

SYRACUSE REGIONAL AIRPORT AUTHORITY

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Minutes of the Regular Meeting of the Syracuse Regional SYR Airport Authority Friday, February 26, 2021

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional SYR Airport Authority was called to order on Friday, February 26, 2021 at 12:00 p.m. via Teams Video/Audio Conferencing by Chair, Ms. JoAnne 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. Donna DeSiato
Mr. Michael Frame (left mtg early)
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. William Meyer
Mr. Michael Quill
Dr. Shiu-Kai Chin (joined after meeting began)

Members Absent:

Ms. Latoya Allen
Mr. Rob Simpson

Also Present/Telephone Conference:

Mr. H. Jason Terreri
Mr. John T. Carni
Ms. Robin Watkins
Mr. John Clark
Mr. Brian Dorman
Ms. Elana Essig
Mr. Matt Szejbka
Ms. Cheryl Herzog
Ms. Debi Marshall
Ms. Joanne Clancy

Ms. Linda Ryan
Mr. Al Overend
Ms. Jennifer Sweetland

Roll Call

As noted above, all board members were present except for Ms. Latoya Allen, and Mr. Rob Simpson.

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

Consent Agenda

Chair Gagliano asked for a motion to approve the consent Agenda. Having no further discussion regarding the consent agenda, a motion was made by Mr. Lazar and seconded by Dr. DeSiato

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

Director's Report

Director Terreri reviewed the SYR Airports recent accomplishments.

- The SYR Airport's Wi-Fi has been upgraded to two 500 mg lines that run into the SYR Airport from opposite ends of the SYR Airport which will allow for a redundancy if we should experience an outage.
- The PFC application has been submitted and has been approved by the FAA. These funds will provide for jet bridge replacements, new snow equipment and the SYR Airport Master Plan.
- Director Terreri received a letter from the FAA stating that we had a zero discrepancy, FAR Part 139 inspection for all administrative records. The physical airfield inspection is postponed due to COVID-19 precautions. Congratulations were given to the Operations team who produced another annual inspection with no discrepancies, great work!
- Director Terreri mentioned the opening of the Matt Black Lounge which is a concept that Cornell grads brought forward because they won an entrepreneurial contest and received \$25,000 in seed money to start this lounge. It is a 10-day test, and SYR is excited about this concept.
- The glycol recovery and collection pilot plan are being led by the Operations Department. If all goes well with this pilot plan, the SYR Airport could save approximately \$300,000 in winter season costs.
- The General SYR Airport Consultant Contract expired in December and is currently on a month-to-month basis. SYR will be putting out a new RFQ with the goal of having new contracts in place by the beginning of our fiscal year.

Director Terreri reviewed the finances. The landing weights continue to be steady however, the SRAA is not within the re-forecasted budget plan due to the travel restrictions for New York State. With the passenger throughput, we have been holding at approximately 50,000 passengers per month, which does not meet our budget. The revenues are down approx. \$3M due to the travel restrictions. Expenses are within budget. The largest dollar items are from invoices

received for city retirements. To shore up the \$3M deficit, the Authority is utilizing CARES Act funds and has renegotiated some contracts. A new parking management company started in December resulted in management fee reduction from \$160k to 90k a month. The Authority continues to bring services in-house which were previously outsourced. \$4M in CARES Act funds remain and are being used for airport operations.

Director Terreri updated the board regarding CARES Act2. This round of CARES Act funds includes \$272k for concession relief, not just food and vending but also for parking, rental cars and any other type of terminal services. These funds will reimburse the SRAA for fees that have been reduced due to low passenger traffic. A new bill is going through Washington, D.C. which will be titled CARES Act3, and there will be a grant award for the SYR Airport if it is passed. SYR is expecting that to be approved the week of March 5th. Director Terreri reviewed the budget calendar and stated that the final draft will be presented to the board in May and final approval will be June 25th. It was mentioned that the revenue coming in is covering all expenses. If March continues as projected, there will be a profit.

Director Terreri explained the COVID-19 pandemic impact on enplanements. Passenger through-puts are down about 72% compared to 2019. The Airlines have expressed that this is solely being driven by the travel restrictions in New York State. SYR continues to work with the Governor's office to request updates to the travel restriction requirements in New York State. The Airlines are offering more flights in the month of March with hope that New York will start to increase travel numbers. The SYR Airport enplanements are about 5% ahead of our current competitors. Domestic travel in New York State is one of the lowest according to the TSA throughput numbers. These numbers will impact what the Airlines schedule will be in the upcoming months. If they do not have the confidence to get the passengers needed, they will take their larger aircraft and allocate them to other markets. Prior to COVID-19, SYR had all main line aircraft, we currently have all regional jet aircraft. This is not just Syracuse it is all of New York.

Director Terreri mentioned the community SYR Airport Art program and the SYR Airport will expand by having an Aviation/Travel Poetry Contest during the month of April for National Poetry Month and will partner with the YMCA's Downtown Writers Center (DWC) who will help us judge this contest. There will be two categories: students/young authors and adults. We will have 10 winners per category for a total of 20 poems which will be displayed in the SYR Airport. One winner will be selected in each category and we will have prizes available. The winners will be announced in May.

Director Terreri updated the board regarding the Federal mask mandate. Everyone on SYR Airport property must wear a mask which includes offices, Mohawk Global, C&S, Air Cargo etc. TSA is responsible to enforce this requirement, not the SRAA Authority. If TSA has a problem, they will call in our law enforcement officers for resolution to the situation. SYR Airport workers are qualified under 1-B vaccination requirements so all staff is eligible for the vaccine. This is not a requirement for staff but is encouraged. A-symptomatic testing is available at Department of Public Works (DPW) for all our team as well as their families. We are very close to setting up a partnership with a lab at the SYR Airport to have testing onsite. When staff is not available, there would be a PCR rapid test with results within 24 hours offered through either a vending machine or our concession program. This test will be self-administered and would be put in a medical collection unit for processing.

Director Terreri stated next month we will hold the second quarter rates and charges review with the airlines. This meeting is held with airline properties staff and will discuss how the rates and

charges are going, review financials and build the rates and charges for next year. Director Terreri introduced these quarterly meetings with the airlines, as this was never done before and it has been very productive helping to form good relationships. Passenger Facility Charges (PFC) consultation meetings with the airlines will be held and the applications will be presented and explained. The airlines do not have approval rights for this, but it is an FAA requirement that the SYR Airport consult the Airlines as well as allow public comment. The PFC application is posted publicly in newspapers and on the website.

Director Terreri discussed an incident that happened at the SYR Airport, where we had an SYR Airport employee collapse and go into full cardiac arrest, he was assisted by an SRAA staff member, Law Enforcement Officers and a passenger until help arrived. They used an Automated External Defibrillator (AED) on this individual. We will be holding CPR/AED training for our staff; and will be purchasing additional AEDs to have in strategic locations along with holding “Stop the Bleed” training programs. Mr. Fisher recommended that these individuals should be recognized for their assistance in this life-saving event. We would like to do a resolution or a proclamation and invite these individuals for recognition at a later date.

Discussions for the March board meeting will include an education piece on the FAA Grant program. There will be a review of the Capital Plan for the FAA, we will have the General Aviation Consulting Contract to review as well as upcoming projects. We will finalize the Mission, Vision and Values. The board has requested information about benchmarking our SYR Airport to see how we rate best in class. SYR Airport Council International (ACI) has been contacted and they have a presentation regarding Service Quality Benchmarking Program which will be presented. The Executive Team will hold discussions to determine if this is a program that we would like to initiate at SYR Airport. If this is decided, we will include it in the next fiscal year starting in July.

New Business/Discussion

Procurement Policy Amendments

CFO Watkins stated the Procurement Policy must be reviewed annually which was done by the Finance Committee at today’s meeting. There were recommended changes and those changes are designed to improve efficiencies and balancing the appropriate oversight. Increased amounts for approval levels were discussed. The process and approval flow will allow us to automate the process through our new ERP system that will start on Monday. There were some changes on how we handle GAC contracting which are the major construction contracts under the FAA. Other areas of discussion ensued implementing a process for more expansive mini-RFP procurements so we can be more cost competitive. The changes to the Procurement Policy were included in the SRAA Board packet. There was a recommendation made at the Finance Committee for a Resolution to be presented at today’s meeting.

RESOLUTION APPROVING AMENDMENTS TO PROECUREMENT POLICY FOR THE SYRACUSE REGIONAL SYR AIRPORT AUTHORITY

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

The resolution was adopted: 6 ayes, 0 nays, 0 abstain

ByLaws Revision Review

Bylaws changes were included in the packet and were reviewed by the Finance Committee at today's meeting. General Counsel Clark read the revisions to the board. One area that had not been finalized by the Finance Committee regarding Mr. Simpson's comment about the audit process and what is the scope of the Finance Committee's duties. He asked how involved the Finance Committee should be with the audit process and other matters. The Finance Committee wanted this addressed in the bylaws, General Counsel Clark will follow-up with Mr. Simpson and will identify the concerns and then propose the language and circulate a second version of the revised Bylaws incorporating the changes. The Bylaws must be considered by the board in two separate meetings. They cannot be approved today but will be on the agenda for resolution vote for the March board meeting. Mr. Fisher requested a red-lined copy and a final copy be distributed prior to the March meeting so there is plenty of time to review the document.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to potential litigation, the medical, financial, credit or employment history of a particular person or corporation, and the proposed acquisition, sale, or lease of real property by the SRAA Authority. Dr. DeSiato made the motion and Mr. Quill seconded the motion. Executive session began at 12:49 p.m. Executive session ended at 1:45 p.m. No action was taken.

Committee Reports and Other Updates

- Audit Committee – Chair for the Audit Committee, Dr. DeSiato, reported Ms. Watkins and the team have prepared RFPs that will be going out and will be due March 31st. The Audit Committee will meet subsequently between April 1st and April 15th and be prepared to report at the next meeting regarding the interviews of the RFP submittals.
- HR Committee – Chair Lazar noted there is nothing new to report.
- Finance Committee – Mr. Lazar reported on the Municipal Advisor firm for the bonding function.
- Governance Committee – Chair Fisher reported on the Bylaws modifications and the use of Team collaboration software. It was agreed that the Governance Committee would put this type of software to use and then report back to the board.

Adjournment

A motion was made by Mr. Fisher and seconded by Dr. DeSiato to adjourn the meeting. The meeting was adjourned at 1:50 p.m.