

SYRACUSE REGIONAL AIRPORT AUTHORITY

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, October 23, 2020

Noon – 1:30 p.m. / John P. Walsh Conference Room and also via Conference Call/Teams Mtg.

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, October 23, 2020 at 12:00 p.m. in the Syracuse Regional Airport Authority John P. Walsh Conference 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/Video Conference:

Ms. Jo Anne Gagliano – Chair
Mr. William Fisher – Vice Chair
Dr. Shiu-Kai Chin – Finance Officer
Ms. Latoya Allen
Dr. Donna DeSiato
Mr. Michael Lazar
Mr. Michael Mirizio
Mr. Robert Simpson

Members Absent:

Mr. Michael Frame
Mr. Michael Quill
Mr. Kenneth Kinsey

Also Present/Telephone Conference:

Mr. H. Jason Terreri
Mr. John T. Carni
Ms. Robin Watkins
Mr. Brian Meyer
Ms. Debi Marshall
Ms. Joanne Clancy

Ms. Cheryl Herzog
Mr. R. John Clark
Mr. Michael Chapman
Mr. Morris Sorbello

Roll Call

As noted, all Board members were present, except Mr. Frame, Mr. Quill and Mr. Kinsey.

Ms. Gagliano started by welcoming everyone to the scheduled regular meeting of the Board at 12:00 p.m.

Consent Agenda

- Approval of Minutes from the September 11, 2020 Regular board meeting and the Annual Meeting of the Syracuse Regional Airport Authority
- Approval of Minutes from the September 22, 2020 Special meeting of the Board
- Resolution Authorizing the creation of the position of Buyer for the Syracuse Regional Airport Authority
- Resolution Authorizing the creation of the position Accounts Payable Specialist for the Syracuse Regional Airport Authority
- Resolution Authorizing the creation of the position of Accounts Receivable/Receiving Specialist
- Resolution Authorizing the creation of the position of Ground Transportation and Parking Manager

Chair Gagliano reminded the board of the purpose of using Consent Agendas. Dr. DeSiato asked for further explanation of the differences in the titles for the finance department and their history. Director Terreri and CFO Watkins explained that there have been resignations and retirements in the department and the needs of the department have changed with the new restructuring that has taken place to ensure proper segregation of duties and to reflect the true functions of the positions needed. Dr. DeSiato emphasized the criticality of these roles and the segregation of duties plans. CFO Watkins introduced new Finance Manager, Brian Meyer. Director Terreri explained the additional expansion of job duties for the person currently in the Ground Transportation Manager role now retitled to Ground Transportation and Parking Manager. This role expansion is needed to help manage the new parking contract with SP+ and ensure all aspects of the contract are being met. Having no objections or further discussion regarding the consent agenda, a motion was made by Mr. Fisher and seconded by Ms. Allen and the consent agenda was unanimously approved.

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

Director's Report

Director Terreri reviewed the Director's Report with the board and noted that due to time constraints, he will not present an educational piece for this board meeting and will simply report on the main topics of COVID Impact Update and the updating of the SRAA Mission/Vision/Values statements in draft form in the board packet material provided in advance of the meeting. Director Terreri informed the board about the current enplanement data and flights that are being added back to the market. The biggest challenge is the New York State quarantine restrictions, which has put a damper on recovery numbers. Director Terreri has engaged in conversations with Onondaga County in an effort to make the SYR Airport a COVID-19 testing location which will allow passengers arriving to produce a negative test within 72 hours to bypass the quarantine restrictions. The governor's office has been contacted about approving this process and meetings with the county will take place next week to discuss options and logistics.

Director Terreri has 9 airline meetings planned in Denver in less than 24 hours along with a headquarter meeting with American Airlines to discuss growth in services. Our staff continues to have weekly and bi-weekly meetings with all of the airlines that we currently have and hope to have in the future.

The first part of the Q1 was strong but slowed as the NYS quarantines were put into effect. Smaller regional airports in our catchment area have lost services but those have been consolidated to SYR. SYR is still seeing a 40% business, 60% leisure travel at SYR which is why capacity is being added back in for this business market. These forecasts are being closely monitored. Mr. Fisher asked about aviation groups that the SRAA may be partnering with to tackle the issues surrounding the testing and quarantining rules for airports. Director Terreri stated that we are working closely with the New York Aviation Management Association (NYAMA) who is representing all airports with the governor's office along with the business council since this has impacted our forecasting ability. We are hopeful that a testing protocol can be put into place that allows for a solution to get back up and running. Chair Gagliano asked how we get the data that Jason provided, and Jason stated that the airlines provide it to us so that we have the most current information available.

Chair Gagliano began discussion with the group regarding the update project for the SRAA Mission Vision and Values that we are revising with the assistance of Steve Baldwin Assoc. Chair Gagliano asked the board if they had time to review all of the materials that have been provided to them and noted that many of them were a part of the interview process and discussed the importance of this in terms of being able to use these going forward to match them with a new strategic plan. Mr. Lazar had questions regarding the values part of these. The mission is required by the ABO. Dr. DeSiato shared the ESM mission with the group and suggested ours reflect the purpose we serve, our relationship to the greater region, vision should be our preferred future, what we hope to become and that values should be the lens of how we look at everything as we make decisions, and that those values should be included to show what we stand for at our core. Dr. DeSiato suggested health and wellness need to be in the values especially considering the pandemic. Mr. Simpson suggested the statement be something people could memorize easily and be concise and repeatable, so would like to see the mission statement cut to just a few core concepts. Dr. DeSiato seconded that concept that it should be compelling but easy to recite. Director Terreri thanked everyone for their feedback. Chair Gagliano asked what the next plan is with the Strategic Plan and this process and Director Terreri noted that although we have begun work on the police study, the mission vision values statements, the overall strategic plan has been put on hold due to the pandemic until there is a little less uncertainty. Chair Gagliano suggested that we add this to the December board meeting agenda as a focus item working session to continue to move forward on this topic. Dr. DeSiato stated that it is time well invested and when written properly stands the test of time and creates a mantra that people will see and know about the organization. Dr. DeSiato suggested small writing team sessions.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters related to potential litigation.

Mr. Lazar made the motion and Mr. Fisher seconded the motion. Executive session began at 12:33 p.m.

Executive session ended at 1:12 p.m. No action was taken.

New Business/Discussion

Resolution approving single roll call vote for multiple resolutions for SRAA board meetings
Having no further discussion regarding this resolution, a motion was made by Mr. Fisher and seconded by Mr. Lazar.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

Resolution amending the SRAA Governance Committee Charter and dissolution of the SRAA Board Development Committee

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

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

Resolution approving settlement with Aero Syracuse, LLC/Aeroterm

Mr. Fisher suggested the resolution be modified to reflect the fact that both the Authority as well as the City of Syracuse failed to bill and collect annual escalations of rent and other charges for some periods of time under the Aeroterm lease. General Counsel Clark noted the change and will amend the resolution to reflect. Having no further discussion regarding this resolution, a motion was made by Mr. Fisher and seconded by Mr. Lazar.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

Resolution approving settlement with Syracuse Airport Inn, LP

General Counsel John Clark provided the board members with information regarding this settlement with the now closed airport hotel including negotiations of settlement where the lease will be terminated and many of the furniture will be donated to various charities and the Authority will take back ownership of the hotel. Mr. Fisher provided background of the hotel from 1961 and reminded the board that the revenue that this used to provide was not put in the budget for this year due to its closure. The best and highest use of this property should be considered in the future if it should be a new hotel or other use or a hotel be placed in another area. Discussion ensued regarding winterizing and fire systems being taken care of and Director Terreri informed everyone that there was still a person on staff taking care of these issues and that our staff has a plan going forward. Having no further discussion regarding this resolution, a motion was made by Mr. Fisher and seconded by Mr. Lazar.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

Q1 Financial Review – CFO Watkins discussed with the board the first Quarterly review of our finances and reforecasting status. COVID and the New York State travel restrictions continue to have a negative impact on the SRAA finances and have resulted in reduced revenue for terminal rents, parking, concessions, etc. She reiterated that controls have been put into place to maximize cost savings and non-urgent purchases have been put on hold. Executive Director Terreri stated that we are ahead of the reforecast, but off on our budget currently since the recovery has slowed. A Plan “B” is being prepared if no stimulus or additional relief package is passed. The SRAA currently has 5.4 months of operations costs monies available for use. Total CARES Funds granted to SYR were \$12,921,402, of that, \$6,546,411 have been used for operations, which includes exit portal replacements and baggage belt upgrades, leaving \$6.375 remaining funds available for use.

Chair Gagliano and Executive Director Terreri let the board know that the Strategic Planning process discussions have been put on hold until after further COVID recovery has materialized and until after the Mission/Vision/Values have been updated.

Committee Reports and other updates

Minutes from most recent SRAA committee meetings were attached to the packet. Mr. Fisher noted that for the Governance Committee, further political action will be sought to alter the terms of one or two board members to give the incoming Mayor and County Executives additional options. No further reports were given.

- Audit Committee
- HR Committee
- Finance Committee
- Governance Committee

Adjournment

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

The meeting was adjourned at 1:47 p.m.