

SYRACUSE REGIONAL AIRPORT AUTHORITY

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, June 25, 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, June 25, 2021, at 11:02 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and 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
Ms. Latoya Allen (joined after roll call)
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. Michael Frame
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. William Meyer
Mr. Robert Simpson

Members Absent:

Mr. William Fisher – Vice Chair
Mr. Michael Quill

Also Present/Telephone Conference:

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

Ms. Cheryl Herzog
Ms. Debi Marshall
Mr. Jason Mehl
Ms. Linda Ryan
Mr. Matt Szwejbka

Roll Call

As noted above, all board members were present except Mr. Fisher and Mr. Quill.

Chair Gagliano began by welcoming everyone to the scheduled meeting of the SRAA Board at 11:02 a.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the May 21, 2021 SRAA Regular Meeting of the Board, a motion was made by Mr. Kinsey and seconded by Dr. DeSiato, and the minutes were unanimously approved.

Executive Team Report

Director Terreri explained the new format that will be given from the Executive Team. Director Terreri reviewed the total flight information which shows there is continued growth. In August, the inaugural flight for Dallas/Fort Worth (DFW) is scheduled. The enplanement data reflects four months of consistent growth. The airlines are looking for additional planes and pilots.

Director Terreri explained that the Executive Team held an off-site meeting and developed the Priorities and Key Initiatives for the next fiscal year. He reviewed how they are tied into the Mission/Vision statements and identified five priorities and each priority contains three initiatives.

Mr. Jason Mehl provided information on the Commercial Division. He discussed the Key Performance Indicators (KPI's). Mr. Mehl provided information on the National Average revenue per enplanements and revenue per square foot for small hub airports. This revenue amount was compared to the SRAA 2019 and 2020 data. This data will be used for future growth opportunities. Mr. Mehl updated the SRAA Board regarding the changes at the airport. The new SYRenity Bar + Market grand opening is at the end of August; a new kiosk called Yo-Kai Express wis being added and the expanded Dunkin Donuts will be moving to a new location with Jamaba Juice closing. The Airport is working with Delaware North to determine the best option(s) for the prime area left where Jamba Juice and the old Dunkin Donuts were located. Delaware North has until the end of September to provide a new concept. Mr. Frame asked why the Jamba Juice concept did not work? It was explained there were National challenges with this brand not just at the SYR airport. Dr. Chin questioned if since the SYR airport is not a Hub does this move the concessions more towards kiosks than sit-down? Mr. Mehl explained that we want passengers to have more grab and go opportunities since we are not an airport that passengers are here for long lengths of time. Dr. Chin asked about the space that the SYR Airport has. It was explained that the SRAA has space available and is also trying to work on new concepts towards the gate areas.

Ms. Robin Watkins reported on SRAA Finance and Administration. She explained that this is a new report called the Financial Summary, which is a brief overview of what is being reviewed with the Finance Committee. CFO Watkins indicated the Operation Revenues are up this month due to increased landing weights and enplanements. Expenses are holding steady. For the first time this year, the Operating Income

(Loss) is a positive number. The operating costs are being covered by CARE funds. The budget summary was reviewed and has been discussed in detail over the last month. CFO Watkins explained the Bond Refinancing and how it will be positive to the SRAA as we move forward. The timeline for the Bond Refinancing process was reviewed and will run through November 1, 2021.

Mr. John Carni reported on Airport Operations. He reported that the Part 139 inspection has been completed with no violations. The annual tabletop was held, and everything went very well, this is an annual requirement. The Security Inspection will be coming up in mid-July. This is a 5-day comprehensive inspection. The airport will be holding the Triennial Exercise on August 14th this is done every three years. The Runway 10-28 rehabilitation is ongoing with a scheduled completion date of September 28, 2021.

Ms. Debi Marshall reported for Human Resources. She reviewed the Organizational updates. Currently there are 19 vacancies and five of the positions are looking to be filled within the next 6 months. She spoke of the Human Resources Initiatives, the Health Insurance RFQ has been issued. She mentioned the succession planning for the first quarter. Employees' breakrooms will have posters that will display the new Mission/Vision/Values. There will be a hearing conservation program held in July. HR is also working on the Drugfree Workplace Policy that should be ready to go to the HR Committee in July. There will be an Accessibility Committee meeting on July 28th. This is the first one held in person in over a year. Aurora will be coming out the first week in August to provide training to staff and all airport employees to learn how to interact with people with disabilities. Trainings that were held in the last quarter were: Supervisory Training, Reasonable Suspicion Training, and Cyber Security Training.

Committee Reports

Dr. Chin reported that resolutions will be presented to the SRAA Board today. All the Financial Reports have been reviewed in detail.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to potential litigation and the proposed acquisition, sale or lease of real property by the Authority.

Mr. Meyer made the motion and Mr. Lazar seconded the motion. Executive session began at 11:49 p.m. Executive session ended at 12:37 p.m. No action was taken during executive session.

New Business/Discussion

RESOLUTION ADOPTING THE 2021-2022 SYRACUSE REGIONAL AIRPORT AUTHORITY OPERATING BUDGET

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

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

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

Having no further discussion regarding this resolution a motion was made by Dr. Chin and seconded by Ms. Allen.

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

RESOLUTION CREATING THE POSITION OF AIRPORT RISK MANAGER FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY

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

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

Director Terreri and Chair Gagliano mentioned to the SRAA Board that they would like to hold a board retreat in the month of September. This will be held offsite; further information will be provided as it becomes available.

Adjournment

A motion was made by Mr. Frame and seconded by Mr. Lazar to adjourn the meeting. The meeting was adjourned at 12:46 p.m.