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## Human Resources Committee Meeting Minutes

Thursday, September 12, 2024

Pursuant to the notice duly given and posted, the Human Resources Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, September 12, 2024, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 10:05 a.m. by Chair Michael Lazar.

**In Attendance:**

Michael Lazar - Chair  
Ms. Jo Anne Gagliano  
Dr. Shiu-Kai Chin  
Ms. Latoya Allen  
Mr. Thomas Fernandez  
Mr. Ulatowski (10:45am)

**Absent:**

Nathaniel Stevens

**Other attendees:**

Mr. Jason Terreri  
Ms. Joanne Clancy  
Ms. Debi Marshall  
Ms. Kristine Carson  
Mr. Aaron Harris  
Ms. Lexi Hull

**Roll Call**

As noted above all members were present, other than Mr. Stevens.

**Approval of Minutes from Previous Meetings**

As there were no further comments regarding the HR Committee minutes from the June 6, 2024, meeting, Ms. Gagliano made a motion to approve, and Dr. Chin seconded. Vote was carried unopposed.

**New Business/Discussion:**

## **Management Report:**

Human Resources Director, Debi Marshall welcomed the group and gave an update on civil service and benefit improvements. The NYS Civil Service legislation status has not changed, it is waiting for the Governor's approval. The HELP program though the county was approved which resulted in approximately 40 employees being approved permanently from their provisional status after a one-year probationary period. The HELP program currently expires at the end of 2024. Director Terreri stated that there has been a lot of positive feedback on the program, so he hopes that program will be extended. Goals and priorities for the next fiscal year were discussed including the new Learning Management System; safety training rollouts; Title VI approved plan rollout; onboarding improvements; employee engagement survey Q2-3 2025; Trades contract negotiations beginning; benefits, compensation and payroll systems options reviews; and other plan reviews as required. Turnover, tenure and retention numbers are all within industry standards. The SRAA Police Department has moved to a full-time model with Sergeant positions on each shift. The trainings, standards, procedures and programs implemented by our new EHS manager, Robb Dionne were discussed and how they have made an impact by lowering the number of injuries reported. The SRAA demographics report remained similar with goals in place to improve diversity, equity and inclusion. Recruitment efforts continue and there are many new employees in the process and many new employees recently on-boarded, including bringing aboard one of our summer interns into a full-time SRAA position. Full training and tours are provided for the new employees to become acclimated to the airport. Education and development opportunities are provided to employees depending on their positions and goals to help with their current roles and provide succession opportunities for promotions to other departments or roles along with financial incentive/bonuses. Committee members requested information regarding the percentage of employees who complete certified trainings.

NYS Voluntary Defined Contribution Program (VDC) is a requirement for non-union employees to determine if employees prefer to enroll in the VDC vs. the NYS Retirement System. The option is completely voluntary. The NYS Police and Fire Retirement System (PFRS) Plan 384d was discussed along with the issues with vesting in the current plan vs. this new plan which is a comparable plan that employees can roll over/transfer into from previous employers, if they choose to do so.

## **Executive Session:**

Committee Chair Lazar invited a motion to go into Executive Session to discuss matters pertaining to the financial and employment history of a particular persons or corporations. A motion was made by Dr. Chin and seconded by Ms. Gagliano. The Executive Session began at 10:45 a.m. and ended at 10:54 a.m. No action was taken.

## **Adjournment:**

A motion to adjourn was made by Ms. Gagliano and seconded by Dr. Chin, the meeting adjourned at 10:55 a.m.