

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

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.