

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
1 000 COL. EILEEN COLLINS BLVD.
SYRACUSE, NEW YORK 13212
P: 315.454.3263
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**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, June 25, 2021
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
Teams Conference Call
Join by phone 1-347-966-4080
Conference ID: 169 378 247 then hit pound #**

1. Roll Call
2. Old Business
Approval of Minutes from the May 21, 2021 Regular Board Meeting and the June 18, 2021 Special Meeting of the Board
3. Executive Team Report
 - 21/22 Priorities & Initiatives
 - Commercial Division
 - Finance & Administration
 - Airport Operations
 - Human Resources
4. Committee Reports
 - **Finance Committee**
5. Executive Session
6. New Business/Discussion
 - **Resolution Adopting the 2021/22 Syracuse Regional Airport Authority Operating Budget**
 - **Resolution Adopting the 2021/22 Syracuse Regional Airport Authority Capital Budget**
 - **Resolution Authorizing the Creation of the Position of Airport Risk Manager**
7. Adjournment

* **Bolded items = materials available**

The Syracuse Regional Airport Authority serves Upstate New York, providing a safe, convenient, seamless passenger experience while enhancing economic opportunity, development, and growth in the region.

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, May 21, 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, May 21, 2021, at 11:06 a.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-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
Ms. Latoya Allen
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. Michael Frame
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. William Meyer
Mr. Robert Simpson (joined after role call)

Members Absent:

Mr. Michael Quill

Also Present/Telephone Conference:

Mr. H. Jason Terreri
Mr. John Carni
Ms. Robin Watkins
Mr. John Clark
Mr. Brian Dorman
Ms. Joanne Clancy

Ms. Cheryl Herzog
Mr. Al Overend
Matt Szwejbka
Ms. Elana Essig

Roll Call

As noted above, all board members were present.

Chair Gagliano began by welcoming everyone to the scheduled meeting of the SRAA Board at 11:06 a.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the April 23, 2021, SRAA Regular Meeting of the Board, a motion was made by Mr. Lazar and seconded by Dr. DeSiato, and the minutes were unanimously approved.

Director's Report

Director Terreri reviewed the airport accomplishments with the board members.

- American Airlines announced nonstop service to Dallas, it will be a daily year-round service. This creates a lot of connection for SYR passengers. The scheduled flight time will work for business travelers. This will start August 17th.
- The airport completed the administrative portion of the Part 139 inspection with no discrepancies. The onsite inspection is scheduled for May 25 – 26, 2021.
- Completed airport security AVSEC exercise.
- Completed annual Emergency Tabletop Exercise. This was held in person and virtually.
- Accessibility committee meetings are moving forward.
- Narcan training was held for airport staff, there are Narcan kits with every AED in the airport. The airport added 2 additional defibrillators one at the checkpoint and one in maintenance.
- Landside plan is in place, Landrum & Brown will have a presentation at today's meeting.

Director Terreri indicated new snow equipment arrived for the Maintenance Department, there is a new blower and snow sweeper, we are still waiting on one more piece. Director Terreri continued with a few updates. The mask mandate has caused some confusion in the airport, everyone must wear a mask while in the airport through September 13, 2021. TSA is responsible for enforcing this requirement. The SYRenity Bar + Grill construction has begun, this will be completed in July. The construction for the full-service Dunkin Donuts will be starting soon. The airport completed the Aviation/Travel Poetry contest. Delta is providing 2 domestic tickets anywhere for the adult winner and Barnes and Noble is donating \$500.00 package for the student winner. These will be on display adjacent to the airport museum. The newest staff members hired with the Authority are Mike Okrent - Heavy Equipment Mechanic II, Jason Mehl – Chief Commercial Officer, Cameron Pierik – IT Services Administrator. Also. Aaron Harris has been promoted to the Airport Operations Compliance Manager.

There were a few training updates, Brian Dorman – Director of Planning and Development

earned his AAAE Certified Member (C.M.) designation, this is the first step in completing the full accreditation program which Brian is working on. Also, Oliver Cabiles – Airport Operations Specialist achieved his Airport Certificate Employee Operations certificate. The new mission, vision and values will be rolled out to the team next week. The enplanement graph showed the enplanements coming back quickly. The airport is seeing increased flights with the airlines. Cargo continues to go up.

The Finance metrics were explained to the Board, landing weights are down due to smaller planes, but the passenger throughput is going up. Revenue has increased with more traffic; this is expected to continue to go up. CFO Watkins explained a line item on the expenses which was an adjustment with Federal Unemployment Tax Act (FUTA) taxes for 2019 and 2020, our previous payroll provider did not process this correctly. This was corrected moving forward and there were no penalties. The financial summary and CARES funds were displayed with minimal change. It was explained how the CARES funds will work with the budget for the upcoming year. The board will be updated once the SRAA receives final documentation for CARES v3 and what these funds can be used for and what plans the SRAA has for these funds.

The SRAA has the new fiscal year starting July 1st. The airport has 9 parcels being reviewed by the FAA for release for non-aeronautical use. The PFC application was submitted, and approval will be received by June 10th. The Authority is working on the contract for the Airport Master Plan, within this plan we are looking at cargo expansion due to the fact the airport is out of capacity with cargo. On Saturday, August 14th the airport will hold its Triennial Emergency Exercise, this is a full-scale drill. All board members are invited to attend and participate. Mr. Simpson asked if the Board has a specific role for an emergency incident, and it was clarified that the board could help with resources. Director Terreri stated that in a future board meeting there should be training for members. Mr. Fisher asked about the alerting system and what should be done with the messages, it was explained that they are informational. Director Terreri mentioned there will be a special board meeting in June, this will address the long-term capital budget planning. All questions will be answered and at the June board meeting there will be a resolution to request final approval.

Parking and Roadway Study Discussion

A presentation was provided by Landrum & Brown regarding where the airport is with the landside plan. They presented background information for the garage and additional airport parking and how spaces are being utilized. The study also included ground transportation. The study was mainly on the financial side because of the need for a new garage and to avoid short term and major capital expenses. There were concepts developed from a planning standpoint on ways to improve traffic, parking flow, and parking accessibility. Parking has changed significantly with technology, there are touchless systems that are now available. Staffing is minimal since most of the systems can be done electronically. It was mentioned that the overflow lot could be used as a weekly surface lot with credit card in/credit card out access. The overall goal is to have incremental revenue be the primary funding source to pay the debt. The financial assumptions for the garage were reviewed. It was discussed the next steps are to develop a comprehensive schedule for financial, planning and come up with a design on how to move forward. A conversation ensued regarding the future planning and all questions were answered. Director Terreri stated that this presentation was requested by the board and now he would like to create an Ad-Hoc committee for those that would like to be a part of this and make recommendations to finalize a solution and bring to the board for final

approval. Dr. Chin stated that we have 3-5 years to determine a solution for the parking garage. He would like the airport to not look at this as a parking structure but as a travel transportation system.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to the employment history and job performance of a particular person.

Mr. Lazar made the motion and Mr. Fisher seconded the motion. Executive session began at 12:14 p.m. Executive session ended at 12:56 p.m. Rob Simpson recused himself from a portion of executive session to avoid a conflict of interest. No action was taken during executive session.

New Business/Discussion

RESOLUTION APPROVING EXECUTIVE DIRECTOR'S 2020 ANNUAL EMPLOYEE EVALUATION

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

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

RESOLUTION AUTHORIZING AIRPORT FACILITEIS, AIR SERVICE AND STRATEGIC OPPORTUNITIES MARKETING AGREEMENT FOR THE SYRACUSE HANCOCK INTERNATIONAL AIRPORT

General Counsel Clark stated that this resolution can be approved as is, but will be revised with the proposed changes.

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

The resolution was adopted: 7 ayes, 0 nays, 1 abstain

Review the 2021/2022 Syracuse Regional Airport Authority Budget

CFO Watkins stated that the budget was included in the packet, the Finance Committee reviewed it thoroughly. Director Terreri reiterated that the budget submitted was the Operational budget and there will be a special board meeting set up to focus on the Capital budget. Mr. Fisher explained that even though a deficit is shown, the CARES funds will offset this amount. Chair Gagliano requested that the CARES funds be added in so there is a clear understanding of all funds in the budget. Dr. Chin indicated even if there is a foot note explaining the funds that are available under the CARES funds. Dr. DeSiato asked if there will be at some point a Capital Reserve fund established. CFO Watkins indicated at some point she would like to get there but currently we are not there given what has transpired over the past year.

Enabling Legislation Discussion

Director Terreri updated the Board and said the SRAA is moving forward with some of the proposed changes we talked about previously. The Authority is correcting some of the items with the FAA. Also, we are looking at getting the board terms statute changed for the next legislative season. Mr. Fisher stated that Assemblyman Bill Magnarelli is the chair of the Transportation committee in the New York State Assembly. A meeting has been requested to explain proposed updates for the Enabling Legislation which was established in August, 2001.

Committee Reports and Other Updates

- Audit Committee – Nothing new to report.
- HR Committee – Copy of minutes included in packet.
- Finance Committee – Nothing new to report.
- Governance Committee – Nothing new to report.

Adjournment

A motion was made by Mr. Lazar and seconded by Mr. Fisher to adjourn the meeting. The meeting was adjourned at 1:17 p.m.

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Special Board Meeting Minutes of the Syracuse Regional Airport Authority

Friday, June 18, 2021

Pursuant to notice duly given and posted, the special board meeting of the Syracuse Regional SYR Airport Authority was called to order on Friday, June 18, 2021, at 10:32 a.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-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
Ms. Latoya Allen
Dr. Shiu-Kai Chin (joined at 10:30)
Dr. Donna DeSiato (joined at 11:30 a.m.)
Mr. Michael Frame (joined after role call via Teams)
Mr. Kenneth Kinsey (joined after role call via Teams)
Mr. Michael Lazar
Mr. Michael Quill
Mr. William Meyer
Mr. Robert Simpson

Members Absent:

Mr. William Fisher

Also Present/Telephone Conference:

Mr. H. Jason Terreri
Mr. John Carni
Ms. Robin Watkins
Mr. Jason Mehl
Mr. John Clark
Mr. Brian Dorman
Ms. Joanne Clancy

Ms. Cheryl Herzog
Ms. Debi Marshall
Ms. Jennifer Sweetland
Mr. Brian Meyer

Roll Call

As noted above, all board members were present with the exception of William Fisher. Dr. Shiu Kai Chin, Dr. Donna DeSiato, Mr. Michael Frame, Mr. Kenneth Kinsey joined after roll call.

Chair Gagliano began by welcoming everyone to the Special Meeting of the SRAA Board at 11:06 a.m.

New Business/Discussion

Review of the Capital Budget 2021/22

Ms. Watkins thanked the board members for reviewing the slides prior to the meeting and for the responses she received. The 2021/2022 capital budget entails a lot of information; the presentation will not be reviewed in detail. All questions will be answered.

Ms. Watkins started with enplanements. She explained that since the last discussion Southwest Airlines will be added to the Syracuse Airport. This will increase enplanements per month starting in December. It was discussed that landing weights will also increase with this additional air service. Ms. Watkins reviewed the impact of Southwest air service and what it will do for the Syracuse Regional Airport Authority financially for the next year. This will bring in incremental revenue for parking, car rentals, concessions, enplanements, etc. She explained how the transportation calculation is done, they use the historical parking revenue to enplanement. This is how the incremental revenue was calculated for Southwest Airlines. Mr. Lazar asked how they can you calculate without having confirmed number and Ms. Watkins explained that they use an overall average. Director Terreri explained the incentive program with Southwest. He stated that Baltimore/Washington is not a market that we currently serve so it qualifies under the incentive program, where Orlando is an established service that does not qualify. Ms. Watkins informed the board that due to this new service the airport will need to expand parking. The airport is looking at a surface parking area that can be implemented in a short period of time, this will incur some costs. There will be some inside terminal expenses relating to expanding baggage lines, common use software and a few minor items prior to the start of Southwest Airlines.

Ms. Watkins shared Budget Revenue by the month and there was no discussion. The Expenses showed the projected for 2021 and budgeted for 2022 by department. It was explained that it is broken down by Personnel services that are down slightly in 2022 due to retirement costs charges in 2021. These charges were resolved and the costs are now calculated on a monthly accrual. The other line item listed are Other than Personnel Services, this went up slightly due to parking garage repairs, common use software, new phone system and other items. The next slide Expenses by Category showed more detail of personnel. Ms. Watkins congratulated Ms. Marshall, Mr. Carni and the team for moving Trades to the SRAA. There is just one Trades staff that stayed with the City of Syracuse due to retirement next year. Director Terreri stated that the only staff that will not move over to the SRAA is Aircraft Rescue and Fire Fighting (ARFF) since this is a City of Syracuse station under a reimbursable agreement.

Ms. Watkins reviewed the Budget Full Time Equivalent (FTEs). She went over the Authorized FTEs and how many are filled and what is in the budget to fill. She explained there are five positions to be filled. Mr. Quill asked about the Airport Dispatcher position and what does that entail. Ms. Watkins explained they will oversee a comprehensive communication system. Currently the majority of the airport communication is on cellphones. The airport is going to rollout the comprehensive communications center will be located in the Security Department. This center will use radios. The radios have been ordered and will have a dedicated channel listing for communication purposes. In the event on an emergency, we can communicate with 911 or other areas outside the Airport through encrypted channels. The dispatch center will be staffed 24 hours a day and will centralize our day-to-day operation for workorders, custodial requests, etc.

Ms. Watkins moved onto the Summary of the Operating Expenses and the Operating Income/loss. This summary incorporates the Federal grant revenue, CARES2 funds and the AIP funding. AIP funding that comes from the FAA relates to the work done on runway 10-28 and airport pavement management plan. Another item on the table is the Airport Master Plan which will come out of PFC funding. Ms. Watkins spoke about the Capital Contributions is any activity that is done that improves the airfield or terminal is an asset. Those assets are owned by the City of Syracuse so once the airport completes projects as in Runway 10-28 and the cold storage unit, those assets are transferred to the City of Syracuse. Ms. Watkins indicated that this amount varies from year to year depending on what projects are taking place.

Ms. Watkins explained the CARES funds. She explained there are two approved CARES funds available. CARES3 has been approved by the Federal Government but they have not sent out the allocations or know when it will be available. Part of CARES2 funds were for concession relief, this is designated to reimburse airports for relief that they provided to concessions which includes car rentals. Mr. Lazar asked if they CARES3 funds could go away, it was clarified that it has been appropriated. Mr. Lazar asked if the 5M could be explained. Director Terreri explained that part of the PFC application we included a new Federal Inspection Station (FIS) which is customs and border protections space at the airport. The current location is outdated, and the airport has been notified by customs that the airport needs to upgrade the area or lose the international designation as an airport. Customs has updated their standards on what they require in the facility, and we are behind in this area. These funds will allow the airport to have a plan in place when we need to pursue this update.

Ms. Watkins reviewed the Capital projects for the next year which included the description of the project, the funding source and the profit and loss impact. Some of the major projects are for the Maintenance and Custodial Rehab projects that include HVAC, lockers, kitchen areas, women/men facilities and bringing it up to ADA compliance and other NYS State requirements in terms of employment. Mr. Lazar asked if there are any other counter spaces after Southwest Airlines comes to the SYR Airport. Director Terreri explained there are other counters available and in the future the airport may need to some more Airline related capital work in the terminal. It was also explained that some of the old counters are not ADA compliant. A conversation ensued regarding the debt services and further detail on some capital projects.

Ms. Watkins spoke about the ACIP Grant Projects 2021-2022 and indicated every year this will get updated. This lists the projects that the airport must do and the funding source. The line items were reviewed and explained to the board.

Mr. Lazar stated that this meeting provided a clear understanding of where the monies come from

and where they go. Chair Gagliano thanked everyone who sent questions in ahead of the meeting and thanked Ms. Watkins, Director Terreri and the whole team, the information was in detail and clear to understand.

Adjournment

A motion was made by Mr. Lazar and seconded by Mr. Simpson to adjourn the meeting. The meeting was adjourned at 11:36 a.m.

DRAFT



Finance Committee Meeting Minutes Friday, May 21, 2021

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 21, 2021, at 9:34 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and Teams Virtual/Audio Conferencing by committee Chair, Dr. Shiu-Kai Chin.

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 9:34 a.m.

Roll Call:

In attendance: Dr. Shiu-Kai Chin, Mr. William Fisher, Mr. Mike Lazar, Mr. Michael Frame, Ms. Joanne Gagliano, Mr. Robert Simpson, Mr. Jason Terreri; Mr. John Carni, Ms. Joanne Clancy, Ms. Cheryl Herzog, Ms. Robin Watkins, Mr. R. John Clark

Review and approval of minutes from previous meeting:

Chair Chin asked if there were comments to the minutes. A motion was made by Mr. Lazar to approve the minutes from the previous meeting on March 26, 2021, and Mr. Frame seconded the motion. Motion carried unanimously.

CFO Report

CFO Watkins reviewed the Finance Committee Update that was included in the Finance packet. There was discussion regarding the landing weights and how they continue to improve. The passenger traffic is up and continues to climb since travel restrictions lifted. The revenue for April has increased, concession fees are up. Concession hours have been expanded. Parking along with car rental revenues have also increased. There were a few times during the month

that the open lot was at full capacity and closed, passengers were directed to the garage. The year-to-date comparison to the budget continues to get better we were down by just 18.4%. Airline fees improved and the airport continues to decrease the gap between the budget and monthly activity. CFO Watkins explained expenses and stated that we are slightly over the gap for the month. The overall net income is improving and is all due to the additional passenger activity. There were no changes in the CARES Funds. CFO Watkins explained that the only fees SRAA pays to the City of Syracuse are for ARFF and includes one staff member who remains under the City of Syracuse and will be retiring next year along with some workers compensation expenses. A conversation ensued regarding the staff and retirements at ARFF. All questions were addressed.

New Business

CFO Watkins reviewed the 2021/2022 Operational Budget. This is the first presentation of the 2020 fiscal year budget which will be adopted in June. Director Terreri explained that there will be a special board meeting to fully review the long-term Capital Plan for the airport. There is not enough time to cover both the Operations and Capital budget in one meeting.

CFO Watkins started with the metrics. She reviewed the four-year trend of airport metrics. In 2019, the airport had its highest year in history for passenger traffic and it dipped in 2020 when COVID hit. Up until the last quarter of 2020, SYR passenger numbers were higher than in 2019 and if COVID had not hit, 2020 would have been the best year. The airport is using projections based on Campbell Hill data, who takes their activity, their knowledge base, and their communications with traffic through the end of December 2021. The numbers from January through June 2022 are projected at the growth rate of 5% month over month. Director Terreri explained that some airlines provide the airport with their fiscal year forecast. It was explained that the airlines do not share their booking information with the airport.

CFO Watkins explained the enplanement history which showed the month over month trends. This showed the seasonality of enplanements over the years. The enplanements show that we are starting to climb back up after the COVID restrictions were released. The revenue projections were reviewed along with the rates and charges and all questions were answered. The projections are higher due to the enplanements which included the new DFW passengers. It was explained how the airline cost per enplanement is calculated and how it is balanced out with the airlines. Mr. Simpson suggested providing the committee the trend line for the actual cost for enplanement and the SYR cost for enplanement compared to other competitive airports. Director Terreri stated the concession program will be refreshing its focus on more higher end grab and go options. Ms. Watkins spoke about the TSA buildout construction and explained that they will reimbursement the costs back to the airport.

CFO Watkins reviewed the expenses and stated they stay consistent year after year. She explained some upcoming large item expenses which includes repairs to the parking garage, common use platform and a new phone system. Mr. Frame requested a breakdown in detail by percentages for the budget year with examples. It was explained that the airport will be training

our current electricians on the airfield lighting which is now contracted out. The airport has approved positions that will be filled under this upcoming budget. Dr. Chin asked about the future of the parking garage and its status. Director Terreri explained that during COVID the garage was thoroughly inspected. It was explained that within 3-5 years we will have a plan that will be decided on by the SRAA Board and will include a finance plan, and an action plan of how this will get done. It was mentioned that the airport has a new parking operator, and they are cleaning up the parking areas. Mr. Simpson requested that in a deficit/surplus budget if we could add a percentage ratio of available cash reserve. CFO Watkins reviewed the 2021/2022 projects that were not included in the Operating fund and what the Authority is looking at using CARES and CRRSA funds for. These funds are reimbursable, but the process requires that the monies must be spent first and then submitted for reimbursement. Director Terreri explained that during the preparation of the staging area for the construction on Runway 10-28 the airport put drainage in this area so that once the project is completed it can be paved and used for future parking.

CFO Watkins briefly explained the upcoming Capital plan. There will be a 5-year capital plan review at the June Board meeting. Mr. Fisher requested information for a 5-year capital improvement plan to be provided to the SRAA Board prior to June meeting. Director Terreri stated there will be a Special SRAA Board meeting scheduled to review the Capital Budget in detail prior to the Board meeting.

Adjournment:

Mr. Lazar made a motion to adjourn, and Ms. Gagliano seconded that motion. Meeting was adjourned at 10:59 a.m.

Resolution No. ___

2021

**RESOLUTION ADOPTING THE 2021-2022
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 2021-2022 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 2021-2022 Operating Budget as set forth on Exhibit A" of this Resolution.

Resolution Adopted Date: June __, 2021

Vote: Ayes____ Nays ____ Abstentions____

Signed: _____
Secretary

2021/2022 BUDGET

Exhibit "A" for Capital and
Operating Budgets



Exhibit A

BUDGET FTES

Department	Authorized FTE	Filled FTE	Budget to Fill	Total
				Budgeted FTEs
Information Tech	2	2		2
Finance	6	6		6
Human Resources	3	3		3
Legal	2	1	1	2
Business Develop	3	3		3
Marketing	3	3		3
Engineering/GIS	3	2	1	3
Executive Dir	7	5	1	6
Security	5	4	1	5
Operations	12	10		10
Airfield Maint	31	28	1	29
Terminal	43	35		35
Trades	8	7		7
Total	128	109	5	114

Exhibit A

SUMMARY

(In Thousands)

	2021	2022
	Projected	Budget
Landing & Parking Fees	\$5,745	\$7,508
Airline Terminal Fees	\$4,116	\$5,486
Concessions	\$659	\$2,112
Transportation	\$6,558	\$12,765
Land and Hangar Leases	\$1,821	\$2,181
Other Income	\$125	\$607
Total Income	\$19,024	\$32,525
Personnel Services	\$15,723	\$15,215
Other Than Personnel Services	\$12,809	\$16,808
Operating Expense	\$28,532	\$32,023
Operating Income/(Loss)	(\$9,509)	\$502
Federal Grant Revenue	\$18,767	\$20,807
NYS Grant Revenue	\$359	\$58
Lease Expense to City	(\$4,112)	(\$3,315)
Capital Cont. Exp to City	(\$11,280)	(\$19,316)
Interest Expense	(\$235)	(\$261)
PFC Income	\$1,025	\$4,202
CFC Income	\$1,239	\$2,049
Interest Earned	\$41	\$0
Total Other Income/(Exp)	\$5,804	\$4,225
Net Income/(Loss)	(\$3,704)	\$4,726

- Revenue increases due to increased passenger activity
- Expenses increase due to infrastructure requirements for garage, IT need, phone system and new air service
- Federal grant revenue includes Cares 2 funding of \$4,881K & AIP funding
- Lease expense to City is principal and interest on bonds held by the City. Funding is from PFC account.
- Capital Contribution to the City is the transfer of assets when completed. This is estimated to include Runway 10-28, and the cold storage unit for fiscal 2022.

Exhibit A
CAPITAL PROJECTS (In Thousands)

	Funding Source	P&L Impact	2022	2023	2024	2025	2026	Total
Terminal Roadway Signage	Cares	Depreciation	\$450					\$450
Capital Purchases - Other	Cares/ Operations	Depreciation	\$741	\$700	\$294	\$272	\$160	\$2,167
Baggage Belt Upgrades	Cares	Expense	\$350					\$350
Parking lot paving for additional spaces	Cares	Expense	\$400					\$400
Signage - ticket counters	Cares	Expense	\$175					\$175
Communications Center	Cares	Depreciation	\$250					\$250
Admin Office Build out	Cares	Depreciation	\$375					\$375
Maintenance & Custodial Rehab	Cares	Depreciation	\$1,200					\$1,200
ACIP Projects Local Funding	Cares/ Operations	Asset Transfer	\$0	\$231	\$275	\$453	\$226	\$1,185
Total Capital Projects			\$3,941	\$700	\$294	\$272	\$160	\$5,367
Debt Service - City Bonds	PFC Funds		\$3,315	\$3,303	\$3,048	\$3,046	\$3,049	\$15,761
Debt Service - Key Bank Principal	ACIP Entitlement Grants		\$4,300	\$3,694		\$1,593	\$1,583	\$11,170
Debt Service - Key Bank Interest	Operating Funds		\$261	\$164	\$119	\$100	\$61	\$706
Total Debt Service			\$7,876	\$7,162	\$3,167	\$4,739	\$4,693	\$27,637

SRAA will be reviewing a landside project in the next 12 months. This project will include the replacement of the parking garage. As timing, cost and funding sources are unknown at this time, amounts have not been included in the 5-year projections.

Majority of capital investments will be amortized over a 10 yr period. Additional depreciation impacting fiscal 2021/2022 has been included based on estimated completion date.

Exhibit A

CAPITAL OTHER DETAIL *(In Thousands)*

Department	Equipment Description	Funding Source	2022	2023	2024	2025	2026	Total
ARFF	Battery rescue tool	Cares	\$30					\$30
ARFF	Personal Protective Equipment	Cares		\$66				\$66
Maintenance	Runway painter	Cares	\$150					\$150
Maintenance	Airfield mower	Cares	\$120	\$120				\$240
Maintenance	Pickup truck w/plow	Cares	\$55					\$55
Maintenance	Vehicle Replacement	Cares		\$110	\$110	\$110	\$110	\$440
Marketing	3-sided digital display	Cares				\$100		\$100
Maintenance	Curbside snow equipment	Cares	\$84					\$84
Maintenance	New Holland 4WD Cab Tractor	Cares		\$174				\$174
Operations	Grassland Mower	Cares			\$84			\$84
Maintenance	185 cfm Air Compressor	Cares			\$20			\$20
Terminal	United Rental 19 Scissor Lift	Cares				\$12		\$12
Terminal	Portable Water Cabinets	Cares	\$62					\$62
Information Tech	Switch Upgrade	Cares	\$40	\$60	\$60	\$30	\$30	\$220
Information Tech	Workstation Upgrades	Cares		\$20	\$20	\$20	\$20	\$80
Information Tech	FIDS	Cares		\$120				\$120
Information Tech	AV Systems Upgrades	Cares	\$200	\$30				\$230
	Total Capital Other		\$741	\$700	\$294	\$272	\$160	\$2,167

Exhibit A

ACIP GRANT PROJECTS 2021-2022

Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)	State Matching Funds (\$1,000)	Local Funds		Totals (\$1,000)
					PFC	SRAA	
2021							
Update Miscellaneous Study (APMS)	62	PL MA MS	\$ 160	\$ -	\$ 165	\$ -	\$ 178
Rehabilitate T/W A West [3,700 lf x 75 lf] Incl. Stub Taxiways Q & R [each 250 lf x 110 lf] (Design)	76	RE TW IM	\$ 291	\$ 15			\$ 306
Rehabilitate T/W A West Incl. Stub Taxiways Q & R- Lighting (Design)	76	RE TW LI	\$ 51	\$ 3			\$ 54
Passenger Terminal Improvements (Design & Construct) - Ph III	42	ST TE IM	\$ 4,085	\$ 215			\$ 4,300
Update Airport Master Plan Study	73	PL MA UP	\$ -	\$ -	\$ 1,350	\$ -	\$ 1,350
Install Passenger Boarding Bridge (Gate 5) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 6) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 8) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 9) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 10) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 26) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Total FY2021			\$ 4,587	\$ 233	\$ 8,715	\$ -	\$ 13,388
2022							
Passenger Terminal Improvements (Design & Construct) -	42	ST TE IM	\$ 3,798	\$ 211		\$ 211	\$ 4,220
Terminal Apron, Taxiway E North (Design)	76	ST TE IM	\$ 365	\$ 20		\$ 20	\$ 405
Install FIS Passenger Boarding Bridge (Gate 15) - [Design]	42	ST TE IM	\$ -	\$ -	\$ 75	\$ -	\$ 75
Install FIS Passenger Boarding Bridge (Gate 15) - [Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,100	\$ -	\$ 1,100
Total FY2022			\$ 4,163	\$ 231	\$ 1,175	\$ 231	\$ 5,800

Exhibit A

ACIP GRANT PROJECTS 2023-2024

Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)	State Matching Funds (\$1,000)	PFC	SRAA	Totals (\$1,000)
2023							
Replace ARFF Vehicle and Equipment (ARFF 8)	89	SA EQ RF	\$ 1,170	\$ 65		\$ 65	\$ 1,300
Replace PPE Equipment	89	SA EQ RF	\$ 90	\$ 5		\$ 5	\$ 100
Rehabilitate Chemical Storage Building [5,600 SF] (Design)	47	ST BD IM	\$ 225	\$ 13		\$ 13	\$ 250
Passenger Terminal Improvements (Design & Construct) - Ph IV	42	ST TE IM	\$ 3,465	\$ 192		\$ 193	\$ 3,850
Total FY2023			\$ 4,950	\$ 275	\$ -	\$ 275	\$ 5,500
2024							
Rehabilitate T/W A West [3,700 lf x 75 lf] Incl. Stub Taxiways Q & R [each 250 lf x 110 lf] (Construction)	76	RE TW IM	\$ 3,321	\$ 185		\$ 185	\$ 3,690
Rehabilitate Taxiway A West Incl. Stub Taxiways Q & R- Lighting (Construct)	76	RE TW IM	\$ 369	\$ 21		\$ 21	\$ 410
Terminal Apron, Taxiway E North (Construction)	76	ST TE IM	\$ 4,050	\$ 225		\$ 225	\$ 4,500
Rehabilitate Taxiway B [2,500 LF x 75LF] Including Stub Taxiways S & T [each 190 LF x 85 LF] (Design)	76	RE TW IM	\$ 162	\$ 9		\$ 9	\$ 180
Rehabilitate Taxiway B Including Stub Taxiways S & T- Lighting (Design)	76	RE TW IM	\$ 18	\$ 1		\$ 1	\$ 20
Conduct Environmental Study (EA)	72	EN MA ES	\$ 230	\$ 13		\$ 13	\$ 256
Total FY2024			\$ 8,150	\$ 453	\$ -	\$ 453	\$ 9,056

Exhibit A
ACIP GRANT PROJECTS 2025-2026

Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)	State Matching Funds (\$1,000)	PFC	SRAA	Totals (\$1,000)
2025							
Rehabilitate Terminal Apron Including Taxiways D, E & F (Design)	76	RE TW IM	\$ 405	\$ 23		\$ 23	\$ 450
Rehabilitate Taxiway H, G & GA Apron (Design)	76	RE TW IM	\$ 180	\$ 10		\$ 10	\$ 200
Rehabilitate Taxiway A East & Taxiway M - Phase I (Design)	76	RE TW IM	\$ 180	\$ 10		\$ 10	\$ 200
Rehabilitate Taxiway J, P & Y - Phase I (Design)	76	RE TW IM	\$ 270	\$ 15		\$ 15	\$ 300
Rehabilitate Taxiway N & Y - Phase II (Design)	76	RE TW IM	\$ 180	\$ 10		\$ 10	\$ 200
Rehabilitate Chemical Storage Building [5,600 SF] (Construction)	47	ST BD IM	\$ 1,350	\$ 75		\$ 75	\$ 1,500
Passenger Terminal Improvements (Design & Construct) - Ph V	42	ST TE IM	\$ 1,500	\$ 83		\$ 83	\$ 1,667
							\$ -
Total FY2025			\$ 4,065	\$ 226	\$ -	\$ 226	\$ 4,517
2026							
Rehabilitate Taxiway A East & Taxiway M- Phase I (Construction)	76	RE TW IM	\$ 1,800	\$ 100		\$ 100	\$ 2,000
Rehabilitate Taxiway B [2,500 LF x 75LF] Including Stub Taxiways S & T [each 190 LF x 85 LF] (Construction)	76	RE TW IM	\$ 1,440	\$ 80		\$ 80	\$ 1,600
Rehabilitate Terminal Apron & Taxiways D, E & F (Construction)	76	RE TW IM	\$ 3,780	\$ 210		\$ 210	\$ 4,200
Rehabilitate Taxiway H, G & GA Apron (Construction)	76	RE TW IM	\$ 2,700	\$ 150		\$ 150	\$ 3,000
Rehabilitate Taxiway S, K & M - Phase II (Design)	76	RE TW IM	\$ 270	\$ 15		\$ 15	\$ 300
Rehabilitate Taxiway B, D & M - Phase III (Design)	76	RE TW IM	\$ 360	\$ 20		\$ 20	\$ 400
Passenger Terminal Improvements (Design & Construct) - Ph VI	42	ST TE IM	\$ 1,500	\$ 84		\$ 84	\$ 1,667
							\$ -
Total FY2026			\$ 11,850	\$ 659	\$ -	\$ 659	\$ 13,167

RESOLUTION: (1) ADOPTING THE 2021-2022 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 2021-2022 Capital Improvement Budget for the Authority (the "2021-2022 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 2021-2022 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2021-2022 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2021-2022 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 2021-2022 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 2021-2022 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 2021-2022 Projects; and (4) expend such grant monies and funds of the Authority for each 2021-2022 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 2021-2022 Projects.

Resolution Adopted Date: June __, 2021

Vote: Ayes _____ Nay _____ Abstentions _____

Signed: _____
Secretary

2021/2022 BUDGET

Exhibit "A" for Capital and
Operating Budgets



Exhibit A

BUDGET FTES

Department	Authorized FTE	Filled FTE	Budget to Fill	Total
				Budgeted FTES
Information Tech	2	2		2
Finance	6	6		6
Human Resources	3	3		3
Legal	2	1	1	2
Business Develop	3	3		3
Marketing	3	3		3
Engineering/GIS	3	2	1	3
Executive Dir	7	5	1	6
Security	5	4	1	5
Operations	12	10		10
Airfield Maint	31	28	1	29
Terminal	43	35		35
Trades	8	7		7
Total	128	109	5	114

Exhibit A

SUMMARY

(In Thousands)

	2021 Projected	2022 Budget
Landing & Parking Fees	\$5,745	\$7,508
Airline Terminal Fees	\$4,116	\$5,486
Concessions	\$659	\$2,112
Transportation	\$6,558	\$12,765
Land and Hangar Leases	\$1,821	\$2,181
Other Income	\$125	\$607
Total Income	\$19,024	\$32,525
Personnel Services	\$15,723	\$15,215
Other Than Personnel Services	\$12,809	\$16,808
Operating Expense	\$28,532	\$32,023
Operating Income/(Loss)	(\$9,509)	\$502
Federal Grant Revenue	\$18,767	\$20,807
NYS Grant Revenue	\$359	\$58
Lease Expense to City	(\$4,112)	(\$3,315)
Capital Cont. Exp to City	(\$11,280)	(\$19,316)
Interest Expense	(\$235)	(\$261)
PFC Income	\$1,025	\$4,202
CFC Income	\$1,239	\$2,049
Interest Earned	\$41	\$0
Total Other Income/(Exp)	\$5,804	\$4,225
Net Income/(Loss)	(\$3,704)	\$4,726

- Revenue increases due to increased passenger activity
- Expenses increase due to infrastructure requirements for garage, IT need, phone system and new air service
- Federal grant revenue includes Cares 2 funding of \$4,881K & AIP funding
- Lease expense to City is principal and interest on bonds held by the City. Funding is from PFC account.
- Capital Contribution to the City is the transfer of assets when completed. This is estimated to include Runway 10-28, and the cold storage unit for fiscal 2022.

Exhibit A
CAPITAL PROJECTS (In Thousands)

	Funding Source	P&L Impact	2022	2023	2024	2025	2026	Total
Terminal Roadway Signage	Cares	Depreciation	\$450					\$450
Capital Purchases - Other	Cares/ Operations	Depreciation	\$741	\$700	\$294	\$272	\$160	\$2,167
Baggage Belt Upgrades	Cares	Expense	\$350					\$350
Parking lot paving for additional spaces	Cares	Expense	\$400					\$400
Signage - ticket counters	Cares	Expense	\$175					\$175
Communications Center	Cares	Depreciation	\$250					\$250
Admin Office Build out	Cares	Depreciation	\$375					\$375
Maintenance & Custodial Rehab	Cares	Depreciation	\$1,200					\$1,200
ACIP Projects Local Funding	Cares/ Operations	Asset Transfer	\$0	\$231	\$275	\$453	\$226	\$1,185
Total Capital Projects			\$3,941	\$700	\$294	\$272	\$160	\$5,367
Debt Service - City Bonds	PFC Funds		\$3,315	\$3,303	\$3,048	\$3,046	\$3,049	\$15,761
Debt Service - Key Bank Principal	ACIP Entitlement Grants		\$4,300	\$3,694		\$1,593	\$1,583	\$11,170
Debt Service - Key Bank Interest	Operating Funds		\$261	\$164	\$119	\$100	\$61	\$706
Total Debt Service			\$7,876	\$7,162	\$3,167	\$4,739	\$4,693	\$27,637

SRAA will be reviewing a landside project in the next 12 months. This project will include the replacement of the parking garage. As timing, cost and funding sources are unknown at this time, amounts have not been included in the 5-year projections.

Majority of capital investments will be amortized over a 10 yr period. Additional depreciation impacting fiscal 2021/2022 has been included based on estimated completion date.

Exhibit A

CAPITAL OTHER DETAIL *(In Thousands)*

Department	Equipment Description	Funding Source	2022	2023	2024	2025	2026	Total
ARFF	Battery rescue tool	Cares	\$30					\$30
ARFF	Personal Protective Equipment	Cares		\$66				\$66
Maintenance	Runway painter	Cares	\$150					\$150
Maintenance	Airfield mower	Cares	\$120	\$120				\$240
Maintenance	Pickup truck w/plow	Cares	\$55					\$55
Maintenance	Vehicle Replacement	Cares		\$110	\$110	\$110	\$110	\$440
Marketing	3-sided digital display	Cares				\$100		\$100
Maintenance	Curbside snow equipment	Cares	\$84					\$84
Maintenance	New Holland 4WD Cab Tractor	Cares		\$174				\$174
Operations	Grassland Mower	Cares			\$84			\$84
Maintenance	185 cfm Air Compressor	Cares			\$20			\$20
Terminal	United Rental 19 Scissor Lift	Cares				\$12		\$12
Terminal	Portable Water Cabinets	Cares	\$62					\$62
Information Tech	Switch Upgrade	Cares	\$40	\$60	\$60	\$30	\$30	\$220
Information Tech	Workstation Upgrades	Cares		\$20	\$20	\$20	\$20	\$80
Information Tech	FIDS	Cares		\$120				\$120
Information Tech	AV Systems Upgrades	Cares	\$200	\$30				\$230
	Total Capital Other		\$741	\$700	\$294	\$272	\$160	\$2,167

Exhibit A

ACIP GRANT PROJECTS 2021-2022

Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)	State Matching Funds (\$1,000)	Local Funds		Totals (\$1,000)
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Rehabilitate T/W A West [3,700 lf x 75 lf] Incl. Stub Taxiways Q & R [each 250 lf x 110 lf] (Design)	76	RE TW IM	\$ 291	\$ 15			\$ 306
Rehabilitate T/W A West Incl. Stub Taxiways Q & R- Lighting (Design)	76	RE TW LI	\$ 51	\$ 3			\$ 54
Passenger Terminal Improvements (Design & Construct) - Ph III	42	ST TE IM	\$ 4,085	\$ 215			\$ 4,300
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Install Passenger Boarding Bridge (Gate 5) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 6) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 8) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 9) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 10) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Install Passenger Boarding Bridge (Gate 26) - [Design & Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
Total FY2021			\$ 4,587	\$ 233	\$ 8,715	\$ -	\$ 13,388
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Passenger Terminal Improvements (Design & Construct) -	42	ST TE IM	\$ 3,798	\$ 211		\$ 211	\$ 4,220
Terminal Apron, Taxiway E North (Design)	76	ST TE IM	\$ 365	\$ 20		\$ 20	\$ 405
Install FIS Passenger Boarding Bridge (Gate 15) - [Design]	42	ST TE IM	\$ -	\$ -	\$ 75	\$ -	\$ 75
Install FIS Passenger Boarding Bridge (Gate 15) - [Construct]	42	ST TE IM	\$ -	\$ -	\$ 1,100	\$ -	\$ 1,100
Total FY2022			\$ 4,163	\$ 231	\$ 1,175	\$ 231	\$ 5,800

Exhibit A

ACIP GRANT PROJECTS 2023-2024

Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)	State Matching Funds (\$1,000)	PFC	SRAA	Totals (\$1,000)
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Replace PPE Equipment	89	SA EQ RF	\$ 90	\$ 5		\$ 5	\$ 100
Rehabilitate Chemical Storage Building [5,600 SF] (Design)	47	ST BD IM	\$ 225	\$ 13		\$ 13	\$ 250
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Total FY2023			\$ 4,950	\$ 275	\$ -	\$ 275	\$ 5,500
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Rehabilitate T/W A West [3,700 lf x 75 lf] Incl. Stub Taxiways Q & R [each 250 lf x 110 lf] (Construction)	76	RE TW IM	\$ 3,321	\$ 185		\$ 185	\$ 3,690
Rehabilitate Taxiway A West Incl. Stub Taxiways Q & R- Lighting (Construct)	76	RE TW IM	\$ 369	\$ 21		\$ 21	\$ 410
Terminal Apron, Taxiway E North (Construction)	76	ST TE IM	\$ 4,050	\$ 225		\$ 225	\$ 4,500
Rehabilitate Taxiway B [2,500 LF x 75LF] Including Stub Taxiways S & T [each 190 LF x 85 LF] (Design)	76	RE TW IM	\$ 162	\$ 9		\$ 9	\$ 180
Rehabilitate Taxiway B Including Stub Taxiways S & T- Lighting (Design)	76	RE TW IM	\$ 18	\$ 1		\$ 1	\$ 20
Conduct Environmental Study (EA)	72	EN MA ES	\$ 230	\$ 13		\$ 13	\$ 256
Total FY2024			\$ 8,150	\$ 453	\$ -	\$ 453	\$ 9,056

Exhibit A
ACIP GRANT PROJECTS 2025-2026

Project Description/Narrative	NPR	Work Code	Federal Funds (\$1,000)	State Matching Funds (\$1,000)	PFC	SRAA	Totals (\$1,000)
2025							
Rehabilitate Terminal Apron Including Taxiways D, E & F (Design)	76	RE TW IM	\$ 405	\$ 23		\$ 23	\$ 450
Rehabilitate Taxiway H, G & GA Apron (Design)	76	RE TW IM	\$ 180	\$ 10		\$ 10	\$ 200
Rehabilitate Taxiway A East & Taxiway M - Phase I (Design)	76	RE TW IM	\$ 180	\$ 10		\$ 10	\$ 200
Rehabilitate Taxiway J, P & Y - Phase I (Design)	76	RE TW IM	\$ 270	\$ 15		\$ 15	\$ 300
Rehabilitate Taxiway N & Y - Phase II (Design)	76	RE TW IM	\$ 180	\$ 10		\$ 10	\$ 200
Rehabilitate Chemical Storage Building [5,600 SF] (Construction)	47	ST BD IM	\$ 1,350	\$ 75		\$ 75	\$ 1,500
Passenger Terminal Improvements (Design & Construct) - Ph V	42	ST TE IM	\$ 1,500	\$ 83		\$ 83	\$ 1,667
							\$ -
Total FY2025			\$ 4,065	\$ 226	\$ -	\$ 226	\$ 4,517
2026							
Rehabilitate Taxiway A East & Taxiway M- Phase I (Construction)	76	RE TW IM	\$ 1,800	\$ 100		\$ 100	\$ 2,000
Rehabilitate Taxiway B [2,500 LF x 75LF] Including Stub Taxiways S & T [each 190 LF x 85 LF] (Construction)	76	RE TW IM	\$ 1,440	\$ 80		\$ 80	\$ 1,600
Rehabilitate Terminal Apron & Taxiways D, E & F (Construction)	76	RE TW IM	\$ 3,780	\$ 210		\$ 210	\$ 4,200
Rehabilitate Taxiway H, G & GA Apron (Construction)	76	RE TW IM	\$ 2,700	\$ 150		\$ 150	\$ 3,000
Rehabilitate Taxiway S, K & M - Phase II (Design)	76	RE TW IM	\$ 270	\$ 15		\$ 15	\$ 300
Rehabilitate Taxiway B, D & M - Phase III (Design)	76	RE TW IM	\$ 360	\$ 20		\$ 20	\$ 400
Passenger Terminal Improvements (Design & Construct) - Ph VI	42	ST TE IM	\$ 1,500	\$ 84		\$ 84	\$ 1,667
							\$ -
Total FY2026			\$ 11,850	\$ 659	\$ -	\$ 659	\$ 13,167

**RESOLUTION CREATING THE POSITION OF AIRPORT RISK
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 Airport Risk Manager which involves responsibility for implementing, managing and coordinating programs relating to occupational safety and health, claims and insurance as they relate to an aviation/airport work environment. This is professional level work which requires planning, organizing, actuating and evaluating risk of loss coverage programs (including self-insurance programs) to protect properties, physical assets and human resources from loss. An employee in this class develops programs in accordance with established procedures and applicable legislation to reduce risk of property, casualty and workers compensation loss. An employee in this class may exercise supervision over professional, technical and clerical subordinates. General supervision is received from an administrative superior who allows the incumbent latitude for independent action and initiative in the area of occupational safety and health, claims and insurance management; 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 workdays 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 Risk 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 __, 2021

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

AIRPORT RISK MANAGER (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for implementing, managing and coordinating programs relating to occupational safety and health, claims and insurance as they relate to an aviation/airport work environment. This is professional level work which requires planning, organizing, actuating and evaluating risk of loss coverage programs (including self-insurance programs) to protect properties, physical assets and human resources from loss. An employee in this class develops programs in accordance with established procedures and applicable legislation to reduce risk of property, casualty and workers compensation loss. An employee in this class may exercise supervision over professional, technical and clerical subordinates. General supervision is received from an administrative superior who allows the incumbent latitude for independent action and initiative in the area of occupational safety and health, claims and insurance management.

Does related work as required.

TYPICAL WORK ACTIVITIES

Manages a comprehensive employee occupational safety and health program in an aviation/airport environment based on OSHA and PESH requirements, and any other federal or state mandates.

Develops and oversees FAA Safety Management System program as required.

Plans, recommends and implements programs designed to limit risk of loss to properties, physical assets and human resources as they apply to claims management, insurance and self-insurance plans and programs.

Recommends transfer of risk or retention of risk to the administrative superiors based on rates, exposure and cost.

Conducts meetings with department heads to develop and implement recommendations to foster employee safety.

Inspects or supervises inspections of airport property, inclusive of work areas and sites, to reduce hazards to airport property, employees and the traveling public, including internal compliance audits.

Reviews claims procedures, including investigations, and makes recommendations regarding disposition.

Exercises supervision over subordinate staff engaged in professional, technical and clerical activities in support of safety and health, claims and insurance management.

Develops, implements, and facilitates trainings with employees in the areas of workplace safety and workplace violence prevention.

Responsible for FAA required Civil Rights program, including ADA-Sec. 504 and Title VI, managing triennial self-assessment audit, and complaint procedures.

Coordinates with department heads and human resources to complete Job Hazard Analysis (JHA) and identify the physical requirements of each position.

Monitor and address indoor air quality issues, and work with applicable resources to facilitate remediation.

Identifies need for and manages hearing conservation program.

Participates in emergency drills and actual emergency responses as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of principles and practices of occupational safety and health inclusive of applicable local, New York State (PESH) and federal legislation (OSHA) particularly as they apply in an aviation/airport environment.

Good knowledge of applicable legislation relating to aeronautical and non-aeronautical property, casualty and workers compensation losses.

Good knowledge of principles and practices of risk management and asset protection programs for airport environments, including self-insured programs.

Good knowledge of skills and techniques of supervision.

Ability to read, understand, interpret, and apply technical, legal and financial data pertaining to risk management.

Ability to interpret and evaluate statistical data.

Ability to complete and organize records in an accurate and efficient manner, and in compliance with Federal, State, and organizational records management requirements.

Ability to communicate orally and in writing, and to prepare reports as needed.

Must be comfortable and effective at public speaking.

Ability to manage comprehensive claim management and safety and health programs.

Ability to work professionally and respectfully with a diverse staff, vendors, contractors, insurance representatives, federal and state regulators, and the public.

Proficient in use of a personal computer, and Microsoft Office Suite products, including Word, Excel and Outlook.

Ability to stand, walk, and sit for long periods of time.

Ability to perform work in all weather conditions.

PREFERRED QUALIFICATIONS

Experience in airports/aviation is a preferred.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree and three (3) years of professional level work experience, or its part time equivalent, in developing and implementing programs for occupational safety and health or in the administration, verification and processing of property, casualty, fire, disability or workers compensation claims; or,
- B. Seven (7) years of paraprofessional or professional level work experience, or its part time equivalent, three (3) years of which must have been professional level work experience in developing and implementing programs for occupational safety and health or in the administration, verification and processing of property, casualty, fire, disability or workers compensation claim; or,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Special Requirements:

- A. Must have a valid NYS driver's license
- B. Must complete the 30 hour OSHA class within first 12 months of employment
- C. Must obtain and maintain Security Identification Display Area (SIDA) clearance

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