

## Minutes of the Governance Meeting of the Syracuse Regional Airport Authority

October 18, 2018

Pursuant to notice duly given and posted, the Governance committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, October 18, 2018 at 12:08 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by committee Chair, Mr. Bill Fisher.

### Members Present:

Mr. Bill Fisher (Chair)  
Mr. Khalid Bey  
Mr. Mark Nicotra

### Members Absent:

Mr. Kenneth Kinsey  
Mr. Michael Quill  
Mr. Patrick Mannion

### Also Present:

Ms. Christina Callahan  
Mr. Trent Amond  
Ms. Joanne Clancy  
Ms. Debi Marshall  
Mr. Michael Lazar

### Roll Call

As noted, all Board members were present other than Mr. Kinsey, Mr. Quill and Mr. Mannion.

### Mr. Bill Fisher, Chair

Chair Fisher started by welcoming everyone to the scheduled meeting of the Governance Committee at 12:08 p.m.

### Approval of the Minutes from the Previous Meeting

A motion was made by Mr. Bey and seconded by Mr. Nicotra and was unanimously approved to accept the minutes from the October 20, 2016 meeting.

The motion was approved: 3 ayes, 0 nays, 0 abstain

### New Business

#### Motion Approving Recommendation to Board of Adoption of Amended Title VI Non-Discrimination Policy and Complaint Form

Human Resources Manager, Debi Marshall led a discussion into the background, history and best practices were put into this updated Title VI Non-Discrimination Policy and

Complaint Form and the ADA Complaint Policy and Procedures and Complaint Form which was previously reviewed by John McCann for legal language. There was no further discussion regarding the resolution.

A motion was made by Mr. Bey and seconded by Mr. Nicotra to approve this recommendation.

The recommendation was adopted: 3 ayes, 0 nays, 0 abstain

**Motion Approving Recommendation to Board of Adoption of Amended ADA Complaint Policy and Procedure and Complaint Form**

There was no further discussion regarding the resolution.

A motion was made by Mr. Bey and seconded by Mr. Nicotra to approve this recommendation.

The recommendation was approved: 3 ayes, 0 nays, 0 abstain

**Old Business**

**Motion to Approve Recommendation to Board of Proposed changes for Code of Ethics policy**

A discussion was led by Human Resources Manager, Debi Marshall explaining various changes in the language in the Code of Ethics policy. Executive Director Christina Callahan further explained some of the changes to this document, particularly establishing a precedent for Syracuse Regional Airport Authority Employees prohibiting them from working in secondary employment for any entity that is a vendor or tenant having a contractual agreement here at the SYR airport. Chair Fisher requested a copy of the red-lined changes, and suggested having further conversations regarding the final draft before making any decision to bring to a vote. Therefore, no action was taken at this time, the redline version for discussion will be sent out via email and the matter will be tabled for the next regular meeting of the board November 9, 2018.

No other committee reports were given and no further topics came to the table.

**Adjournment**

A motion was made by Mr. Nicotra and seconded by Mr. Bey to adjourn the meeting.

The motion was approved: 3 ayes, 0 nays, 0 abstain

The meeting was adjourned at 12:20 p.m.