft report writing internal draft complete
- AGIS and ALP base file and topo mapping finalized
- C&S Facility Condition Assessment Draft complete
- TAC Meeting #2 rescheduled for early or late January pending TAC team availability – to be confirmed in week of November 29th.

Current period labor efforts (Period 5)

- Goals and Objectives Chapter draft report – Submitted and reviewed by SRAA and TAC (December 10-16)
- Inventory Chapter draft report – Submitted and reviewed by SRAA and TAC (December 10-16)
- Forecast Chapter analyses and draft report Submitted to SRAA and TAC (December 10-16)
- Forecast Chapter – Submitted to the FAA – December 22nd
- AGIS and ALP base file and topo mapping finalized
- C&S Facility Condition Assessment – Review SRAA completed
- TAC Meeting #2 rescheduled for January 19th

- 1st Public Workshop – scheduled for January 19th

Upcoming Project Milestones:

- Conduct TAC Meeting #2 and 1st Public Workshop on January 19th
- Final comments review from SRAA and TAC
- FAA review of forecasts – 45-90 days (average)

Task 1 – Project Coordination

› Work Performed During Reporting Period:

- Bi-weekly VHB internal team meetings held
- Bi-weekly SRAA team meetings held
- Landside Planning Coordination 2nd Meeting (L&B scope vs. VHB scope) –VHB PM, VHB DPM, VHB Landside PM and Rich Basone (L&B).
- Landside Planning Coordination 3rd and 4th meetings held with L&B, SRAA, and VHB. Included meeting with C&S to look at preliminary future automobile parking locations.

› Work Planned for Next Reporting Period:

- Technical Advisory Committee (TAC) Meeting #2 – scheduled for January at SYR.
- PIP (Public Involvement Program) 1st Public Meeting to be scheduled in concert with 2nd TAC meeting. Both scheduled for **January 19th**

› Upcoming Deliverables (Next 90 days): Presentation material for 1st Public meeting. – **unchanged since last report**

Task 2 – External Meetings and Public Outreach

› Work Performed During Reporting Period:

- TAC Meeting #1 Held in-person at SYR

› Work Planned for Next Reporting Period:

- Technical Advisory Committee Meeting #2 – scheduled for January 19, 2021

› Upcoming Deliverables (Next 90 days): TAC Meeting 2 Presentation Material

Task 3 – Inventory of Existing Conditions

› Work Performed During Reporting Period:

- Inventory assembly and technical chapter writing – draft completed

› Work Planned for Next Reporting Period:

› Upcoming Deliverables (Next 90 days): Inventory first draft report 11/19/2021

- SRAA/TAC Reviews complete per December 19th

Task 4 – Aviation Activity Forecasts

- › Work Performed During Reporting Period:
 - Forecasting analysis and chapter technical writing- draft complete
- › Work Planned for Next Reporting Period:
 - SRAA, TAC and FAA comment addressing and review.
- › Upcoming Deliverables (Next 90 days): FAA Comments Due – from FAA

Task 5 – Demand Capacity and Facility Requirements

- › Work Performed During Reporting Period: Coordination with Landrum and Brown team on landside traffic analyses
- › Work Planned for Next Reporting Period: None
- › Upcoming Deliverables (Next 90 days): None

Task 6 – Alternatives Analysis

- › Work Performed During Reporting Period: Coordination with Landrum and Brown team on landside traffic analyses
- › Work Planned for Next Reporting Period: None
- › Upcoming Deliverables (Next 90 days): None

Task 7 – Airport Layout Plan

- › Work Performed During Reporting Period:
 - Coordination between DY and Woolpert on ALP base files
 - Survey work 95% complete – Woolpert
 - Awaiting implementation of taxiway rehab information from McFarland
- › Work Planned for Next Reporting Period:
 - Title sheet setup – in progress
- › Upcoming Deliverables (Next 90 days): None

Task 8 – Environmental Alternatives

- › Work Performed During Reporting Period:
 - Data collection complete
 - Need information from SRAA to complete inventory existing conditions assessment.
 - VHB Team working on baseline assessments.
- › Work Planned for Next Reporting Period: Continue environmental baseline reviews

› Upcoming Deliverables (Next 90 days): None

Task 9 – Sustainability

› Work Performed During Reporting Period:

- Sustainability Charette data compiling and preliminary vision setting.

› Work Planned for Next Reporting Period: None

› Upcoming Deliverables (Next 90 days): Charette Results to SRAA – **remains unchanged as we want to gather public input as well.**

Task 10 – Implementation Plan

› Work Performed During Reporting Period:

- Sustainability Charette portion to establish baseline for implementation – 60% complete

› Work Planned for Next Reporting Period: None

› Upcoming Deliverables (Next 90 days): None

Task 11 – Final Documentation

› Work Performed During Reporting Period: Inventory Chapter and Forecast Chapter writing finalization

Work Planned for Next Reporting Period: Working Paper #1 comments and revisions implementation

› Upcoming Deliverables (Next 90 days): None

Description of Expenses:

- › No expenses this period.

Problems Encountered (list by task):

- Landside Analyses work with Landrum & Brown under Tasks 5 and 6 had issue with traffic camera failures – resolution in progress.

Recommendations on Modifications to Changes in Scope:

- › None this period.

Changes in Personnel/Methodology/Schedule:

- › Due to unforeseen staff changes, DY Consultants replaced Mary Guittard with:
- › Prudence Tuyishimire, Managing Consultant, will be acting as Deputy PM. E-mail: ptuyishimire@dyconsultants.com
- › Johann Charbonnel, Consultant, will be taking an active role in ALP preparation: E-mail: jcharbonnel@dyconsultants.com.

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**RESOLUTION AUTHORIZING SELECTION AND ENGAGEMENT OF
GLYCOL RECYCLING 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, aircraft deicing services are essential for the operation of the airport and during the deicing season the Authority is responsible for the collection and disposal of "spent" deicing fluid (glycol); and

WHEREAS, deicing services are a substantial cost for the airlines servicing the Airport and the collection and disposal of spent glycol is a substantial expense for the Authority; and

WHEREAS, in order to seek to minimize deicing costs for the airlines (and hence their cost per passenger enplanement) and spent glycol disposal costs for the Authority, the Authority previously issued a Request for Quote ("RFQ") regarding the provision of glycol recycling services at the Airport whereby a third party service provider would recycle spent glycol collected by the Authority and thereby make more inexpensive recycled glycol available to

airlines and effectively eliminate approximately \$400,000 in annual fees in glycol disposal costs incurred by the Authority; and

WHEREAS, per the Authority's procurement policy, Authority management sought out glycol recycling firms pursuant to an RFQ process; and

WHEREAS, the Authority thereafter received two (2) responses to the RFQ from: Aero Mag and Inland Technologies; and

WHEREAS, an ad hoc Glycol Recycling 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 Glycol Recycling Committee has recommended that Aero Mag be designated for the provision of glycol recycling services at the Airport; and

WHEREAS, the Executive Director, Chief Fiscal Officer and Ad Hoc Committee have advised the Board of the experience, qualifications and reputation of Aero Mag and the nature and cost of the glycol recycling services to be provided at the Airport, and answered those questions posed by members of the Board regarding the RFQ process and the recommendations of the Ad Hoc 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 glycol recycling services agreement with Aero Mag 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 Aero Mag International is hereby approved as the glycol recycling 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 Aero Mag Intl. for a maximum term of fifteen (15) years for glycol recycling services, with an option to renew/extend, 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 glycol recycling services agreement with Aero Mag for a maximum term of fifteen (15) years commencing with the fiscal year beginning July 1, 2022.

Resolution Adopted Date: January __, 2022.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

**RESOLUTION APPROVING AND AUTHORIZING THE AMENDMENT OF
THE ACT CREATING 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, since the creation of the Authority over ten (10) years ago, Authority management has identified certain provisions of the Enabling Act which, as a practical matter, limit the Authority's ability to fully develop and implement the purposes for which the Authority was formed; and

WHEREAS, over time Authority management has periodically advised the Authority Board of certain amendments to the Enabling Act which should be considered in order to allow the Authority to more completely fulfill the purposes for which it was created; and

WHEREAS, a summary of desired Enabling Act changes (the "Desired Changes") has been prepared by Authority management and submitted to the Board for its consideration and approval at its January 21, 2022 regular meeting, a copy of the Desired Changes being attached to this Resolution; and

WHEREAS, Counsel to the Authority has advised that in order to implement the Desired Changes, it will be necessary to seek the amendment of the Enabling Act through the New York State legislature and that the initial steps in obtaining such amendments have been undertaken; and

WHEREAS, Section 2799-ggg of the Enabling Act authorizes the alteration of the rules and regulations governing the exercise of the Authority's powers and the fulfillment of its purposes under the Enabling Act.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that Authority management is directed to continue to pursue, through to completion, the formal amendment of the Enabling Act in order to fully implement the Desired Changes through the legislative process and periodically report back to the Board on the status of the Enabling Act amendment process.

Resolution Adopted Date: January __, 2022.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary

Summary of Desired Amendments to SRAA Enabling Act

The current text of the Enabling Act¹ limits the SRAA's ability to fulfill its legislative purposes and to fully honor its Federal Aviation Administration grant obligations which can jeopardize the SRAA's ability to obtain future FAA funding. In accepting FAA grant monies sponsor airports agree to honor all FAA grant assurances which are a condition to receiving future FAA grant monies. There are currently approximately 39 FAA grant assurances with which sponsor airports must comply.

In addition, there are a number of conflicting provisions within the Enabling Act. The following amendments are desired to ensure SRAA can fulfill its intended purposes and comply with all of its grant assurances to ensure its eligibility for future FAA funding.

1. The Enabling Act (hereafter "EA") contains a provision requiring SRAA to obtain City of Syracuse permission (hereinafter "City") for all projects exceeding \$10 Million in cost. A recent FAA audit of SRAA, done as a matter of course, has been cited by FAA as a violation of Grant Assurance ("GA") No. 5 which requires that the Airport have no financial restrictions on its ability to operate, maintain and expand the Airport. The proposed amendment would eliminate requirement of City approval and replace it with the requirement to formally notify the City of all such projects.
2. The EA contains a provision limiting the amount of bonds issued by SRAA during the term of its existence to \$200 Million. This threshold is too low. SRAA is currently in the process of issuing its first bonds in the sum of approximately \$33 Million in order to re-finance approximately \$33 Million in bonds issued by the City for Airport purposes. This issuance alone will consume approximately 17 percent of SRAA's bonding capacity. In addition, the SRAA will be faced in the very near future with the necessity to replace the almost 40-year-old parking garage at the Airport which currently requires the expenditure of approximately \$250,000 to \$1 Million each year just to maintain the parking garage which will reach the end of its useful life in three years. Consultants engaged by SRAA have advised that the current parking garage cannot be sustained beyond 2025 without an investment of at least \$10-\$15 Million to significantly extend its useful life. In addition, modern airports are using a "consolidated rent a car" ("CONRAC") facility concept to meet the needs of the air traveling public. Initial cost estimates for a new parking deck, additional parking capacity, a CONRAC and improved roadway access range between \$100 Million - \$183 Million. The requested amendment would increase the bonding cap and/or provide that the current \$200 Million maximum bonding cap be changed to provide for a "current outstanding balance limit" amount of \$200 Million rather than a total issuance cap of \$200 Million.
3. The current EA provides for a rotating one-year term for Board Members appointed by the Towns of Salina, Cicero, Clay and North Syracuse School District. The Board has determined that a one-year term is insufficient for these appointees to become familiar enough with SRAA and its operations to provide meaningful input/perspective. SRAA recommends that these rotating terms be increased to two years.

¹ Article 8 Title 34 Section 2799 of the Public Authorities Law. The Assembly bill (A2166A) was sponsored by Assemblyman Magnarelli during the 2011-2012 legislative session and was signed into law in August 2011 by Governor Cuomo. The corresponding Senate bill number was S3250A.

4. The current EA does not provide for any mechanism for a new mayor of the City to make any “new” appointments to the SRAA Board. She or he must wait for a City appointed members term to expire in order to make an appointment. SRAA recommends that a new mayor have the ability to replace an existing City appointment with the shortest term² remaining, with her/his own appointment if there are no City appointed terms set to expire within 6 months of the new mayors taking office.
5. A number of EA provisions require compliance with City standards rather than the standards set forth in the New York Public Authorities Law (“PAL”) which governs all New York State public authorities. For example, current EA language provides that removal of a board member must be done based the same process for removal of officers of the City, even for non-City appointed Board Members. Section 2827 of the Public Authorities Law has its own independent process for removal of Board Members which should be applied in such instances. Section 2799-zzz of the EA states that the provisions of the PAL apply to SRAA. Portions of the EA are internally inconsistent and should be corrected to comply with the PAL.
6. Similarly, the EA requires Board Members to provide and file certain financial disclosure information pursuant to the “City of Syracuse code of ethics”. The PAL has its own financial disclosure and publication requirements which pre-empt and conflict with City requirements.
7. The airport/aviation industry is highly competitive. The EA currently requires the SRAA to comply with all New York State civil service requirements in the hiring and benefits compensation for its officers and employees. Civil service requirements have frustrated the SRAA’s ability to recruit and hire qualified aviation professionals. The nature of the airport industry is such that “surplus” qualified airport professionals are typically not present in every locality and central New York in particular. Airports serve large geographical regions and a given airport will typically employ all airport professionals in a given area. As a result, airport professional positions typically require relocation from one region of the country to another. In New York, neither the Niagara Frontier Transportation Authority nor the Port Authority of NY & NJ are subject to the “provisional” limitations imposed by the civil service law. Similarly, most airports in other states do not have to contend with similar recruitment and hiring obstacles. Potential job candidates will not consider or accept employment in a different region of the country on a “provisional” basis. SRAA needs to be able to recruit and hire persons with the necessary expertise without regard to civil service requirements and desires to amend the EA to limit the application of the civil service law, at least with regard to certain positions, which would involve recruitment outside of New York.
8. SRAA needs to ensure that its FAA mandated and approved Airport Security Plan (“ASP”) is adequately staffed and enforced. The ASP requires that a certain level of law enforcement officers (“LEO”) with arrest and weapons carrying capabilities be present at the Airport.³ The SRAA has used Syracuse Police Department officers on secondary work permits to fulfill the LEO requirements of its ASP. Doing so has been problematic over the years given short staffing at

² The EA currently provides that the City appoints 7 of 11 board member positions.

³ The ASP also authorizes the utilization of airport security officers (“ASP”) without arrest or weapons carrying capabilities. However, ASP’s cannot be used to replace LEO’s. ASP’s are currently provided to SRAA through a contract with Securitas Critical Infrastructure Services, Inc.

the SPD which has resulted in “near misses” in fulfilling LEO presence at the Airport. The SRAA wishes to amend the EA and related sections of the Criminal Procedure Law to allow it to establish its own police force with the requisite arrest and weapons capabilities. Recent meetings with SPD leadership indicate that it is supportive of such a plan which would alleviate SPD staffing shortfalls.

9. The Airport is physically located in the Towns of Dewitt, Salina, Cicero, North Syracuse and Clay. Each town has its own separate zoning, building and construction codes which has subjected the Airport to multiple codes enforcement jurisdictions which frustrates SRAA’s ability to promote consistency in its operations and services.⁴ SRAA seeks to amend the EA to provide that it will not be subject to zoning, building and construction standards of any local municipality and that it shall only be subject to the applicable requirements of New York state and Federal standards as applicable.
10. In order for a New York public authority to form a subsidiary its enabling legislation must specifically provide for such authorization. SRAA would like to form a subsidiary(s) in order to operate various concession and other income generating operations. In order to do so now, SRAA would have to hire its own additional full-time employees. The salary and benefit expense of doing so is currently cost prohibitive and SRAA desires to amend the EA to specifically provide the ability to form a subsidiary to conduct certain operations.

⁴ The SRAA has recently been advised of a New York State statute pursuant to which the City also asserts it has priority with respect to building and codes enforcement.