

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, February 3, 2017, 11:00 a.m. – 1:00 p.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call (2 Minutes)
2. Reading and Approval of Minutes from the November 10, 2016 Regular Meeting (3 Min)
3. New Business Part 1 (10 Minutes)
 - Resolution approving the 2017 slate of members on the Authority's standing committees, to include the Audit, Finance, Governance and Human Resources Committees
 - Resolution designating Bill Fisher Chair of the Governance Committee
 - Resolution creating special advisory committee for the Terminal Improvement Project and appointing members to said special advisory committee
 - Resolution approving Modifications of Concourse Flooring and Seating Renovation Project as Previously Approved
4. Presentation to Discuss Parking Facilities (45 min)
5. Old Business (35 Minutes)
 - Executive Session
6. Management Report/Presentation (15 Minutes)
7. Committee Reports (10 Minutes)
8. Adjournment

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 Airport Authority November 10, 2016

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Thursday, November 10, 2016 @ 12:03p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. Patrick Mannion.

Members Present:

Mr. Patrick Mannion – Chair
Mr. William Fisher
Mr. Michael Quill
Ms. Beth Rougeux
Mr. John B. Johnson Jr.
Ms. Irene Scruton
Mr. Michael Shusda
Mr. Khalid Bey
Dr. Shiu-Kai Chin

Members Absent:

Dr. Donna DeSiato
Mr. Bill Simmons

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Patty Jeschke
Ms. Linda Ryan
Mr. R. John Clark
Mr. John Carni
Ms. Jennifer Sweetland

Roll Call

As noted, all Board members were present, except for Mr. Bill Simmons and Dr. Donna DeSiato

Reading and Approval of the Minutes

A motion was made by Mr. Shusda and seconded by Mr. William Fisher and was unanimously approved to accept the minutes from the September 9, 2016 meeting.

The motion was approved 9 ayes, 0 nays.

New Business Part 1:

Resolutions:

- **Resolution Electing William P. Fisher as Vice Chair of the Board of the Syracuse Regional Airport Authority** was moved by Ms. Scruton, seconded by Ms. Rougeux and was unanimously approved. Chair Mannion shared that Mr. Fisher has done an outstanding job as Chair and has been extremely helpful with transition of Mr. Mannion becoming Chair. Chair Mannion explained they feel this is a temporary position, approximately a year, and then the Board will vote on a new Vice Chair. Mr. Fisher expressed how he foresees the assigning of the next Chair.

There was no further discussion/questions regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Adopting the Syracuse Regional Airport Authority Rules and Regulations** was moved by Dr. Chin, seconded by Mr. Shusda and unanimously approved. Ms. Callahan explained it came out of Governance Committee. She stated the Authority followed the process that was established for the Minimum Standards, where as they had a public hearing, allowed tenants and others to comment on Rules and Regulations. If approved they will be submitted to Secretary of State so they enacted so they can be enforceable. They apply to tenants and employees. Ms. Scruton stated it was discussed at great lengths at Governance Committee

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Adopting the Syracuse Regional Airport Authority 2017 Board Meeting Schedule** was moved by Ms. Rougeux, seconded by Mr. Quill and unanimously approved. Ms. Callahan noted that they proposed that all meetings start at 11:00 a.m. and a meeting was also added in December. Mr. Fisher asked where off site meeting will be. Ms. Callahan shared it is TBD to be finalized in beginning of year.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

- **Resolution Adopting Official Financial Disclosure Form of the Syracuse Regional Airport Authority** was moved by Mr. Johnson, seconded by Ms. Scruton and unanimously approved. Requires the Board Members will file the County form and also file a financial form with the political subdivision that they have been

appointed from. Mr. Johnson asked if they had to complete for state. Mr. Clark declared they do not.

There was no further discussion regarding the resolution.
The resolution was adopted: 9 ayes, 0 nays

Signature Flight Presentation: Ms. Callahan introduced Jim Hopkins from Signature Flight, the current FBO at the Syracuse Hancock International Airport. Signature Flight recently acquired Landmark Aviation. Chair Mannion sparked a discussion on what drives their business.

1. Have business, and ready to receive business.
2. Their huge network helps.
3. Very active salesforce
4. They have full service here (Maintenance/Repair Hangar, Charter Division and FBO)

Chair Mannion thanked them for presentation and their investment into the airport.

Executive Session: The members in attendance went in to Executive Session to discuss proposed, pending or current litigation; financial credit and employment history of a particular person or corporations; and a proposed standard lease of real property by the Authority. It was noted that no formal action would be taken during the Executive Session. The motion was made by Mr. Fisher and seconded by Ms. Rougeux . Board members, Ms. Callahan, Mr. Amond, Mr. Carni and Mr. R. John Clark went into executive session at 12:38 p.m.

Ms. Callahan, Mr. Amond and Mr. Carni were excused at 2:20 so Board could discuss Resolution regarding Ms. Callahan's review.

Executive session ended at 2:37 p.m. No action was taken.

Dr. Chin was excused at the end of Executive Session

Mr. Bey was excused at 1:30 p.m.

New Business Part 2:

- **Resolution Authorizing the Executive Director to Negotiate a Fixed Base Operator Agreement with Signature Flight** was moved by Mr. Johnson, seconded by Mr. Shusda and unanimously approved. Chair Mannion stated the Board had discussion with counsel and it was determined that Mr. Clark will include a line that if there is anything materially different that needs our attention, Mr. Clark will go to Chair Mannion and they will decide if they need to go to Board. There are no further questions.

The resolution was discussed in Executive Session.
There was no further discussion regarding the resolution.
The resolution was adopted: 7 ayes, 0 nays

- **Resolution Authorizing the Executive Director to Enter Into a Reimbursement Agreement with the City of Syracuse** was moved by Ms. Scruton, seconded by Mr. Shusda and unanimously approved.

The resolution was discussed in Executive Session.
There was no further discussion regarding the resolution.
The resolution was adopted: 7 ayes, 0 nays

- **Resolution Approving the Executive Director's 2016 Performance Review** was moved by Mr. Rougeux, seconded by Ms. Scruton and unanimously approved. Mr. Clark will draw up resolution based on recommendation from the HR Committee that has been unanimously approved by Board and HR Committee. He will draft and send to Ms. Rougeux for her approval.

The resolution was discussed in Executive Session.
There was no further discussion regarding the resolution.
The resolution was adopted: 7 ayes, 0 nays

Chair Mannion acknowledged that the Board had run out of time. Ms. Callahan indicated her report is in the DropBox and asked that all review and send her comments or questions. There is a lot of information in the report.

Adjournment

A motion was made by Mr. Quill and seconded by Mr. Fisher to adjourn the meeting.
The motion was approved: 7 ayes, 0 nays
The meeting was adjourned at 2:41 p.m.

**RESOLUTION APPROVING THE 2017 SLATE OF MEMBERS OF THE
STANDING COMMITTEES OF THE SYRACUSE REGIONAL AIRPORT
AUTHORITY**

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

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 6.3 of the Organizational By-Laws of the Authority permits the Authority to form such standing or special committees from its members as it deems desirable to advise the Board on any matter incident to the function of the Board; and

WHEREAS, pursuant to Sections 6.3.1 through 6.3.5 of the Bylaws the Board has formed the following standing committees: Audit Committee, Governance Committee, Finance Committee, Human Resources Committee and Board Development Committee (collectively the "Standing Committees"); and

WHEREAS, the Board has tasked the Board Development Committee to review the composition of the Standing Committees on a regular basis to fill any vacancies and ensure the Standing Committees are adequately staffed; and

WHEREAS, the Board Development Committee met on January 27, 2017 and reviewed the composition of Standing Committees and has recommended the 2017 Slate of Members of Standing Committees as described in the schedule attached hereto.

NOW, THEREFORE BE IT RESOLVED, that after due deliberation having been had thereon, the Board of the Syracuse Regional Airport Authority hereby constitutes and appoints its

members to the Standing Committees as set forth on the Standing Committee schedule as annexed to this Resolution for calendar 2017, effective immediately.

Resolution Adopted Date: February __, 2017

Vote: ____ **Nays:** ____ **Abstentions:** ____

Signed: _____
Secretary

2017 ROSTER

STANDING SRAA COMMITTEES

FINANCE COMMITTEE:

Dr. Shiu-Kai Chin (Chair)
Mr. William Fisher
Mr. John Johnson, Jr.
Mr. Michael Lazar
Ms. Beth Rougeux
Mr. Patrick Mannion (Ex-Officio)

AUDIT COMMITTEE:

Dr. Donna DeSiato (Chair)
Mr. Michael Lazar
Mr. Patrick Mannion (Ex-Officio)

GOVERNANCE COMMITTEE:

Mr. William Fisher (Chair)
Hon. Khalid Bey
Hon. Michael Quill
Ms. Beth Rougeux
Mr. Mark Venesky
Mr. Patrick Mannion (Ex-Officio)

HUMAN RESOURCE COMMITTEE:

Ms. Beth Rougeux (Chair)
Dr. Shiu-Kai Chin
Mr. William Fisher
Hon. Michael Quill
Mr. William Simmons
Mr. Mark Venesky
Mr. Patrick Mannion (Ex-Officio)

BOARD DEVELOPMENT COMMITTEE:

Ms. Christina Callahan
Dr. Shiu-Kai Chin
Mr. William Fisher
Mr. Patrick Mannion

RESOLUTION DESIGNATING WILLIAM P. FISHER AS CHAIR OF THE GOVERNANCE COMMITTEE OF THE SYRACUSE REGIONAL AIRPORT AUTHORITY

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

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 6.3 of the Organizational By-Laws of the Authority permits the Authority to form such standing or special committees from its members as it deems desirable to advise the Board on any matter incident to the function of the Board; and

WHEREAS, pursuant to Sections 6.3.1 through 6.3.5 of the Bylaws the Board has formed various standing committees including a Governance Committee, the Chair of which is currently vacant due to the expiration of the term of its former Chair as of December 31, 2016; and

WHEREAS, the By-laws further provide that the Board shall designate the Chair of the standing committees and the Board wishes to fill the vacancy in the Chair of the Governance Committee; and

WHEREAS, the Board Development Committee held a meeting on January 27, 2017, during which they discussed Chair of Governance Committee and unanimously agreed to recommend to the Board the designation of William P. Fisher.

NOW, THEREFORE BE IT RESOLVED, that after due deliberation having been had thereon, the Board of the Syracuse Regional Airport Authority hereby designates William P. Fisher as the Chair of the Governance Committee effective immediately.

Resolution Adopted Date: February __, 2017

Vote: ____ **Nays:** ____ **Abstentions:** ____

Signed: _____
Secretary

**RESOLUTION FORMING AND APPOINTING MEMBERS TO
SPECIAL AD HOC COMMITTEE REGARDING THE TERMINAL
IMPROVEMENT PROJECT FOR THE SYRACUSE HANCOCK
INTERNATIONAL AIRPORT**

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

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 6.3 of the Organizational By-Laws of the Authority permits the Authority to form Special Ad Hoc Committees from time to time to carry out a specified task; and

WHEREAS, the Authority has been identified as a recipient of an approximately \$35.8 million grant from the State of New York for the renovation of the terminal at Syracuse Hancock International Airport (the "**2017 Terminal Improvement Project**"); and

WHEREAS, the Board of the Authority has determined that forming a Special Ad Hoc Committee to provide regular updates to the Board regarding the status and progress of the 2017 Terminal Improvement Project is desirable, necessary and warranted.

NOW, THEREFORE, BE IT RESOLVED, that after due deliberation having been had thereon, the Board of the Authority hereby forms the Special Ad Hoc Committee for the 2017 Terminal Improvement Project, effective immediately; and

BE IT FURTHER RESOLVED, that the following members and/or persons are hereby appointed to the Special Ad Hoc Committee for the 2017 Terminal Improvement Project: Patrick Mannion; William P. Fisher; Shiu-Kai Chin; Michael J. Lazar and Gary Robb; and

BE IT FURTHER RESOLVED that the Special Ad Hoc Committee for the 2017 Terminal Improvement Project shall have all the requisite powers and authority as provided under the Authority's Organizational By-Laws.

Resolution Adopted Date: _____

Vote: ____ **Nays:** ____ **Abstentions:** ____

Signed: _____
Secretary

**RESOLUTION APPROVING MODIFICATION OF CONCOURSE
FLOORING AND SEATING RENOVATION PROJECT AS PREVIOUSLY
APPROVED**

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 (the “Enabling Act”) and Article 8, Title 34 of the New York Public Authorities Law, as amended;

WHEREAS, the Enabling Act provides that the purposes of the Authority include the construction, development, improvement, maintenance and operation of aviation and related facilities within central New York;

WHEREAS, the Authority is the operator of the Syracuse Hancock International Airport (“Airport”) and is a participant in capital improvement programs sponsored by the Federal Aviation Administration (“FAA”) and/or New York State Department of Transportation (“NYSDOT”);

WHEREAS, by Resolution No. 15 of 2016 dated May 6, 2016 the Board approved a series of capital improvement projects for the Authority’s 2016/2017 fiscal year, one of which was for a basic renovation and refurbishment of the flooring and seating in both the north and south concourses of the Airport terminal for a total cost of approximately \$1,000,000 (the “Concourse Flooring Project”);

WHEREAS, Authority management had previously solicited quotes for the Concourse Flooring Project which supported the cost specified for such Project as approved in Resolution 15;

WHEREAS, Resolution 15 also approved amounts for engaging an architectural consultant for Passenger Terminal Improvement Design (\$750,000), pursuant to which the

Authority engaged Gensler Architects which thereafter provided various design concepts for the entire Terminal, including elements which would affect and improve the Concourse Flooring Project (the “Gensler Concourse Recommendations”), which such Recommendations were incorporated in the Concourse Flooring Project Bid Documents and construction bids for such Project were solicited;

WHEREAS, thereafter the Authority received lowest responsible proposals for the Concourse Flooring Project incorporating the Gensler Concourse Recommendations which totaled \$2,610,078.00;

WHEREAS, on January 11, 2017 the State of New York announced that as part of its Upstate Airport Revitalization initiative, the Authority will be the recipient of a \$35.8 million State grant for Terminal improvements which, along with other grant funds to be committed by Onondaga County, and Airport Improvement Project grants available to the Authority from the FAA and/or NYSDOT, will be used to fund transformational renovations to the Terminal entryway, ticket counters, rental car, baggage claim, Terminal roof and façade, and roadway and canopy in the passenger drop off areas (the “Master Terminal Renovation Project”), but which funds are not anticipated to be available to cover the items addressed in the Concourse Renovation Project as bid;

WHEREAS, the Boards Finance Committee has considered the cost to the Authority and the timing of the Master Terminal Renovation Project and the Concourse Renovation Project and determined that the Authority has sufficient additional funds and/or funding available, over and above those that will be committed by the Authority to the Master Terminal Renovation Project, to fully fund the Concourse Renovation Project in the approximate sum of \$2,610,078.00, without detriment to other currently approved Airport projects or such Airport

projects which are reasonably anticipated to arise during Authority fiscal years during which the Master Terminal Renovation Project and Concourse Renovation Project will occur; and

WHEREAS, the Board believes it would be advisable to maximize the benefits and potential synergies which may derive from the timing of the Master Terminal Renovation and Concourse Renovation Projects.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that the Concourse Renovation Project in the sum of \$2,610,078.00, plus such additional amounts up to a maximum of twenty percent (20%) as may be necessary for appropriate change orders and other unanticipated but otherwise routine construction costs as is typically encountered in projects of like nature and cost is hereby approved; and it is further

RESOLVED, that Resolution No. 15 of 2016 dated May 6, 2016 is hereby modified and amended consistent with the terms hereof.

Resolution Adopted Date: February __, 2017

Vote: ____ **Nays:** ____ **Abstentions:** ____

Signed: _____
Secretary

Return to Agenda



Governance Committee Meeting Minutes

October 20, 2016

These minutes outline the activities of the Syracuse Regional Airport Authority (SRAA) Governance Committee from the meeting held on October 20, 2016 in the Syracuse Regional Airport Conference Room located at Syracuse Hancock International Airport.

The meeting was called to order at 12:25 p.m. by Ms. Irene Scruton.

I. Roll Call

In attendance: Ms. Irene Scruton, Dr. Shiu-Kai Chin, Ms. Beth Rougeux, Ms. Christina Callahan, Mr. Trent Amond, Ms. Linda Ryan, Ms. Jennifer Sweetland and Mr. John Clark.

Absent: Mr. Bill Fisher, Mr. Khalid Bey and Mr. Michael Quill.

II. Approval of Minutes from the Previous Meeting

Ms. Scruton opened the meeting with a review of the August 4, 2016 Governance Committee meeting minutes.

Mr. Clark notice an error on the August 4, 2016 minutes regarding Ms. Callahan and Mr. Amond remaining in Executive Session. Ms. Callahan stated that she will correct the minutes to reflect that they left Executive Session at 1:30 p.m.

A motion was made by Ms. Rougeux and seconded by Dr. Chin to accept the August 4, 2016 meeting minutes, with the revision. The minutes were unanimously approved.

III. New Business

Ms. Scruton reviewed all of the items included in the SRAA Required or Recommended Policies and Procedures Checklist with the Committee.

The Committee discussed the Financial Disclosure Form. The Committee decided to add this item to the agenda for next board meeting to determine whether they will complete the City of Syracuse form or the Onondaga County form annually. Ms. Scruton suggested looking back at minutes from prior meetings to see what was discussed last year. Ms. Callahan stated that she will review the minutes and use that date as the annual review.

Ms. Scruton said that the last date of revision for the Organizational By-laws needed to be updated in the Date of Annual Review section of the checklist. Ms. Callahan agreed to make the revision.

Ms. Callahan stated that she thought the Committee should consider shortening the mission statement based on the advice the Board received from Mr. Scott Fein. The Committee agreed to add that item to the next Governance Committee meeting agenda.

Ms. Callahan stated that she would change the date of Annual Review on the Procurement Policy to the date it was last revised. She also stated that she would check with the Finance Committee to see if they would like to review that policy annually, or only as needed.

The Committee agreed to add the Code of Ethics to the next Governance Committee agenda to review.

Ms. Callahan stated that the Whistleblower Policy is currently being reviewed by the HR Committee as part of the Employee Handbook. Ms. Callahan asked the Committee if the function should be moved from Governance to HR. Ms. Scruton stated that ultimately it is the responsibility of the Governance. The Committee agreed to change the Committee responsible for the policy from Governance to Governance/HR.

The Committee agreed to add the Mission Statement/Performance Measure item to the agenda for the next Governance meeting because it's directly tied to the Mission Statement.

Ms. Callahan stated that the Committee discussed the Member Evaluation Form at the August meeting and she will add that as the annual review date.

Ms. Callahan stated that she will add a review of the Investment Guidelines policy to the next Finance Committee agenda.

The Committee agreed to add a review of the Corporate Governance Principles policy to the next Governance Committee agenda.

The Committee agreed that the Assessment of Internal Controls review date should be the date of the last auditor's report.

Ms. Scruton asked Ms. Callahan to add the same date as the Employee Handbook, to the Salary, Time and Attendance policy because that policy is included in the handbook.

Ms. Scruton thought that the Authority had adopted a MWBE Policy that stated the Authority would comply with the New York State requirements. Ms. Callahan stated that she will review minutes from prior meetings and inform the Committee of her findings.

Ms. Scruton inquired with management regarding the Records Retention Policy. Mr. Amond stated that the Authority passed a resolution that identified the schedule of regulations, but not a policy.

Ms. Scruton asked Ms. Callahan to add the same date as the Employee Handbook review to the Computer Use/Social Media Policy because that policy is included in the handbook.

Ms. Scruton asked Ms. Callahan to formalize the New Member Training into a policy and bring it to the Committee for review. Ms. Callahan said that she will add the item to the next Governance Committee meeting for a 2017 project.

Ms. Rougeux suggested that adding the review of the SRAA Required or Recommended Policies Checklist to the Governance Committee agenda annually, serves as an annual review of the policies. The Committee agreed.

Ms. Scruton reviewed the Board Member evaluations with the Committee. She suggested that the Committee should consider an annual retreat for the Board.

Ms. Callahan stated that she noticed a few comments on the evaluations that she will be addressing in the upcoming year.

The Committee discussed bringing detailed Committee Reports back to board meetings. The Committee agreed to give Committee Chairs the opportunity during board meetings to call attention to specific items that are being discussed within their Committee.

There was no other business to be discussed.

IV. Adjournment

The meeting was adjourned at 1:06 p.m.

Respectfully submitted,

Ms. Irene Scruton
Governance Committee Chair



Human Resources Committee Meeting Minutes

October 28, 2016

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the Authority Conference Room on Friday, October 28, 2016.

The meeting was called to order at 11:10 a.m. by Ms. Beth Rougeux.

I. Roll Call

In attendance: Ms. Beth Rougeux, Mr. Michael Quill, Ms. Christina Callahan, Mr. Trent Amond, Mr. John McCann, Ms. Laurie Sabel

Not present: Dr. Shiu-Kai Chin, Mr. William Fisher, and Mr. William Simmons

II. Approval of Minutes from Previous Meeting

A quorum not being present, the minutes from the meeting of August 4, 2016 were reviewed and approval was deferred until the next meeting.

III. Old Business

A. Review Proposed Changes to Employee Handbook

Ms. Rougeux opened discussion of Old Business. The single item on the agenda being revisions to the Employee Handbook, the Committee took up discussion of each of the proposed changes.

1. It was decided that a provision for the Authority to offer supplemental benefits to retirees collecting Medicare may need to specify the conditions of coverage. Ms. Callahan stated that this section would be reviewed and a requirement for Medicare enrollment would be incorporated.

2. A proposed revision to require a doctor's note for use of sick time in excess of six days has been deleted for the present.

3. Whistle Blower Policy

Mr. McCann pointed out that there were inconsistencies between policies as stated in both the current and proposed Handbook policy, and the Board policy. It was determined that the Handbook would be revised to eliminate three (3) paragraphs referring to the Whistle Blower Policy, leaving only the last sentence, which directs the reader to the Personnel Office or the Authority website for more information.

4. Language was added to the effect that contributions to benefit packages for retirees would be based on pension amount.

5. It was agreed that the approved changes could be made on the authority of the Committee in spite of the absence of a quorum.

IV. New Business

A. Salary Benchmark Survey

Mr. Amond explained the reason and methodology for evaluating the salaries of the SRAA staff as outlined in the memorandum which was included with the ACI-NA Compensation Survey in the packet. He pointed out that all personnel currently are receiving salaries within the range of salaries as described in the Benchmarking Survey, with the exception of the Executive Director, whose salary was inconsistent and well below the standard. Mr. Amond pointed out that this presents a danger that other airports could use this as an opportunity to attract our executive talent by offering higher compensation. He recommended that the Board should consider this when conducting the evaluation of the Executive Director in the year ahead. Ms. Rougeux suggested that the Committee defer any decision on a resolution to the Board, regarding adoption of the survey standards, until more members are present. Ms. Callahan also stated that the SRAA would participate in the next ACI-NA Compensation Survey.

B. Committee Meeting Schedule

A discussion took place on the possibility of changing the meeting schedule, but it was decided that the current practice of two meetings on a meeting day was optimal. The date for the next HR Committee Meeting was tentatively set for Thursday, February 16, 2017.

Adjournment

There being no further business, the meeting adjourned at 11:55 a.m.