

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
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SYRACUSE, NEW YORK 13212
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**Syracuse Regional Airport Authority
Regular Meeting Agenda
Thursday, February 27, 2020, 9:30 a.m. – 11:00 a.m.
Syracuse Hancock International Airport
Board Room**

1. Roll Call (2 Minutes)
2. **Reading and Approval of Minutes from the December 6, 2019 Regular Meeting (4 Min)**
3. Executive Session (20 Minutes)
4. New Business (25 Minutes)
 - **Resolution approving the 2020 slate of members of the standing committees of the Syracuse Regional Airport Authority**
 - **Resolution amending prior resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 400 and transfer of maintenance and custodial employees to SRAA employment**
 - **Resolution authorizing the creation of the position of Director of Public Safety for the Syracuse Regional Airport Authority**
 - **Public Work Enforcement Fund**
 - **Board Development Committee and succession planning**
5. Directors Report (10 Minutes)
6. Committee Reports and other updates (10 Minutes)
 - **Board Development Committee**
7. Adjournment

* **Bolded items = materials available**

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 Meeting of the Syracuse Regional Airport Authority

Friday, December 6, 2019

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, November 8, 2019 at 11:04 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Chiarenza Gagliano.

Members Present:

Ms. Jo Anne Gagliano – Chair
Dr. Donna DeSiato (11:10am)
Mr. Michael Quill
Dr. Shiu-Kai Chin
Mr. Damian Ulatowski
Mr. John B. Johnson, Jr.
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Robert Simpson

Members Absent:

Ms. LaToya Allen
Mr. William Fisher

Also Present:

Mr. H. Jason Terreri
Mr. John T. Carni
Ms. Joanne Clancy
Ms. Cheryl Herzog
Mr. Brian Dorman
Ms. Linda Ryan
Mr. Jeff Hopson
Mr. Thomas Horth
Mr. R. John Clark
Mr. Morris Sorbello
Mr. Michael Mirizio
Ms. Patty Clark

Roll Call

As noted, all Board members were present other than Ms. LaToya Allen and Mr. William Fisher.

Ms. Jo Anne Gagliano, Chair

Chair Gagliano started by welcoming everyone to the scheduled Regular Meeting of the Board at 11:04 a.m. Chair Gagliano thanked the staff and the board for a great year and introduced

incoming board member, Michael Mirizo replacing Damian Ulatowski for the one year rotating board member post.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the October 23, 2019 Regular Meeting of the Board, a motion was made by Mr. Quill and seconded by Mr. Simpson and the minutes were unanimously approved.

The motion was approved: 8 ayes, 0 nays, 0 abstain

Management Report

Executive Director Terreri highlighted the Director's report and updated the board on new metrics and overview of concessions program. Director Terreri noted that the SRAA is exceeding review budget by roughly 10%. He noted some of the additional revenue comes from the increase in season service, sizes of aircraft, advertisement increase and other factors. From an expense side, the numbers are up, however that reflects a timing issue that will resolve itself. The operations and maintenance highlights from an aircraft operations standpoint are up 3%. Executive Director Terreri stated that we are getting a lot of positive comments regarding the facility, such as the newly polished floors that the custodial staff has been working hard on. Passenger numbers are continuing to rise. Thanksgiving week was up 30% over last year, with over 10,000 passengers during each of those busiest days.

Concessions are being tracked against other small hub airports. Revenue per enplanement divided by the revenue per category shows year to date \$4.81 per enplaned passenger for food and beverage and \$1.88 per enplaned passenger for retail. The annual average for other like-sized small hub airports is \$5.67 and \$3.40 respectively. These numbers will continue to climb, therefore, we will meet, if not exceed the industry standard. The top performer for revenue per square foot is Dunkin Donuts at \$320 per square feet. We are working with Delaware North on a full refresh/expansion of our food and beverage concepts at the airport. Further reporting is being worked on for future Director's reports for the board to fully understand all of the metrics and future planning decisions. Allegiant became a "Signatory" carrier as of December 1, 2019. This is a good sign that there is faith in the market for growth. SYR hosted the first Wings for Autism event here at the airport on 23 families came out and worked with United Airlines for this great experience. It was so successful, that it is planned to be held annually. The authority hosted a volunteer luncheon to show our appreciation for our volunteer Fly Guides, Pet Program participants, etc. It was well attended and appreciated. The first of quarterly Town Hall meetings for all City and Authority employees was held in November and there was a lot of feedback and participation in our follow up survey. Executive Director Terreri wants to recognize the snow removal team for all of their efforts and dedication during a recent big storm on one of our busiest travel days. The operations team made the decision to close the runway for a short period of time for safety reasons, which was the right call and operations were up and running once the conditions were within FAA requirements.

Mr. Lazar thanked Jason for his recent presentation to the Town of DeWitt. He commented that it was well received and Jason had a standing ovation after the presentation. Mr. Ulatowski seconded the thanks to Jason for also having provided a presentation to their monthly supervisors meeting.

Mr. Johnson noted the recent reduction in airline fares for Syracuse. While we do not have a lot of control over what the airlines charge, SYR has the 2nd largest decrease in airfares from 2017 vs. 2018 in comparison among 100 small, medium, large airports in the U.S. SYR ranks higher in the largest decrease in fares than our competitor airports.

Executive Session

Chair Gagliano made a motion to go into executive session to discuss matters pertaining to the financial, credit and employment history of particular persons or corporations

The motion was approved by Dr. DeSiato and seconded by Mr. Quill. Board members went into executive session at 11:30 a.m.

The motion was approved: 9 ayes, 0 nays, 0 abstain

Executive session ended at 12:15 p.m. No action was taken.

New Business

Resolution to adopt the 2020 Regular board and Committee meetings schedule for the Syracuse Regional Airport Authority

Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Mr. Ulatowski.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

Committee Reports

No further reports were given.

Adjournment

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

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

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

RESOLUTION APPROVING THE 2020 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 wishes to review the composition of the Standing Committees on a regular basis to fill any vacancies and ensure the Standing Committees are adequately staffed.

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 2020, effective retroactively to January 1, 2020.

Resolution Adopted Date: February 27, 2020

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

Signed: _____
Secretary



2020 ROSTER STANDING SRAA COMMITTEES

FINANCE COMMITTEE:

Dr. Shiu-Kai Chin (Chair)
Mr. William Fisher
Mr. Michael Frame
Mr. Michael Lazar
Mr. Robert Simpson
Ms. Jo Anne Chiarenza Gagliano (Ex-Officio)
Mr. Jason Terreri; Mr. John Carni; Ms. Maureen Fogarty; Ms. Linda Ryan (Staff)

AUDIT COMMITTEE:

Dr. Donna DeSiato (Chair)
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Robert Simpson
Ms. Jo Anne Chiarenza Gagliano (Ex-Officio)
Mr. Jason Terreri; Mr. John Carni; Ms. Maureen Fogarty; Ms. Cheryl Herzog (Staff)

GOVERNANCE COMMITTEE:

Mr. William Fisher (Chair)
Mr. Kenneth Kinsey
Mr. Michael Lazar
Hon. Michael Quill
Mr. Michael Mirizio
Ms. Jo Anne Chiarenza Gagliano (Ex-Officio)
Mr. Jason Terreri; Mr. John Carni; Ms. Maureen Fogarty; Ms. Cheryl Herzog (Staff)

HUMAN RESOURCE COMMITTEE:

Mr. Michael Lazar (Chair)
Ms. Latoya Allen
Dr. Shiu-Kai Chin
Mr. William Fisher
Hon. Michael Quill
Mr. Michael Mirizio
Ms. Jo Anne Chiarenza Gagliano (Ex-Officio)
Mr. Jason Terreri; Mr. John Carni; Ms. Debi Marshall; Ms. Maureen Fogarty; Ms. Kristine Carson (Staff)

BOARD DEVELOPMENT COMMITTEE:

Ms. Jo Anne Chiarenza Gagliano (Chair)
Mr. William Fisher
Dr. Shiu-Kai Chin (Finance Officer)
Mr. Jason Terreri; Mr. John Carni; Ms. Maureen Fogarty; Ms. Cheryl Herzog (Staff)

2020 SRAA COMMITTEE MEETING SCHEDULE

DATE	COMMITTEE	TIME
Thursday, January 16th	BOARD DEVELOPMENT COMMITTEE	11:00 A.M.
Friday, February 7th	FINANCE COMMITTEE	9:30 A.M.
Friday, February 7th	BOARD MEETING	11:00 A.M.
Thursday, February 27th	BOARD MEETING	9:30 A.M.
Thursday, February 27th	HR COMMITTEE	11:00 A.M.
Thursday, February 27th	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, March 20th	FINANCE COMMITTEE	9:30 A.M.
Friday, March 20th	BOARD MEETING	11:00 A.M.
Friday, April 17th	FINANCE COMMITTEE	10:00 A.M.
Friday, May 8th	FINANCE COMMITTEE	9:30 A.M.
Friday, May 8th	BOARD MEETING	11:00 A.M.
Thursday, May 14th	HR COMMITTEE	11:00 A.M.
Thursday, May 14th	BOARD DEVELOPMENT COMMITTEE	12:00 P.M.
Friday, June 5th	BOARD MEETING (Location TBD)	11:00 A.M.
Thursday, July 23rd	HR COMMITTEE	11:00 A.M.
Thursday, July 23rd	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, September 11th	ANNUAL MEETING	11:00 A.M.
Friday, September 11th	BOARD MEETING	11:30 A.M.
Friday, October 9th	FINANCE COMMITTEE	11:00 A.M.
Thursday, October 15th	HR COMMITTEE	11:00 A.M.
Thursday, October 15th	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, October 23rd	AUDIT COMMITTEE	11:00 A.M.
Friday, October 23rd	BOARD MEETING	12:00 P.M.
Friday, December 4th	BOARD MEETING	11:00 A.M.

Color Coding:

BOARD MEETING	HR COMMITTEE
FINANCE COMMITTEE	GOVERNANCE COMMITTEE
AUDIT COMMITTEE	BOARD DEVELOPMENT COMMITTEE

RESOLUTION AMENDING PRIOR RESOLUTION AUTHORIZING COLLECTIVE BARGAINING AGREEMENT BETWEEN SRAA AND AFSCME LOCAL 400 AND TRANSFER OF MAINTENANCE AND CUSTODIAL EMPLOYEES TO SRAA EMPLOYMENT

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, the Enabling Act authorizes the Authority to enter into agreements in furtherance of the accomplishment of its corporate purposes, and to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, by Resolution No. 30 of 2019 the Board of the Authority previously authorized the Executive Director, on behalf of the Authority, to enter into a four and one-half year Collective Bargaining Agreement with AFSCME Local 400 and to take all further necessary and appropriate steps to effect a transfer of the employees in the maintenance and custodial operations from employment with the City of Syracuse to employment with the Authority as set forth in said Resolution; and

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard work day for such new positions.

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

RESOLVED, that Resolution 30 of 2019 is amended as set forth herein, and it is further,

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following positions with the following as standard work

days for such positions and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Airport Custodial Worker I	8.0 hours
Airport Custodial Worker II	8.0 hours
Airport Maintenance Worker	8.0 hours
Heavy Equipment Mechanic I	8.0 hours
Heavy Equipment Mechanic II	8.0 hours
Storekeeper	8.0 hours
Gardiner	8.0 hours
Maintenance Worker I	8.0 hours

, and it is further

RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: February 27, 2020

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

RESOLUTION CREATING THE POSITION OF DIRETOR OF PUBLIC SAFTEY 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 (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority desires to create the position of Director of Public Safety for the administration, direction and coordination for all public safety functions including: Law Enforcement Coordination, Airport Rescue Fire-Fighting, the Emergency/Airport Operations Center and security and badging office; and

WHEREAS, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission.

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

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

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard work days for such positions and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Director of Public Safety	7.25 hours

, and it is further

RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: **February 27, 2020**

VOTE: *Ayes* ____ *Nays* ____ *Abstentions* ____

SIGNED: _____
Secretary

DIRECTOR OF PUBLIC SAFETY (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The Director of Public Safety is responsible for the administration, direction and coordination for all public safety functions including; Law Enforcement Coordination, Airport Rescue Fire-Fighting, the Emergency/Airport Operations Center and security and badging office. The work must be performed in accordance with accepted safety practices, departmental regulations, TSA 1542 security regulations and understanding of FAA Part 139 requirements. Additionally, this position will be responsible for implementation and evolution of the Airport's Enterprise Risk Management (ERM) framework. The Director of Public Safety is responsible for the direction and safety of all departmental personnel and reports directly to the Chief Operations Officer. This position directly supervises subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES

Responsible for all aspects of security for Syracuse Hancock International Airport.
Official liaison with the Air National Guard Unit located at the Syracuse Hancock International Airport
Responsible for oversight of Airport Risk Management program.
Oversees compliance with all aspects of CFR 49 Part 1520, 1542 1544, 1546
Oversees the review of the Airport Security Program (ASP), recommending updates and changes, as necessary.
Assists with recruitment, selection, and training of all SRAA staff assigned to the Airport Security Office and the Uniformed Security Division.
Supervises all staff assigned to the Airport Security Office and the Uniformed Security Division.
Serves as primary point of contact for a contractor providing law enforcement and/or security personnel, if applicable.
Plans and coordinates all public safety related training.
Manages airport communications, including the use of the airport emergency notification system.
Maintains liaison with federal, state, and local law enforcement and security agencies to coordinate joint activities and exchange information pertaining to airport security issues.
Conducts research, analyzes data, and prepares recommendations on assigned projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the regulations under CFR 49 Part 1520, including the management and coordination of Sensitive Security information (SSI).

Thorough knowledge of the regulations under CFR 49 Part 1542, including the implementation and best management practices for maintaining compliance with an Airport Security Program as defined in CFR 49 Part 1542; Subpart B.

Through Knowledge of Emergency communications and management.

Thorough knowledge of laws and rules and regulations governing required law enforcement support and activities at the Airport.

Good knowledge of FAR Part 139 and airport operations and regulatory agencies.

Good Knowledge of military air operations and Shared-use airfield operations.

Thorough knowledge of Risk Management practices

Ability to deal persuasively and effectively with the general public, outside agencies, and public officials in a manner conducive to cooperative relationships.

Ability to analyze information gathered for the purposes of developing recommendations and/or making decisions.

Ability to prepare detailed and complex correspondence for the purposes of explaining and supporting the Authority's decisions and recommendations.

Ability to supervise one or more full-performance level professional, paraprofessional, and/or clerical employees.

Ability to work with a diverse staff and create an inclusive work environment

Proficient in Windows and Microsoft Office Suite, including Word, PowerPoint, Excel, and Outlook

MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree; and, six (6) years of work experience, or its part time equivalent, as: a sworn police officer or peace officer in New York State; a NYS corrections officer; a federal agency officer; a military police officer; or a comparable position in the public or private security industry, at least three (3) of which involved supervisory responsibility; and some previous experience working at a commercial airport; or

B) Ten (10) years of work experience, or its part time equivalent, as: a sworn police officer or peace officer in New York State; a NYS corrections officer; a federal agency officer; a military police officer; or a comparable position in the public or private security industry, at least five (5) of which involved supervisory responsibility; and some previous experience working at a commercial airport.

NOTE: Successful completion of graduate semester credit hours in Public or Business Administration, Law, or a closely related field from a regionally accredited college or university may be substituted for specialized work experience (but not supervisory experience) as follows:

Thirty (30) graduate semester hours is equivalent to one year of specialized work experience; sixty (60) credit hours is equivalent to two (2) years of specialized work experience.

Special Requirements:

A) At time of appointment, possession of a valid New York State Non-CDL or CDL, including any special endorsements, as required for the type of vehicle being operated.

B) At time of appointment, possession of Airport Security Coordinator Certification as defined by 49 CFR § 1542.3.

2/2020 Date of Original Composition

DRAFT

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Department
of Labor

Andrew M. Cuomo, Governor
Roberta L. Reardon, Commissioner

Department of Labor

W. Averell Harriman State Office Campus
Building 12, Room 130, Albany, NY 12240
www.labor.ny.gov

*Syracuse Regional Airport Authority
Syracuse Hancock International Airport
1000 Colonel Eileen Collins Boulevard
SYRACUSE, NY, 13212*

January 16, 2020

RE: Public Work Enforcement Fund

Dear Christina Callahan,

As a State agency or public benefit corporation engaged in certain construction or reconstruction, maintenance or repair contracts, it is your responsibility to contribute to the Public Work Enforcement Fund (PWEF) as established by Chapter 511 of the Laws of 1995 (as amended by Chapter 513 of the Laws of 1997, Chapter 655 of the Laws of 1999, chapter 376 of the Laws of 2003, and Chapter 407 of the Laws of 2005).

This Law requires each State agency or public benefit corporation (e.g. public authority) that enters into a public work contract to pay one tenth (0.1) of one percent (0.01) of the total cost of the contract to this Fund. The full explanation is contained on the accompanying notice.

Please sign and return the affirmation notice attesting to your review of the supplied information and your agency or public benefit corporation's responsibility concerning the Public Work Enforcement Fund.

If your signed notice is not received within 30 days of the date of this letter, your agency or public benefit corporation will be referred to the Office of the State Comptroller for further action.

Sincerely,

A handwritten signature in black ink that reads "Christopher D. Alund".

Christopher D. Alund
Director
Bureau of Public Work

Attachment



Andrew M. Cuomo, Governor
Roberta L. Reardon, Commissioner

Public Work Enforcement Fund

Notice of Agency/Public Benefit Corporation Responsibility

As a State agency or public benefit corporation engaged in certain construction or reconstruction, maintenance or repair contracts, it is your responsibility to contribute to the Public Work Enforcement Fund (PWEF). This Law requires each State agency or public benefit corporation (e.g. public authority) that enters into a public work contract to pay one tenth (0.1) of one percent (0.01) of the total cost of the contract* to this Fund.

*(Total Cost of Contract x 0.001 = Amount to be paid to Fund)

For contracts which are not approved or administered by the Office of the State Comptroller, monthly reports and payments for deposit into the Public Work Enforcement Fund must be sent to: Department of Labor, Administrative Finance Bureau- PWEF Unit, Building 12, Room 464, State Office Campus, Albany, NY 12240 within 30 days of the end of each month or on a payment schedule mutually agreed upon with DOL.

Reports should contain the following information:

- Name and billing address of State agency or public benefit corporation;
- State agency or public benefit corporation contact and phone number;
- Name and address of contractor receiving the award;
- Contract number and effective dates;
- Contract amount and PWEF assessment charge (if contract amount has been amended, reflect increase or decrease to original contract and the adjustment in the PWEF charge); and
- Brief description of the work to be performed under each contract.

Any questions regarding submission of monthly reports and/or payments should be directed to NYSDOL's Administrative Finance Bureau-PWEF Unit at (518) 485-9730 and any questions regarding Public Work Contracts should be directed to the Bureau of Public Work at (518) 457-5589. Albany, NY 12240

Please sign and return this notice to:

Public Work Enforcement Fund Notice
NYS Department of Labor – Bureau of Public Work
SOBC – Bldg. 12 – Rm. 130
Albany, NY 12240

To the best of my knowledge and belief I affirm that for all construction or reconstruction, maintenance or repair contracts let by our agency/public authority, we will adhere to the requirements of the Division of Budget Policy & Reporting Manual, section B-610, regarding the Public Work Enforcement Fund.

Signature

Print Name and Title

Agency / Public Authority

Date

Section 6.3.5 Board Development Committee

The Board shall appoint and constitute a Board Development Committee comprised of the four (4) officers of the Board (Chair, Vice-Chair, Secretary and Finance Officer) who shall possess the necessary skills to understand the duties and functions of the Board Development Committee. The purpose of the Board Development Committee shall be to assist the Board by (1) keeping the Board informed of current best practices regarding Board administration and management; (2) on an annual basis reviewing various Board committee needs and composition; (3) on an annual basis recommending to the Board any changes to committee responsibilities or committee membership; and (4) any other tasks assigned to it by the Board Development Committee Charter.



Board Member	Appointed By	Exp. Of Term
		2020
Ms. Jo Anne C. Gagliano (Chair)	City of Syracuse Mayor	12/31/2020
Mr. Michael Lazar	Town of DeWitt Superintendent	12/31/2020
Mr. Kenneth Kinsey	City of Syracuse Mayor	12/31/2020
Mr. Michael Mirizio	North Syracuse Central School District	12/31/2020
Mayor Michael Quill	City of Syracuse Mayor	12/31/2020
Dr. Donna DeSiato	ESM School District	12/31/2020
		2022
Ms. Latoya Allen	City of Syracuse Mayor	12/31/2022
Mr. Robert Simpson	City of Syracuse Mayor	12/31/2022
Mr. William P. Fisher (Vice Chair)	Onondaga County - County Executive	12/31/2022
		2023
Dr. Shiu-Kai Chin (Finance Officer)	City of Syracuse Mayor	12/31/2023
Mr. Michael Frame	City of Syracuse Mayor	12/31/2023



Board Development Committee Meeting Minutes

January 16, 2020

These minutes outline the activities of the Syracuse Regional Airport Authority Board Development Committee from the meeting held on January 16, 2020 in the SRAA Board Room.

The meeting was called to order at 11:14 a.m. by Ms. JoAnne Gagliano, Chair of the Board Development Committee.

I. Roll Call

In attendance: Ms. JoAnne Gagliano (Chair), Mr. William Fisher, Dr. Shiu-Kai Chin, Mr. Jason Terreri, Ms. Joanne Clancy, Ms. Cheryl Herzog

Additional Attendees: Mr. Michael Lazar, Mr. Michael Frame, Mr. Michael Chapman, Mr. Morris Sorbello, Mr. Michael Mirizio

II. Review of Current SRAA and RAB Composition

A. SRAA Board

1. New Members

Executive Director Terreri informed the committee members that there will be big changes this year with the SRAA Board since there are several terms expiring in December, 2020.

Director Terreri introduced new Board Member, Michael Frame. Michael Frame introduced himself to the committee stating that he was a longtime resident of the City of Syracuse and recently relocated to Utica and is now an Oneida County resident. His background is with universities and external relations, primarily government relations and communications.

B. Regional Advisory Board

Director Terreri stated that we need to look at ways where we can best engage the Regional Advisory Board. One thing the airport is focusing on is reaching out to the community. The committee discussed going out and speaking to groups outside the city area. The committee agreed that it would like to add value to the Regional Advisory Board so it is worth their while to come to meetings. The Regional Advisory Board can help us with our outreach. We need to do a better job of getting our information out to the catchment community. Chair Gagliano asked for some input from the two Regional Advisory Board Members present. Mike Chapman from Cayuga County stated that the Cayuga County Legislature would appreciate a visit or presentation from Director

Terreri. Morris Sorbello from Oswego County would also like to invite Director Terreri to speak in Oswego County. He mentioned that no other Advisory Members come to the SRAA Board meetings.

Mr. Fisher gave some background on the Regional Advisory Board. He explained how the Syracuse Regional Airport Authority (SRAA) tried to engage the different counties. We started advertising positions and contracts to the whole county so they would be informed of the opportunities we had to offer. The intent was also to hold one of our SRAA Board meetings in one of the regions each year. The Regional Advisory Board members connected us with travel and tourism people. Unfortunately, there was pushback in the counties that had airports of their own.

Dr. Chin asked if the Regional Advisory Board members are a political appointee and was advised they are. He indicated that they are an important stakeholder and we should find out what is important to them in terms of how this airport can serve their communities. Mr. Lazar spoke of a presentation from Director Terreri and how the attendees learned more about what the airport has to offer. Director Terreri stated the more we can get our message out it is going to help us and currently we have had some really good successes. The Authority recently started reaching out and getting information from various partners regarding air service. The data gathered allows the Authority to now know where people want to go or need to go. The Authority is currently pulling zip code data from the airport Wi-Fi initial connection and are creating heat maps of those home city zip codes. The Authority is using this data along with Airline data metrics. Currently, a survey is being conducted in partnership with Center Sate CEO & MACNY as to identify the leisure/business travel market. The areas that the heat map shows is a surprise, as it is showing markets that were unknown previously.

Director Terreri indicated that the Authority will reach out to the Advisory Board members and will also try to schedule a meeting in Cortland this year.

C. Committees

I. Review Roster for 2020 Committees/Chairs

A review of the current committees were reviewed by the Board Development Committee. Director Terreri discussed how participation is tracked by the attendance sheet that is sent out every year which is an ABO requirement.

II. Board Development Committee status

Director Terreri noted that this committee is required to meet twice a year according to SRAA By-laws, but is not an ABO requirement. Most of what this committee covers duplicates with the Governance Committee and therefore wondered if there a need for a different type of ad hoc committee, (i.e., Master Plan Committee, Business Development).

After discussion, the conclusion was that this committee could help with the board member orientation and their role of the Governance Charter. Mr. Fisher expressed that this is a complex board compared to other boards. The May meeting could address what the boards needs are from the board's perspective. Chair Gagliano stated that a discussion would be helpful regarding board member expectations and noted that the orientation has improved since the time she came on as a board member. She stated there is a level of succession planning that could be discussed

with the Board Development Committee. Director Terreri proposed that we make this a topic for the February 7th SRAA Board Meeting and we can talk about it with all board members. This will then provide us with some direction for the May meeting.

III. 2020 Calendar

Director Terreri spoke about meeting time to change for the Finance Committee since there is a lot to discuss. Dr. Chin said he was fine with the additional time and meeting at 9:30 a.m. would currently work within his schedule. The March and April meeting will be very extensive because of budget items. The full consensus of the committee was to change the start time of the Finance Committee time to 9:30 a.m.

IV. Adjournment

Michael Mirizio, a new SRAA Board Member arrived and introduced himself. Mr. Mirizio was appointed to the SRAA Board by the North Syracuse Central School District. He is currently serving as their Vice President of the Board. Mr. Mirizio has been on their board for 8 years soon to be 9. Additionally, Mr. Mirizio recently joined the Town of Cicero Planning Board.

There was no other business to be discussed.

The meeting was adjourned at 12:02 p.m.