

Minutes of the Meeting of the Syracuse Regional Airport Authority

February 1, 2019

Pursuant to notice duly given and posted, the board meeting of the Syracuse Regional Airport Authority was called to order on Friday, February 1, 2019 at 11:06 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Gagliano.

Members Present:

Ms. Jo Anne Gagliano – Chair
Mr. Bill Fisher
Dr. Shiu-Kai Chin
Dr. Donna DeSiato (11:07 a.m.)
Mr. John B. Johnson, Jr.
Mr. Michael Lazar
Mr. Robert Simpson
Mr. Damian Ulatowski

Members Absent:

Mr. Kenneth Kinsey
Mr. Michael Quill

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Mr. John Carni
Ms. Joanne Clancy
Mr. Brian Dorman
Ms. Debi Marshall
Ms. Linda Ryan
Ms. Jennifer Sweetland
Mr. R. John Clark
Mr. John McCann

Roll Call

As noted, all Board members were present, except Mr. Kenneth Kinsey, Mr. Michael Quill and the current, city-appointed, vacant seat on the SRAA board.

Ms. Jo Anne Gagliano, Chair

Chair Gagliano started by welcoming everyone to the scheduled Regular Meeting of the Board at 11:06 a.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the December 7, 2018 Regular Meeting and the January 11, 2019 Special Meeting minutes, a motion was made by Mr. Lazar and seconded by Mr. Fisher and the minutes were unanimously approved.

The motion was approved: 7 ayes, 0 nays, 1 abstain (Mr. Simpson awaiting completion of ABO training)

Executive Session

Chair Gagliano made a motion to go into executive session to discuss a variety of matters pertaining to the employment history of particular persons or corporations and/or the employment of particular persons or corporations by the Authority.

The motion was approved by Dr. Chin and seconded by Dr. DeSiato. Board members went into executive session at 11:09 a.m.

The motion was approved: 7 ayes, 0 nays, 1 abstain (Mr. Simpson awaiting completion of ABO training)

Executive session ended at 11:25 p.m. No action was taken.

Management Report

Executive Director Callahan briefed the board regarding recent events and updates in each department. She introduced new employee and Marketing and Communications Specialist, Matt Szwejbka. Director Callahan also thanked Elana Essig, Management Assistant for the design work done to update the look of the management report.

Key project updates and various metrics were discussed along with the status of the terminal improvement project remaining punch list items. A discussion ensued regarding promoting an air service development campaign to ensure that the public knows that SYR has experienced double-digit growth each month in the past year and is aware of new non-stop markets and also seasonal markets.

Director Callahan congratulated Linda Ryan for passing the test and receiving her Certified Member status (C.M.) through AAAE. A new shuttle bus has arrived at the SYR Airport for various uses. Aira (service for individuals with visual impairments) launched on February 1st. Reporting on the use of this service in the SYR airport will be presented to the board in the future. A new payroll system is being researched and will be implemented by July 1st. SRAA established a new email address on the website: CivilRights@syraairport.org for use by the public regarding ADA and Title VI Grievance Policy and Procedures. The Airport Accessibility Committee will begin Quarterly meetings in March and include management, airport tenants and local advocacy groups. A food truck luncheon was held for the government services workers impacted by the government shutdown as well other breakfast, lunch items and gift cards donated by members of the board and staff. Executive Director Callahan congratulated Jennifer Sweetland, Director of Marketing, Communications and Air Service Development for all of her

hard work on our new advertising program that has been successfully launched. As of this date, eight contracts have already been signed in 2019.

Recent Personnel/Recruitment

Director of Terminal/Landside Operations - Dennis Mathers promoted
Terminal Crew Leader (2 positions) - Andrew Baker and Brian Higgs hired
Airport Operations Specialist - Aaron Harris hired
Marketing & Communications Specialist - Matt Szwejbka hired
Airport Fleet Manager - Tony Geruso hired to SRAA
Payroll Assistant - Interviews being conducted
Asst. Dir. of Terminal/Landside Operations - Review of candidates in progress
Airport Welcoming Officer – Awaiting civil service approval of position

Executive Director Callahan stated that this will be her last board meeting. She thanked the staff and the board.

New Business

Resolution electing William P. Fisher as Vice-Chair of the Board of the Syracuse Regional Airport Authority

Executive Director Callahan explained the terms of electing the Vice-Chair to the board. There was no further discussion regarding the resolution. Mr. Fisher stated that his intention is to serve as Vice Chair until a succession plan is in place for another person to move up to the ranks of the board and ultimately become Vice Chair and then Chair.

A motion was made by Mr. Lazar and seconded by Dr. DeSiato to approve this resolution.

The resolution was adopted: 6 ayes, 0 nays, 2 abstain (Mr. Simpson awaiting completion of ABO training and Mr. Fisher abstaining)

Resolution amending public access to Records Policy to appoint Chief Financial Officer as the FOIL Appeals Officer

Executive Director Callahan noted the current process for FOIL appeals and the need to move the FOIL Appeals Officer role under the CFO's responsibilities. There was no further discussion regarding the resolution.

A motion was made by Dr. DeSiato and seconded by Dr. Chin to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 1 abstain (Mr. Simpson awaiting completion of ABO training)

Resolution Designating the Chief Financial Officer as the Secretary of the Board of the Syracuse Regional Airport Authority

Executive Director Callahan noted the current process and need to move the Secretary of the Board role under the CFO's responsibilities. There was no further discussion regarding the resolution.

A motion was made by Dr. Chin and seconded by Mr. Fisher to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 1 abstain (Mr. Simpson awaiting completion of ABO training)

Resolution authorizing the engagement of search firm to fill Executive Director position

Mr. Lazar explained the selection process by the Search Committee to recommend a search firm to the board. There was no further discussion regarding the resolution.

A motion was made by Mr. Ulatowski and seconded by Dr. Chin to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 1 abstain (Mr. Simpson awaiting completion of ABO training)

Resolution approving the 2019 slate of members of the standing committees of the Syracuse Regional Airport Authority

The Board Development Committee reviewed the standing SRAA Committee members for 2019. Mr. Fisher noted that when the SRAA began, the Chair had the authority to name the committee members, as things moved forward, the Bylaws were changed to have the board make the decision on who would be on committees. Mr. Fisher also noted that all board members are welcome to contact the chair to show their interest in becoming a committee member on any committee. There was no further discussion regarding the resolution.

A motion was made by Ms. Gagliano and seconded by Mr. Lazar to approve this resolution.

The resolution was adopted: 7 ayes, 0 nays, 1 abstain (Mr. Simpson awaiting completion of ABO training)

Chair Gagliano notified the board that the SRAA will be awarded with the Onondaga Historical Association Medal on May 9, 2019.

Committee Reports

Board Development Committee and Search Committee updates:

Mr. Stephen Baldwin, of Stephen Baldwin Associates, thanked the board and presented a history of their previous similar Executive level recruiting activities with airports and an overview of the plan for the CEO Search and information gathering process to ensure the best cultural fit to the SRAA. The Search Committee will bring the recommendations to the board.

No other committee reports were given.

Adjournment

Having no other topics brought to the board, a motion was made by Mr. Lazar and seconded by Dr. DeSiato to adjourn the meeting.

The resolution was adopted: 7 ayes, 0 nays, 1 abstain (Mr. Simpson awaiting completion of ABO training)

The meeting was adjourned at 12:15 p.m.