

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
1000 COL. EILEEN COLLINS BLVD.
SYRACUSE, NEW YORK 13212
P: 315.454.3263
F: 315.454.8757

Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, June 5, 2020
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
Board Room/Webex/Conference Call
Join by phone +1-408-418-9388 United States Toll
Access code: 799 758 050 then hit pound #
Meeting password: 27973862

1. Roll Call (2 Minutes)
2. **Reading and Approval of Minutes from the May 8, 2020 Regular Meeting (4 Min)**
3. Directors Report (10 Minutes)
4. Executive Session (20 Minutes)
5. New Business (25 Minutes)
 - **Resolution adopting the 2020/21 Syracuse Regional Airport Authority Operating Budget**
 - **Resolution (1) adopting the 2020/21 Capital Budget; (2) Authorizing Executive Director and/or Chief Financial Officer to apply for and accept grant offers and enter into grant agreements with the Federal Aviation Administration and New York State Department of Transportation for such projects; (3) Enter into contracts to undertake and complete projects (4) Authorizing expenditure of funds on projects**
 - **Resolution authorizing Executive Director and/or Chief Financial Officer to apply for and accept grant offers and enter into grant agreement for Federal CARES Act funding**
 - **Resolution authorizing the creation of the position of IT Manager**
 - **Resolution authorizing the creation the position of Finance Manager**
 - **Resolution authorizing the creation of the position of Airport Information Aide**
 - **Resolution authorizing the creation of the position of Payroll Administrator**
 - **Resolution approving Executive Director's 2019 Annual Employee Evaluation**
6. Committee Reports and other updates (10 Minutes)
 - **HR Committee**
 - **Finance 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, May 8, 2020

11:00 a.m. / SRAA Board Room and also via Conference Call/Webex

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 8, 2020 at 11:02 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Chiarenza Gagliano.

Note: The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

Members Present/Telephone Conference:

Ms. Jo Anne Gagliano – Chair
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Robert Simpson
Mr. Michael Frame
Mr. Michael Mirizio
Dr. Donna DeSiato – joined at 11:06a.m.

Members Absent:

Ms. LaToya Allen
Mr. Michael Quill
Dr. Shiu-Kai Chin
Mr. William Fisher

Also Present/Telephone Conference:

Mr. H. Jason Terreri
Mr. John T. Carni
Ms. Joanne Clancy
Ms. Cheryl Herzog
Ms. Debi Marshall

Roll Call

As noted, all Board members were present with the exception of, Ms. LaToya Allen; Dr. DeSiato; Mr. Fisher; Dr. Chin and Mr. Quill.

Ms. Gagliano started by welcoming everyone to the scheduled regular meeting of the Board at 11:02 a.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the March 20, 2020 Regular Meeting of the Board, a motion was made by Mr. Lazar and seconded by Mr. Mirzio and the minutes were unanimously approved.

The motion was approved: 6 ayes, 0 nays, 0 abstain

Dr. DeSiato joined the meeting at 11:06 a.m.

Director's Report

Executive Director Terreri updated the board on current events and operations at the airport. The impact to the airport by COVID 19 has been significant. As expected, traffic is down over 90% from last month. The airlines reports are not official yet, but based on the schedules, they have stabilized. A re-introduction of service is expected in June. Operations have been adjusted to the new guidelines. Typically, we would see 28,000 through the airport and instead we saw approximately 1,200. This is not unexpected as it is a nationwide situation. While the levels are low, they are increasing. It is expected that SYR will gain some traffic from the surrounding catchment area airports. The airlines minimum requirement is 24 scheduled flights per week, but they are providing more than the minimum required at this time. Parking numbers and concessions continued to decline with passenger load and will increase with the forecast we are projecting for flight operations. The board was shown a low, medium and high rate of recovery for enplanements and what is expected is that SYR will be back to 2016 enplanement levels by December.

Social distancing, crowd control initiatives, enhanced cleaning in all areas, sneeze guards at ticket counters, touchless pay options at concessions, 6-foot distance markers are all part of the re-opening plan. Hours are beginning to be extended in our concessions areas as passenger load increases.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to a proposed lease of real property by the authority and potential pending or current litigation matters.

Dr DeSiato made the motion and Mr. Lazar seconded the motion. Executive session began at 11:16 a.m.

Executive session ended at 11:35 a.m. No action was taken.

New Business

CFO Watkins updated the board regarding the Operating Budget, the Capital Budget and Reserve Status, Capital projects, CARES Act funding status, Commercial General leasing policies and procedures and an update on the impacts of COVID-19 all discussed during the Finance Committee meeting along with that committee's recommendations. The SRAA realizes that the revenue will be down for 2020 due to the impact of COVID 19. The authority is committed to work with the airlines to attract business and therefore, no inflationary factors have been added to this budget. There will be no staffing increases and there will be potential changes to our rates and charges that would be beneficial to the airlines and attract increased enplanement rates for SYR.

PRISM funding offers another opportunity for the next year. This is a pre-funded fee that about a third of it is paid by the airlines in their rates and charges that goes towards this account as part of their rent into a fund that covers operation repairs, equipment, matching of Federal Grant monies, etc. The SRAA is responsible for 61% of the charges. PRISM is a current requirement in our airline agreement. If the authority does not participate in the PRISM program, and the airlines agree with our proposal to not fund PRISM, this offers an opportunity for the airlines to pay a lower landing fee and a lower rent fee, which will help return and expand markets to SYR. The overall deficit in our budget would decrease and again, it would be made up by the CARES Act Grant funding. This is a great opportunity to remove PRISM without risk and will keep the rates and charges flat. It also will help the airlines. This budget does not touch our 300 days of cash on hand, which remains in reserve.

The \$12.9M in CARES Act Grant funds that were received will be used on operational needs for lawful airport expense such as projects, replacement, and refurbishment or other future shortfall issues. Total projects of \$5.7M have been identified. Included in that, is \$2.5M for AIP projects that we now do not have to provide the matching portion of the funds for any 2020 grants. \$3.5M will remain and be put aside for future operational expenses as needed.

Capital requests have been identified but decisions have not been made yet. However, they will be covered by this year's budget in terms of revenues and shortfalls. The budget being presented allows the SRAA to keep our rates and charges flat for the 2020-2021 fiscal year which will benefit our airline partners.

Commercial General Leasing Policies and Procedures – Aviation Contracting Officer Linda Ryan and Executive Director Terreri drafted a policy to set up a format for how the authority charges, defines space and sets rates and charges across the all leases. This new policy will standardize the commercial leasing and non-aeronautical structures. Prior to this document creation, there has never been a standardized policy. This will be published on the SRAA website along with the application. This policy has been reviewed by legal counsel and the Finance Committee.

There were no further questions and no resolutions to approve before the board.

Committee Reports and other updates

There were no committee reports or other updates.

Adjournment

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

The meeting was adjourned at 12:07 p.m.



Syracuse Regional Airport Authority

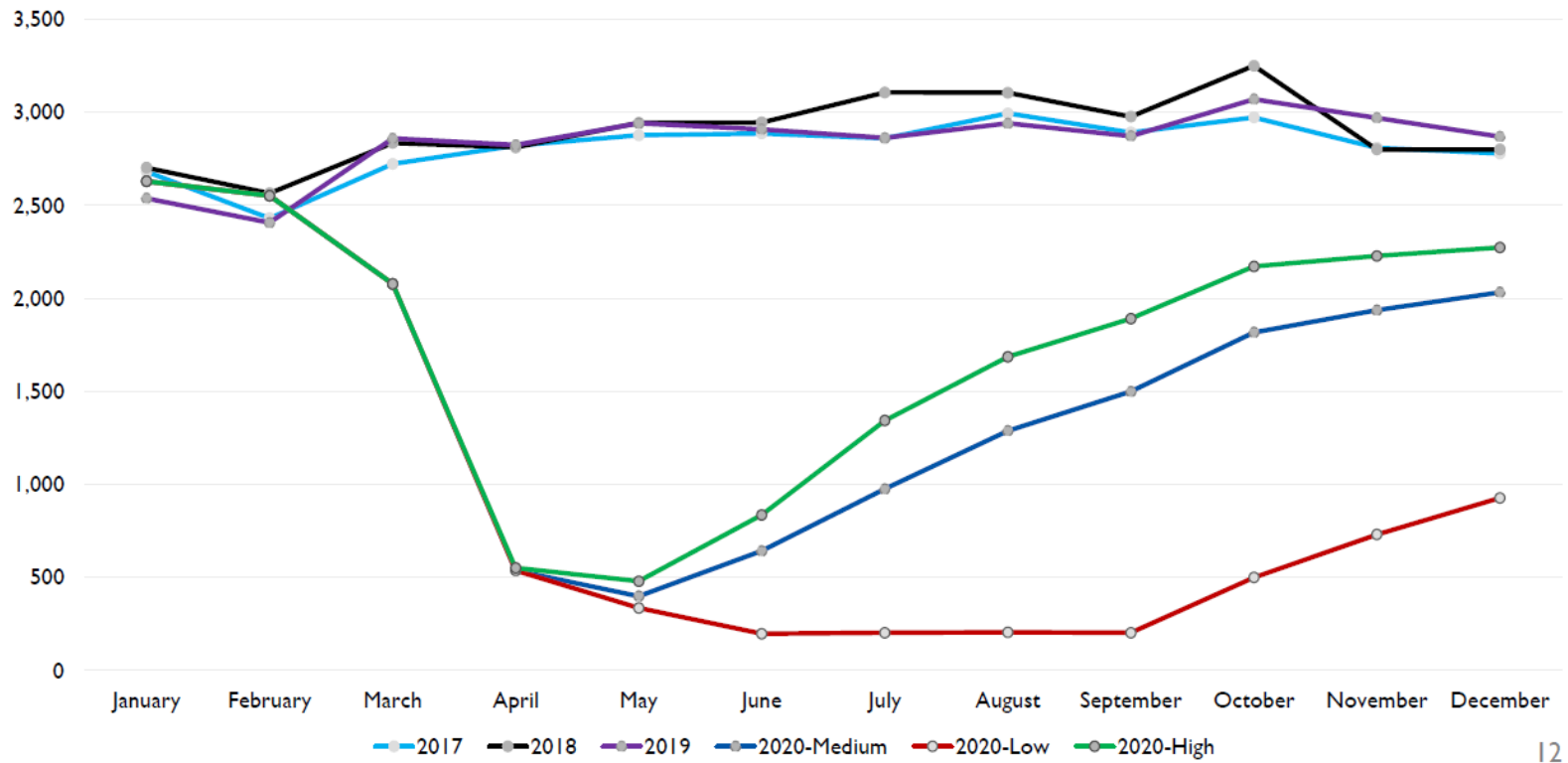
Fiscal 2021 Budget

2020 Projected Flight Trend

SYR HISTORICAL AND OUTLOOK- MONTHLY FLIGHTS (INBOUND + OUTBOUND)



Monthly Flights



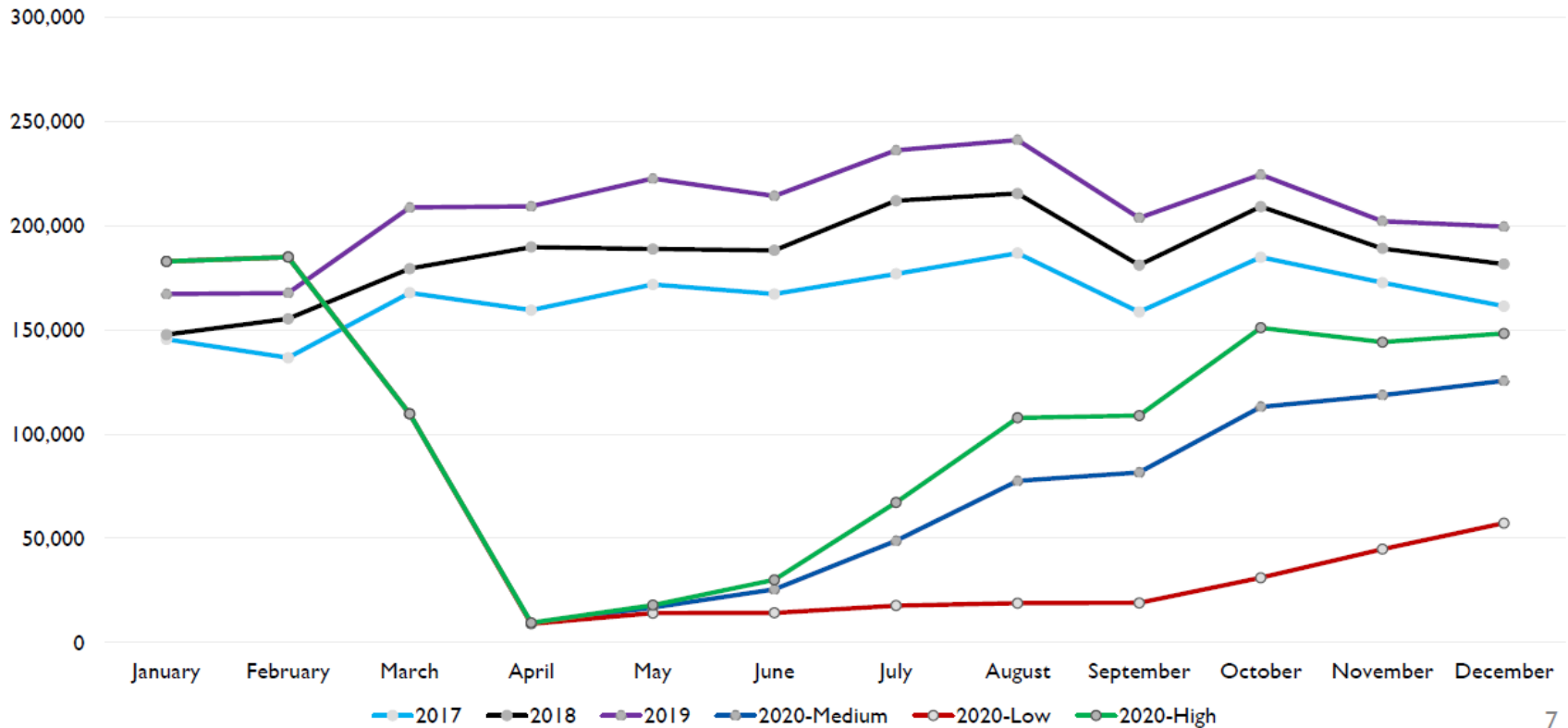
Source: Historical Passengers Based on T-100 Data, Future Passengers Based on Campbell-Hill assessment of schedule and airline trends.

2020 Projected Passenger Trend

SYR HISTORICAL AND OUTLOOK- MONTHLY ONBOARD PASSENGERS (INBOUND + OUTBOUND)



Monthly Onboard Passengers



Source: Historical Passengers Based on T-100 Data, Future Passengers Based on Campbell-Hill assessment of schedule and airline trends.

Operating Metrics

	Budget 2018/19	Budget 2019/20	Projected 2020/21
<u>Passenger Throughput</u>			
Signatory Passengers	2,033,330	2,101,840	1,435,420
Non-Signatory Passengers	206,163	298,958	128,218
TOTAL PASSENGERS	2,239,493	2,400,798	1,563,638
Impacts terminal rents, car parking, car rental and concession revenue			
<u>Landing Weights</u>			
Signatory Landed Weight	1,512,878	1,568,673	1,321,249
Non-Signatory Landed Weight	108,897	161,737	52,468
TOTAL LANDED WEIGHT	1,621,775	1,730,410	1,373,717
Impacts landing fees			

2021 Budget

In Thousands

	2019/20 Budget	2020/21 Budget	\$ Variance 20/21	% Var 20/21 Bdg
<u>REVENUE</u>				
Aviation	\$16,165	\$12,400	(\$3,765)	-23.3%
Services Revenue	\$14,195	\$10,776	(\$3,420)	-26.8%
Other Revenue	\$4,561	\$2,600	(\$1,961)	-45.9%
TOTAL REVENUE	\$34,921	\$25,776	(\$9,145)	-29.1%
<u>EXPENSE</u>				
Airfield Ops & Maint	\$6,742	\$6,858	\$117	1.9%
Terminal	\$7,687	\$4,902	(\$2,785)	-37.8%
Support	\$13,336	\$14,256	\$920	7.5%
Services Expense	\$5,605	\$2,600	(\$3,005)	-55.2%
Other Expense	\$0	\$0	\$0	#DIV/0!
Non-Operating	\$1,551	\$538	(\$1,014)	-401.3%
TOTAL EXPENSE	\$34,921	\$29,153	(\$5,768)	-18.3%
Surplus/(Deficit)	(\$0)	(\$3,378)	(\$3,377)	
CARE Funding	\$0	\$3,378	\$3,378	

Operating Revenue

<i>In Thousands</i>	2019/20 <u>Budget</u>	2020/21 <u>Budget</u>
Airfield	\$8,748	\$6,855
Terminal	\$6,569	\$5,545
Parking	\$12,605	\$9,547
Car Rental	\$3,750	\$1,588
Concessions	\$1,887	\$1,229
Land & Hangar	\$1,362	\$1,012
	<u>\$34,921</u>	<u>\$25,776</u>

Revenue Notes

Airfield	Reduction due to lower landing weights. Landing fees have been held at the fiscal 2020 level.
Terminal	Rents for common areas are based on passenger traffic. Lower throughput results in lower revenue. Rates held at fiscal 2020 levels. While rents for gates are stable, a reduction in fees for additional gates and airline parking has decreased due to reduction in number of flights.
Parking & Car Rental	Includes car parking and car rentals. This category has been impacted by both passenger traffic and type of travel. Reduction of passenger traffic results in lower number of parked and rented vehicles. Loss of recreational and international travel has reduced length of rental service and time parked .
Concessions	Includes food and beverage sales, vending, ground handling and baggage delivery. All are impacted by passenger traffic levels.
Land & Hangar	Revenues are stable year over year for majority of tenants. Decrease in 2021 due to loss of hotel revenue.

Expenses by Department

Department	2019/20 Budget	2020/21 Budget
Airfield Operations	1,450,600	1,645,100
Airfield Maintenance	5,290,900	5,213,000
Terminal Maintenance	6,744,200	4,410,000
Trades	942,700	1,615,700
Parking	5,605,300	2,600,000
Information Tech		512,100
ARFF	3,613,000	2,305,500
Airport Security	3,613,700	3,765,500
Finance	850,100	1,024,500
Human Resources	366,500	431,100
Marketing	351,600	816,200
Commercial Develop	609,800	525,700
Facilities Planning/GIS	294,200	327,500
Director's Office	1,542,700	1,402,800
General Administrative	2,094,400	2,021,000
Non-Operating	<u>1,551,400</u>	<u>537,700</u>
TOTAL EXPENSE	<u>34,921,100</u>	<u>29,153,400</u>

Expense Notes

Expenses have been regrouped into departments for better management in the coming fiscal year.

PRSSM has been removed, resulting in cost savings of \$2.7M.

Additional costs have been included for improved IT infrastructure – both hardware and software.

Additional costs have been included for marketing and public relations. Continual communication with the public will be key in bringing the industry back.

No new staffing has been added for the coming year, except those positions with associated cost savings. Total FTEs is at 125.

Increased costs included to address short term repairs with the delay of the overall garage replacement project.

CARE Funds

Runway Deicer (The current one is 20 years old)	\$100,000
Baggage Belt Line Upgrades (Replacement of outdated equipment before failure occurs) (3 lines)	\$135,000
Switchgear Testing and Maintenance	\$66,500
Portal replacement	\$1,100,000
Maintenance facility	\$2,000,000
Last bathroom in terminal	\$300,000
2019 AIP Projects initiated	\$2,000,000
Total Projects	\$5,701,500
2021 Budget Shortfall	\$3,378,000
Remaining Balance for Operations	\$3,841,902
Total Grant Funds	\$12,921,402

PFC & CFC Funds

PFC Balance

Bank Account	\$5,249,240
Investments	<u>\$17,978,180</u>
Total Funds Available	<u>\$23,227,420</u>
11/01/2020 Principal pmt.	(\$1,440,000)
11/01/2020 Interest pmt.	(\$816,675)
5/01/2021 Interest pmt.	<u>(\$791,475)</u>
Total 2021 Debt Requirements	<u>(\$3,048,150)</u>

CFC Balance

Bank Account	\$881,265
Investments	<u>\$799,182</u>
Total Funds Available	<u>\$1,680,447</u>

Resolution No. ___

2020

**RESOLUTION ADOPTING THE 2020-2021
SYRACUSE REGIONAL AIRPORT AUTHORITY OPERATING BUDGET**

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; and

WHEREAS, the Enabling Act gives the Authority the responsibility to keep and maintain annual records of its revenues and expenditures; and

WHEREAS, the Finance Committee has developed the 2020-2021 Operating Budget for the Authority (the "**Operating Budget**") which is attached hereto and made part of this Resolution as Exhibit "A"; and

WHEREAS, the Finance Committee has met and reviewed the Operating Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had there on, it is hereby **RESOLVED**, by the Board that the Syracuse Regional Airport Authority hereby adopts the 2020-2021 Operating Budget as set forth on Exhibit A" of this Resolution.

Resolution Adopted Date: June __, 2020

Vote: Ayes ____ Nays ____ Abstentions ____

Signed: _____
Secretary

RESOLUTION: (1) ADOPTING THE 2020-2021 SYRACUSE REGIONAL AIRPORT AUTHORITY CAPITAL BUDGET; (2) AUTHORIZING EXECUTIVE DIRECTOR AND/OR CHIEF FINANCIAL OFFICER TO APPLY FOR AND ACCEPT GRANT OFFERS AND ENTER INTO GRANT AGREEMENTS WITH THE FEDERAL AVIATION ADMINISTRATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR SUCH PROJECTS; (3) ENTER INTO CONTRACTS TO UNDERTAKE AND COMPLETE PROJECTS; (4) AUTHORIZING EXPENDITURE OF FUNDS ON PROJECTS

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; and

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; and

WHEREAS, the Enabling Act authorizes the Authority to enter into contracts with the federal government, the state, the county, the city or any other source in furtherance of its corporate purposes; and

WHEREAS, the Federal Aviation Administration ("FAA") and the New York State Department of Transportation ("NYSDOT") provide grants to airports participating in capital improvement programs ("CIP") sponsored by the FAA and/or NYSDOT; and

WHEREAS, the Authority is the operator of the Syracuse Hancock International Airport ("Airport") which is a participant in the CIP program and has a need for the grants available through the FAA and NYSDOT; and

WHEREAS, the Finance Committee has developed the 2020-2021 Capital Improvement Budget for the Authority (the "2020-2021 Projects") which is attached hereto and made part of

this Resolution as Exhibit “A”; and

WHEREAS, the Authority wishes to obtain available funding for the 2020-2021 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2020-2021 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2020-2021 Projects as further detailed in Schedule “A”; and

WHEREAS, the Finance Committee has met and reviewed the Capital Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby: (1) adopts the 2020-2021 Capital Budget as set forth on Exhibit “A” of this Resolution; (2) authorizes the Executive Director and/or Chief Financial Officer to apply for and accept any and all FAA and NYSDOT grant monies available for the 2020-2021 Projects through the CIP program; (3) with the advice of counsel to the Authority to enter into such contracts as necessary to undertake and complete the 2020-2021 Projects; and (4) expend such grant monies and funds of the Authority for each 2020-2021 Project as shown on Schedule “A”, plus an additional twenty percent (20%) as may be necessary in order to accommodate change orders and other routine construction and contract administration matters in order to undertake and complete the 2020-2021 Projects.

Resolution Adopted Date: June __, 2020

Vote: Ayes _____ Nay _____ Abstentions _____

Signed: _____

Secretary

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR AND/OR
CHIEF FINANCIAL OFFICER TO APPLY FOR AND ACCEPT CARES
ACT GRANT FUNDS**

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; and

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; and

WHEREAS, the Enabling Act authorizes the Authority to enter into contracts with the federal government, the state, the county, the city or any other source in furtherance of its corporate purposes; and

WHEREAS, on March 27, 2020 the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") was signed into law as a result of the worldwide COVID 19 pandemic, and

WHEREAS, as operator of the Syracuse Hancock International Airport, the Authority is eligible to apply for and receive grant funding under the CARES Act through the U.S. Department of Transportation and the Federal Aviation Administration; and

WHEREAS, due to the near collapse of the commercial airline industry as a result of the pandemic, the Authority's revenues have been severely reduced, and receipt of CARES Act grant funding would greatly assist the Authority in continuing the operations of the Airport.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the Executive Director and/or Chief Financial Officer to apply for any and all CARES Act and/or

other grant funding which is currently available or may be made available in the future, and if such application(s) are approved, to enter into any required grant agreements, and receive and utilize such grant funds as required by such grant agreements for the benefit of the Airport and/or the local aviation system.

Resolution Adopted Date: June __, 2020

Vote: Ayes _____ Nay _____ Abstentions _____

Signed: _____

Secretary

Resolution No.

2020

**RESOLUTION CREATING THE POSITION OF INFORMATION
TECHNOLOGY MANAGER 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 Information Technology Manager to be responsible for managing all information technology systems/structures and support at the Syracuse Hancock International Airport for the Syracuse Regional Airport Authority; 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; 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 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 position 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)
Information Technology Manager	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: June __, 2020

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

SIGNED: _____
Secretary

INFORMATION TECHNOLOGY MANAGER (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

This position is responsible for managing IT systems/structures and support at the Syracuse Hancock International Airport for the Syracuse Regional Airport Authority. The systems include all airport and airline systems related to the processing of passengers including check-in counters, ticketing, gates, printing, KIOSKS, arrival and departure screens, paging, telephones, internet access, and public WIFI. In addition, systems used by the airport to maintain security and tenant systems are also the department's responsibility. The work is completed under the direct supervision of the Chief Financial Officer (CFO), and closely with IT vendors to accomplish the work as need. The work also requires interaction with employees, vendors, department heads, local and county government employees, legislators, residents and the general public. This position may supervise support staff as needed.

TYPICAL WORK ACTIVITIES

Oversees IT operations at the Airport, both terminal side and airfield side

Respond to all access control security system problems, CCTV problems, Airport employee needs, ARFF, maintenance and the fueling departments. Respond as needed to tenant needs such as parking, restaurants, customs, rental cars, FAA tower, and the TSA.

Designs and implements IT strategies and infrastructure to cover all aspects of airport operations

Develops IT policies and procedures, including security protocols and disaster recovery plans

Design, install, and be responsible for the on-going maintenance of the common use network, including the A and B terminals, FBO, maintenance, ARFF, FAA tower, rental car building, and the Syracuse Hancock Airport

Responsible for all phone systems utilized by airport, airlines and tenants

Propose strategic solutions and recommending new systems and software

Assesses need for new equipment and software

Maintain comprehensive inventory of hardware and software

Purchase efficient and cost effective technological equipment and software

Prepares progress and budget reports for upper management

Leads and hires new members of IT staff

Builds and maintains relationships with outside vendors

Provides hands on support to resolve hardware and software problems

Provide and coordinate off hour support as required to maintain airport/airline functions

Maintain the Airfield inspection server and software to remain FAA compliant with Part 139

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Good knowledge of the operation of networked computer hardware, software, peripherals, and communication devices

Knowledge of and experience supporting Microsoft Office 365, ERP systems, fundamental networking including VLAN configuration and VMWARE service, SonicWALL, hardware troubleshooting and other PC applications, including repair experience

Ability to evaluate user/department hardware and software needs, and work effectively together to solve problems

Ability to manage and prioritize tasks and projects

Ability to explain the use and the capability of computer hardware, software, peripherals, and communication devices, and instruct users in software and hardware operations

Good knowledge of current technology platforms and tools for the management of devices, security policies, and user access

Ability to work independently with minimal supervision

Ability to communicate clearly, both verbally and in writing, with vendors, customer base, management, and staff

Skilled in developing and maintaining effective interpersonal relations

Ability to read, understand, and interpret technical and procedural manuals

Ability to meet the physical requirements of the position, with or without a reasonable accommodation

PREFERRED QUALIFICATIONS

Previous Airport/Airline experience

All IT related certifications

MINIMUM QUALIFICATIONS

- A) Graduation from regionally accredited or New York State registered college or university with Bachelor degree in Computer Science, Information Technology, Information Systems, or closely related field; and
- B) Five (5) years of work experience or its part-time equivalent in Information Technology operations, which must include leading and managing large IT projects and rolling out IT infrastructures across various technologies; and
- C) One (1) year of supervisory experience; and
- D) Individual must possess knowledge and experience supporting Microsoft Office 365, ERP systems, fundamental networking including VLAN configuration and VMWARE service, SonicWALL, hardware troubleshooting and other PC applications, including repair experience.

**RESOLUTION CREATING THE POSITION OF FINANCE MANAGER
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 Finance Manager to be responsible for the management of the accounting support staff within the finance division of the Syracuse Regional Airport Authority, and responsibility and oversight of accounting, both accounts receivable, accounts payable, and purchasing, monthly end close procedures, and internal controls; 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; 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 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 position 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)
Finance Manager	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: June __, 2020

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

SIGNED: _____
Secretary

FINANCE MANAGER (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the management of the accounting support staff within the finance division of the Syracuse Regional Airport Authority, and responsibility and oversight of accounting, both accounts receivable, accounts payable, and purchasing, monthly end close procedures, and internal controls. This position reports to the Chief Financial Officer, who allows the incumbent considerable leeway for the exercise of independent judgment and initiative in areas of concern and responsibility. Supervision is exercised over subordinate staff. Instructions on implementations of new policies and discussion of work problems are provided through regular conferences and discussions with the Chief Financial Officer. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises and participates in the maintenance of a manual or automated ledger operation including books of account or general ledgers, classification and recording of transactions and supervises and participates in the control and preparation of accounting statements and reports.

Supervises, assigns, reviews and evaluates the work of accounting/support personnel

Supervises the establishment and maintenance of fiscal records of the receipt and expenditures of funds.

Process accounting transactions as mandated by GAAP under accrual based accounting methodologies, including recording/posting transactions in general ledger; processing deposits, purchase orders, receipts, and invoices; release/post batches in subsidiaries; recording all transactions as they occur in the appropriate division and expense account

Applies established and accepted accounting methods and procedures in the preparation of supporting accounting statements.

Manages records retention schedule for Finance division

Maintain monthly files, both electronic and hard copy, in organized and accessible manner

Manage month-end close at the end of each fiscal month, following standard month-end close timelines for year-end close

Reconcile all balance sheet accounts on the general ledger to the subsidiary ledger or supporting documentation as part of the month end close process with differences identified and documented.

Prepares and issues monthly, quarterly, and annual financial reports and other special reports as requested by the CFO, Executive Director and Board, to ensure proper representation of the financial condition of the SRAA, including P&L, balance sheet, cash flow statements, budget variance analysis, division expense reports, rates and charges model/forecasting, other ad hoc reports

Assist CFO as needed to complete external audit within the time frame designated by management to meet Board and other external reporting requirements

Actively manage Accounts Receivable to ensure maximum collection and avoid revenue loss, through invoicing from the general ledger or other designated software, producing aging reports, investigating over-payments when received with recommended actions provided to CFO, applying credits, address collectability concerns with the CFO on a timely basis to implement appropriate follow up measures

Internal controls will be implemented with Sarbanes Oxley criteria as a guideline

Maintain and monitor segregation of duties, ensuring that all transactions are not processed by a single person and are not within the same process flow, discussing areas of high risk with CFO to address possible mitigation options

Properly secure SRAA assets such as checks and cash at all times

Provide accurate reporting for external agencies, in accordance with the requirements of the agency and submitted by the dates required

Designs and assists in the design of special accounting schedules, forms, or reports, or recommends changes in existing forms, schedules and reports.

Consults with the division head on fiscal and budgetary matters pertaining to the division.

Requests allocations of funds.

Acts as a liaison with both agency and non-agency staff giving advice, answering questions, and providing information with regard to program operations, project status, and fiscal, budgetary and purchasing matters.

May implement or assist in the implementation of new or revised manual or automated systems and train subordinates in application of systems.

May supervise the recordkeeping and required fiscal reporting for State and/or federally funded or agency programs by interpreting guidelines, monitoring schedules and reports, and providing advice and guidelines.

May perform or assist in cash flow projections and cash needs determination.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of accounting and auditing theories, principles, techniques and procedures

Thorough knowledge of, and the ability to select and apply the best accounting techniques, principles or procedures necessary to effectively perform the functions of the position

Thorough knowledge of basic trends and current developments in the field of accounting

Thorough knowledge of modern principles and practices of business management and administration, including debt and investment management

Working knowledge of generally accepted accounting procedures (GAAP)

Ability to gather, assemble and analyze facts and draw conclusions

Ability to compose accurate accounting reports and statements, and ability to present same

Ability to plan and supervise the work of staff in a manner conducive to full performance and high morale

Ability to analyze and evaluate reports of staff workers and make sound decisions based on such reports

Ability to train professional and/or clerical staff involved in operating the accounting system

Ability to communicate effectively, both verbally and in writing

Proficient in Microsoft Office, particularly Excel

Ability to maintain positive professional relationships with a diverse staff, including supervisors, employees, and third party payroll vendors

Able to perform the physical requirements of the position, with or without a reasonable accommodation

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in accounting and five (5) years of work experience, or its part-time equivalent, in finance, accounting or a closely related field, which must have involved as the major job function the application of accounting principles to the installation and operational maintenance of a general or specialized accounting system, the design or modification of an accounting system, final authority and responsibility for a system or major portion thereof; and three (3) years of supervisory experience.

Draft 5/4/2020

Resolution No.

2020

**RESOLUTION CREATING THE POSITION OF AIRPORT
INFORMATION AIDE 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 Airport Information Aide to be responsible for directing visitors at the Syracuse Hancock International Airport, and giving directions, providing information, and answering questions concerning business conducted by the Syracuse Regional Airport Authority, and tenants located at the Airport; 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; 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 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 position 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 Information Aide	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: June __, 2020

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

SIGNED: _____
Secretary

AIRPORT INFORMATION AIDE

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for directing visitors at Syracuse Hancock International Airport and giving directions, providing information, and answering questions concerning business conducted by the Syracuse Regional Airport Authority, and tenants located at the Airport. Employees in this class must be courteous in dealing with the public and be able to give verbal information clearly. Employees in this class do not exercise supervision.

TYPICAL WORK ACTIVITIES

Gives information verbal and over the phone to the public regarding the location and function of Authority departments, businesses, tenants, and services, including flights, rental cars, ground transportation, baggage claim, parking, concessions, public events, meetings, etc.

May place and receive telephone calls and route information as necessary.

May act as messenger for the Authority, its departments, and tenants.

May maintain bulletin boards and furnish offices and meeting rooms as necessary with supplies.

May open and distribute mail.

May perform routine, elementary clerical tasks while stationed as Airport Information Aide.

May direct or physically lead the public to areas within the pre-secure side of the Airport terminal.

May provide flight status information to the public.

May provide forms to the public when requested, including but not limited to job applications and complaint forms.

Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, and physical abilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of functions and layout of the Syracuse Hancock International Airport.

Ability to give information verbally and in writing in a courteous and easy to understand manner.

Ability to relate well with the public.

Presents a professional appearance at all times.

Ability to be courteous to visitors, the public, tenants, and public officials who visit the Syracuse Hancock International Airport.

Ability to respond quickly and efficiently to the public's needs

Basic computer and office technology skills, including use of email, phone, copier, and printer.

Must be able to perform the essential functions and physical requirements of the position with or without a reasonable accommodation

MINIMUM QUALIFICATIONS

None.

Created 5/2020

RESOLUTION CREATING THE POSITION OF PAYROLL ADMINISTRATOR 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 Payroll Administrator to be responsible for the administration of the payroll system and preparation/processing of payrolls for multiples divisions within the Syracuse Regional Airport Authority, including the maintenance of payroll accounts and the preparation of various payroll reports in accordance with prescribed standards and procedures, and administration of the paid leave tracking for all employees of the Syracuse Regional Airport Authority; 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; 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 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 position 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)
Payroll Administrator	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: June __, 2020

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

PAYROLL ADMINISTRATOR (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

This work involves responsibility for administration of the payroll system and preparation/ processing of payrolls for multiple divisions within the Syracuse Regional Airport Authority, including the maintenance of payroll accounts and the preparation of various payroll reports in accordance with prescribed standards and procedures, and administration of the paid leave tracking for all employees. Under supervision of the Human Resources Manager, an employee in this class also trains and directs employees in various departments who are engaged in collecting and preparing payroll data. Work is performed within narrow time constraints. Supervision is not typically exercised in this class, although direction may be given to payroll staff as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES

Receives from departments, employee time cards, via an electronic time and attendance system, and/or paper timecards, and processes to an automated payroll system.

Receives from departments, electronic payroll worksheets on which changes from-the previous pay period are noted; reviews changes for accuracy; processes to an automated payroll system.

Receives and processes data pertaining to payroll changes, such as appointments, promotions, terminations, changes in payroll deductions, salary changes, special pay etc.

Prepares work sheets totaling all payroll deductions including withholding taxes; balances totals against other fiscal reports; assists in the preparation of a variety of payroll reports, including federal quarterly taxes, state wage reports, retirement system reports; etc.; deposits and balances withholding taxes with the treasury division.

Processes payroll adjustment as required to correct errors in payroll input data; redeposit checks or a portion thereof and issues supplemental checks; adjusts payroll deductions accordingly; notifies various federal, state municipal and private agencies of adjustments and any rebates due; manually prepares a supplemental redeposit control sheet for each item and updates computer files using a computer terminal.

Knowledgeable of collective bargaining agreements including overtime, night shift differential, special pay, uniform and tool allowances, and keep track of the time frame for implementing special pay throughout the calendar year

Keeps track of employee anniversaries and ensures all salary changes are updated in a timely manner in accordance with collective bargaining agreements

Keeps tracks of all paid leave accruals, usage and balances, ensures all paid leave is properly reflected in the payroll system, on paychecks, and employee reports

Understand proper taxation of employer paid benefits

Runs required payroll summary, deduction, invoice, check register, and leave reports on timely basis, as requested by Human Resources and Finance

Acts as administrator of payroll system, and works directly with the vendor to ensure organization's system and configurations are set up properly

Creates standard operating procedure documents for payroll processing and keeps up to date as changes occur

Makes recommendations to supervisor on how to make the payroll process/payroll system more efficient for both the payroll/HR staff and supervisors and employees when submitting their time

Trains staff on payroll processing to ensure backup staff is able to prepare and submit accurate/timely payroll in Payroll Administrator's absence

Manages workflow to ensure all payroll transactions are processed accurately and timely

Processes correct garnishment calculations and compliance
Processes accurate and timely year-end reporting when necessary (i.e. third party sick pay W2s, ACA reporting)
Processes manual checks when necessary
Answers employee questions on time keeping, paychecks, and leave
May respond to employment verification requests
Works in conjunction with human resources staff to ensure all personnel and payroll records are up to date, accurate, and any personnel changes, including pay rates, leave accruals, benefit deductions, etc. are properly updated.
Provides backup support to human resources, assisting in payroll related areas such as workers compensation, disability, unemployment, and retirement processing/reporting
Acts as a collaborative member of the Human Resources team to ensure the workflow between personnel and payroll is efficient and effective, making recommendations for improvements

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of wage and hour, payroll tax, and withholding regulations
Basic knowledge of the principles and practices of financial recordkeeping
Working knowledge of procedures, forms and codes used to process payroll transactions
Good knowledge of standard office terminology, procedures and equipment
Working knowledge of basic arithmetic
Ability to work under tight time constraints
Ability to communicate effectively orally and in writing with all levels of personnel
Ability to maintain positive professional relationships with a diverse staff, including supervisors, employees, and third party payroll vendors.
Ability to comprehend and apply department standards and regulations regarding payroll processing
Ability to read, comprehend and interpret Collective Bargaining Agreements and Employment policies in reference to wages, hours, leave and benefits
Excellent organizational and attention to detail skills
Reliable attendance
Able to maintain confidentiality

MINIMUM QUALIFICATIONS

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Finance, Business Administration; and three (3) years of payroll work experience or its part time equivalent, the major job function of which is processing payroll and preparing payroll reports, including the maintenance of payroll accounts and tax reporting records such as tax distribution, wage reporting and distribution of employee deductions, which must have included payroll processing for multiple collective bargaining units.
OR,
- B) Five (5) years of payroll work experience or its part time equivalent, the major job function of which is processing payroll and preparing payroll reports, including the maintenance of payroll accounts and tax reporting records such as tax distribution, wage reporting and distribution of employee deductions, which must have included payroll processing for multiple collective bargaining units.

RESOLUTION APPROVING EXECUTIVE DIRECTOR'S 2019 ANNUAL EMPLOYEE EVALUATION

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; and

WHEREAS, Section 2799-fff (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require of the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, by Resolution No. 12 of 2019 the Authority approved and entered into a five (5) year employment agreement with H. Jason Terreri effective May 13, 2019 to fill the position of Executive Director of the Authority (the "Employment Agreement"); and

WHEREAS, the Employment Agreement provides that adjustments to base salary shall be based upon the annual performance evaluation conducted by the Human Resources Committee and shall be effective as of the first regular pay period in the month of June then following the annual performance evaluation; and

WHEREAS, during the first year of the Employment Agreement Mr. Terreri has successfully filled the position of Executive Director of the Authority and under the direction of the Board of the Authority, has successfully administered and advanced Airport operations during this period which has included the disruption of the national and worldwide aviation systems due to the COVID 19 pandemic; successfully guided the Authority through the annual FAA Part 139 audit and TSA security inspections; continued efforts to transfer employees from the City of Syracuse to the employ of the Authority; joined and actively participated in the

activities of a number of community and professional organizations, all of which have improved and enhanced the Authority and the Airports visibility and stature in the region; and

WHEREAS, the Human Resources subcommittee of the Board of the Authority has reviewed the Executive Directors Self-Assessment form and the HR Committee has reviewed the Employee Performance Evaluation forms prepared by its members and reviewed the results of such Employee Evaluation Forms and sought input from the Board regarding the Executive Directors performance evaluation for the period 2019-2020; and

WHEREAS, the Human Resources subcommittee has recommended to the Board that the Executive Directors Employee Performance Evaluation for the period 2019-2020 be approved and that his salary and annual performance bonus for the 2020-2021 period be set in accordance therewith.

NOW, THEREFORE, BE IT RESOLVED, after due deliberation having been had thereon, that the Executive Directors Employee Performance Evaluation for the 2019-2020 period is hereby approved and that his salary and annual performance bonus for the 2020-2021 period be set in accordance therewith; and

BE IT FURTHER RESOLVED, that such salary adjustment shall begin effective as of the first regular pay period in the month of June 2020, and that the annual performance bonus be paid at such time as the Executive Director shall elect.

Resolution Adopted Date: June __, 2020

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____
Secretary



Human Resources Committee Meeting Minutes

May 14, 2020

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 SRAA Board Room on Thursday, May 14, 2020.

The meeting was called to order at 11:02 a.m. by Chair Michael Lazar.

I. Roll Call

In attendance:

Chair Michael Lazar

In attendance via phone

Dr. Shiu-Kai Chin

Mr. William Fisher

Hon. Michael Quill

Mr. Michael Mirizio

Ms. Jo Anne Gagliano

Staff:

Mr. Jason Terreri

Mr. John Carni

Ms. Robin Watkins

Ms. Debi Marshall

Ms. Kristine Carson

Absent:

Councilor Latoya Allen

II. Approval of Minutes from Previous Meetings

Mr. Lazar made a motion to accept the minutes from the previous meeting of February 27, 2020, with a second from Mr. Mirizio, the motion carried unopposed with a note that Hon. Quill was not at the February 27, 2020 meeting.

III. Executive Session

Mr. Lazar made a motion to enter Executive Session via a separate call in number to discuss matters pertaining to proposed, pending or current litigation, the financial, credit and employment history of particular persons or corporations and a proposed lease of real property by the

Authority. The motion was seconded by Dr. Chin. The HR Committee entered Executive Session at 11:06 a.m.

Executive session ended at 12:31 p.m. No action was taken. Mr. Fisher did not return from Executive session.

IV. New Business

- A. Ms. Marshall recommended to the Board that a Finance Manager position be added to the roster. The Fiscal Officer position has been redefined and renamed Finance Manager. Ms. Watkins went into detail about the role and responsibilities this position would play as they oversee the day to day accounting aspects of the Finance Department including accounts payable, cash management, purchasing and receiving, preparing financial statements, and running month end reports. Mr. Lazar invited a motion to recommend to the Board the creation of Finance Manager. Ms. Gagliano motioned, Hon. Quill second this motion. This motion was carried unanimously.
- B. Mr. Lazar invited a motion to recommend to the Board the creation of an Information Technology Manager position. This position would oversee Authority network, support, helpdesk etc. Ms. Watkins explained that this position is the start of transitioning our IT services from an outside vendor to inside the organization. The current outside contract is in place until June 2022. Mr. Lazar entertained a motion to recommend this to the Board, Ms. Gagliano motioned, seconded by Hon. Quill motion. The motion was unanimously carried.
- C. Mr. Lazar invited a motion to recommend to the Board the creation of Payroll Administrator position. This position increases qualifications and requirements for what is currently our Payroll Assistant position and will essentially replace the Payroll Assistant. Mr. Lazar entertained a motion to recommend this to the Board, Hon. Quill seconded Ms. Gagliano motion. The motion was unanimously carried.
- D. Ms. Marshall informed the Committee that the updated Cell Phone Policy will be added to the employee Handbook. It clarifies the policy regarding the of use of the phone and responsibility that an Authority employee has after being issued an Authority Cell Phone. A sign off form will also be required at the time the employee receives the cell phone. No motion to recommend is necessary.
- E. Ms. Marshall informed the Committee that Volunteer Leave will be added to the employee Handbook. It allows an employee to take four (4) hours paid time off per quarter, up to sixteen (16) hours per calendar year, to volunteer with an approved nonprofit organization and has been reviewed by our attorney. No motion to recommend is necessary.
- F. Ms. Marshall clarified handbook revisions that will be in the July 1, 2020 updated handbook. Highlights included adding references to the Operations department to the handbook, volunteer leave, cell phone policy, election day leave policy, driving license checks on those who drive Authority vehicles, title changes and appraisal evaluation process. A discussion ensued regarding health insurance cost after retirement as that was also added to the handbook. No motion to recommend is necessary.

- G. Ms. Marshall informed the Committee of the results from the Employee Engagement Survey. The survey showed that a majority of the employees had a positive outlook on the Authority. Mr. Terreri informed the committee that the Organizational Chart will be discussed further at the Board meeting in June Mr. Lazar recommended for all to read through the results as they very informative.
- H. Mr. Terreri stated that the proposed organizational chart be reviewed and discussed at the Board meeting in June, but it is included in the packet of notes they received today.

V. **Adjournment**

A motion to adjourn was made by Mr. Lazar and seconded by Ms. Gagliano, the meeting adjourned at 12:55 p.m.



**Finance Committee Meeting Minutes
Friday, April 17, 2020**

These minutes reflect the activities of the Syracuse Regional Airport Authority Finance Committee during the meeting publically posted via ABO guidelines and held at Syracuse Hancock International Airport in the SRAA Board Room and also via WebEx and telephone conference call on Friday, April 17, 2020.

Note: The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

The Meeting was called to order by Dr. Chin at 9:31 a.m.

I. Roll Call:

In attendance: Ms. Gagliano, Dr. Shiu-Kai Chin, Mr. William P. Fisher, Mr. Mike Lazar, Mr. Michael Frame; Mr. H. Jason Terreri; Mr. John Carni; Ms. Joanne Clancy; Ms. Cheryl Herzog; Ms. Linda Ryan; Mr. Matt Szejwbka and Ms. Robin Watkins; Mr. Simpson joined the meeting at 10:15a.m.

II. Review and approval of minutes from previous meeting:

Mr. Fisher made a motion to approve the minutes from the previous meeting on March 20, 2020 and Ms. Gagliano seconded that motion. Motion carried unanimously.

III. Directors Report

Executive Director Terreri shared with the committee a presentation regarding the impact currently of COVID-19. Passenger numbers decreased 48% in March with the impact starting to hit mid-March for aircraft operations. For the last two weeks of the month it was approximately 80% drop for the month year over year. The current average for April is about 100-150 people per day through the checkpoint. Concessions and parking revenues are down significantly. A new revenue model is in process and we will share detail when available. Air service reforecasting for recovery planning indicates a 95% reduction in April/May, however, we are meeting the minimum requirements for the CARES Act. The Mid-level model and the high-best case scenario are all being looked at but seem to indicate an approximate 30% drop in end of

year performance. The best-case scenario would bring us back to 2017 levels by the end of the calendar year. This forecast is being updated weekly as numbers come out from TSA and frequent and continued conversations with the airlines. The SRAA is tracking all of the changes. The airlines have asked for exemptions from smaller regional airports in our catchment area that could be served through SYR instead. Tenants have asked for relief, the FAA put out guidance that there can be no waiver of fees. In the past, because of how things were budgeted, there have been large credits that have gone back to the airlines at the end of the year, therefore, the airlines would like to discuss getting those credits earlier than normal to offset losses for landing fees, which would give them relief on their cash flow. There will be no impact to the airport finances. MillionAir has declined any support. Advertising has not been impacted, we are adding an additional month to their contracts and again we are partnering with our food, beverage and retail tenants during this time. The Cares act is funding all approved Federal grants which have a local match, which amounts to approximately \$2 Million. The fund application for SRAA is in process. CFO Watkins re-emphasized that the authority is still in a good cash position and is being monitored and managed daily. The authority and tenants are all working on maintenance and cleaning to take advantage of the low passenger traffic flow and open spaces. Mr. Fisher led a discussion regarding the annual inspection and maintenance of the parking deck. Executive Director Terreri stated that he will share results with the board.

IV. New Business

- A. Status and process for 2020-2021 Operating Budget
- B. Finance Department restructuring update
- C. Authorization Policy Review
- D. Capital Projects update
- E. ABRM Software update

CFO Watkins briefed the board on the new budget process, restructuring of the finance department, re-alignment of job responsibilities, refining processing flow improvements along with segregation of duties improvements, policy reviews, and projects and software updates. The enhancement of these changes will provide much more transparency and reporting capabilities. Director Terreri and the board praised CFO Watkins progress, especially in such a short amount of time since she has joined the SRAA.

Executive Director Terreri notified the board that the SRAA has received approvals for Capital Projects. He further discussed with the board use of Cares Act funds and various projects.

CFO Watkins explained the new ABRM Software target date for live use is July 1st. This software will greatly improve airport revenue reporting, queries, it is user-friendly and integrates with the general ledger program.

Mr. Lazar asked some further questions regarding the financial impact to revenue due to COVID-19. Both Director Terreri and CFO Watkins again re-iterated the SRAA's financial position being in good shape to ride out the impacts of this pandemic for a long period of time, the plans for Cares Act funding and that they will continue to monitor the situation closely. Dr. Chin, Chair of the Finance Committee noted that in the midst of a pandemic that we are in a solid position and he is pleased with the information and the team's progress.

VI. Adjournment:

Mr. Lazar made a motion to adjourn and Mr. Fisher seconded that motion. Meeting was adjourned at 10:43 a.m.

DRAFT



Finance Committee Meeting Minutes
Friday, May 8, 2020
9:30 a.m. / SRAA Board Room and also via Conference Call/Webex

These minutes reflect the activities of the Syracuse Regional Airport Authority Finance Committee during the meeting publically posted via ABO guidelines and held at Syracuse Hancock International Airport in the SRAA Board Room and also via WebEx and telephone conference call on Friday, May 8, 2020.

Note: The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

The Meeting was called to order by Mr. Lazar at 9:31 a.m.

I. Roll Call:

In attendance: Ms. Gagliano, Mr. Mike Lazar, Mr. Michael Frame; Mr. H. Jason Terreri; Mr. John Carni; Ms. Joanne Clancy; Ms. Cheryl Herzog; Ms. Robin Watkins; Ms. Linda Ryan; and Mr. R. John Clark. Dr. Chin joined the meeting at 10:08 a.m. Absent: Mr. Fisher and Mr. Simpson

II. Review and approval of minutes from previous meeting:

Mr. Lazar declined to give a motion to approve the minutes from the previous meeting on April 17, 2020 until such time that there is a quorum of the Finance Committee in attendance.

III. CFO Report

Executive Director Terreri stated that the Director’s report will be given at Finance Committee meetings from now on and that at the Directors report will be given at the board meetings.

CFO Robin Watkins then informed the board that Fiscal Officer, Maureen Fogarty has retired and that the Authority thanks her for her many years of service and dedication. The authority has brought in temporary help to bridge the gap and assist the CFO and the department during this transition period and awaiting on the Grants Administrator posting process.

IV. Executive Session

No executive session was held.

V. New Business

Draft 2020-2021 Operating Budget

CFO Watkins laid out various metrics and criteria that derive expenses and drive revenues at the airport and it impacts the overall budget. Passenger throughput is one main revenue driver. 2019-20 showed growth, however 2020-21 is projected to be lower due to the impact of COVID 19. Landing weights are another primary source of revenue. Our projections are based on data from the airlines, the Campbell-Hill company and our own specific data from the SYR marketplace. It is projected that in June 2020 there will be an uptick in revenue once an increase in travel resumes. CFO Watkins showed the board members a projection of low, medium and high projection calculations and she explained that the assumptions that were used as a base for this data. The hope is that the market opening will increase slowly to the previous, 2017 levels by January of 2021. The landing revenue is based on the airline flight schedules and the SRAA receives a fee from the airlines for those flights. The SRAA has held the rates to the 2020 level in the new budget so increase the market share for SYR over other local airports. Staffing also remains at Fiscal 2020 levels.

Historically, there is a 3-5% inflation rate factored in for expenses, however because we have identified savings in several areas and all departments will now be managing to their budget levels, we are able to not put in that inflation rate into the new budget. PRISM funding offers another opportunity for the next year. This is a pre-funded fee that the airlines pay in their rates and charges that goes towards this account as part of their rent into a fund that covers operation repairs, equipment, matching of Federal Grant monies, etc. The SRAA is responsible for 61% of the charges. PRISM is a current requirement in our airline agreement. If the authority does not participate in the PRISM program, and the airlines agree with the proposal without the PRISM funding which offers an opportunity for the airlines to pay a lower landing fee and a lower rent fee, which will help return and expand markets to SYR. The overall deficit in the budget would decrease and again, it would be made up by the CARES Act Grant funding. This is a great opportunity to remove PRISM without risk and will keep the rates and charges flat and helps the airlines and neither the airlines nor the authority will contribute to that program.

The \$12.9M in CARES Act Grant funds that were received will be used on operational needs for lawful airport expense such as projects, replacement, and refurbishment or other future shortfall issues. Total projects of \$5.7M have been identified. Included in that, \$2.5M for AIP projects that we do not have to provide the matching portion of the funds for any 2020 grants. \$3.5M

will be put aside for future operating expenses as needed. This budget does not touch our cash on hand, that remains in reserve.

Next steps will be to present opportunities to the HR Committee and the next Finance Committee meeting before bringing the final products to the board for the June regular board meeting for consideration.

IT Update – CFO Watkins is conducting a full assessment of the airport’s communications needs, wifi, internet, phones, to improve the infrastructure. The current bandwidth level is at a critical need and business operations are being impacted due to the low limits. The new ABRM software remains on track to go live on July 1st.

Commercial General Leasing Policies and Procedures – Aviation Contracting Officer Linda Ryan and Executive Director Terreri have drafted a policy to set up a format for how the authority charges, defines space and these rates and charges will be approved by the board that has a rates and charges model that standardizes the commercial leasing and non-aeronautical structures. Prior to this document, there has never been a standardized policy. A discussion led by Michael Lazar ensued regarding this document and the committee agreed to recommend it to the board.

Now that a quorum was reached, Mr. Lazar made a motion to approve the minutes from the previous meeting on April 17, 2020 and Dr. Chin seconded the motion. Motion carried unanimously.

VI. Adjournment:

Mr. Lazar made a motion to adjourn and Dr. Chin seconded that motion. Meeting was adjourned at 10:46 a.m.