

# SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT  
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**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, March 20, 2020  
11:00 a.m. – 12:30 p.m.  
Syracuse Hancock International Airport  
Board Room**

1. Roll Call (2 Minutes)
2. **Reading and Approval of Minutes from the February 27, 2020 Regular Meeting (4 Min)**
3. Executive Session (20 Minutes)
4. New Business (25 Minutes)
  - **Resolution creating the position of Chief Commercial Officer for the Syracuse Regional Airport Authority**
  - **Resolution creating the position of Security Assistant for the Syracuse Regional Airport Authority**
  - **Resolution creating the position of Grants Administrator for the Syracuse Regional Airport Authority**
  - **Airport parking financial planning**
5. Directors Report (10 Minutes)
6. Committee Reports and other updates (10 Minutes)
  - **HR Committee**
  - **Governance Committee**
  - **Finance Committee**
7. Adjournment

\* **Bolded items = materials available**

The mission of the Syracuse Regional Airport Authority is to provide safe, secure, efficient and low-cost air transportation service to the 12-county region that Syracuse Hancock International Airport currently serves. The Authority seeks to stimulate air service, economic development, trade and tourism by focusing on the shared goals of its stakeholders: more service to more destinations, lower operating costs and increased non-aeronautical revenue. The Authority recognizes that the Syracuse Hancock International Airport is a gateway to the central New York region and beyond and seeks to optimize customer service and exceed customer expectations with continuous improvements to the terminal building and public-use facilities.

## Minutes of the Meeting of the Syracuse Regional Airport Authority

Thursday, February 27, 2020

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, February 27, 2020 at 10:01 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Chiarenza Gagliano.

### Members Present:

Ms. LaToya Allen (arrived at 10:30)  
Dr. Shiu-Kai Chin  
Mr. William Fisher  
Mr. Michael Frame  
Mr. Michael Lazar  
Mr. Michael Mirizio

### Members Absent:

Ms. Jo Anne Gagliano – Chair  
Dr. Donna DeSiato  
Mr. Kenneth Kinsey  
Mr. Michael Quill  
Mr. Robert Simpson

### Also Present:

Mr. H. Jason Terreri  
Mr. John T. Carni  
Ms. Joanne Clancy  
Mr. Brian Dorman  
Ms. Elana Essig  
Mr. John Herne  
Ms. Debi Marshall  
Ms. Linda Ryan  
Ms. Jennifer Sweetland

### Roll Call

As noted, all Board members were present with the exception of, Ms. LaToya Allen (arrived at 10:30), Ms. Joanne Gagliano, Dr. Donna DeSiato, Mr. Kenneth Kinsey,

Mr. Fisher stated he will Chair this meeting in the absence of Ms. Jo Anne Gagliano. The meeting started by welcoming everyone to the scheduled regular meeting of the Board at 10:01 a.m. Mr. Fisher advised the Board that this meeting was rescheduled from February 7<sup>th</sup> and will not count against attendance.

### Reading and Approval of the Minutes

Mr. Fisher announced that since there is no quorum the approval of the minutes and resolutions will be tabled until quorum is reached.

Board agreed to start with the Director's Report

## **Directors Report**

Director Terreri presented his report to the board. Director Terreri indicated that the Military Activity is lower than in the past which is just relating to training evolutions. The first quarter passenger growth is up 11%. In 2019 the SYR Airport broke the two and a half million in passenger traffic, the last time that number was hit was in 1991. There are some new flights to announce: Allegiant is adding daily service during February – April to St. Petersburg, FL, also Ft. Lauderdale will be four times a week February – April. That will cover spring break. American Airlines will be adding a daily flight to Philadelphia. Frontier will be adding a larger aircraft which will be the largest aircraft operating at the SYR airport. United Airlines will be adding five additional daily flights to Chicago starting in June. The flight to DC will increase to 4 times a day starting in April.

Director Terreri updated the SRAA Board informing them that at the end of January Local 400 was brought over to the Syracuse Regional Airport Authority. A signing ceremony was held. The transition for local 400 was seamless due to Debi and her staff they have done a fantastic job.

The insurance audit was completed with no findings as well as the security audit which also had no findings. The FAA approval was received for the realignment of the taxiway hotspot project. This was previously discussed that it was not the most conducive to the airport and how we function. So we worked with the tower and the FAA and did a realignment there were no changes to the actual grant award there were some minor pricing changes with the contractor. Overall this is on schedule to start this year. The airport is also using the new deicing tanks. Director Terreri thanked the board for their help with the holiday concert series, it was very well received by the community.

Director Terreri informed the board that we have hired a new CFO named Robin Watkins who will be starting with us on Monday, March 3<sup>rd</sup>. She came in and met with the staff and her finance team,

We also released the qualifications for the master plan, which is an FAA funded project. The schedule has been accelerated to meet the FAA requirements for the grant. A pre-submittal meeting was held on February 21 which was well attended responses are due March 3<sup>rd</sup>. We will go through the evaluation committee with an award for a recommendation in April.

In regards to the Strategic Plan the Board received emails for the SWOT analysis which is scheduled for March 27<sup>th</sup> with a following one to be scheduled sometime in April, a poll has been sent out we are asking for the Board to complete it so we can move forward with the strategic plan.

A discussion ensued regarding the Corona Virus and what plans were currently in place.

Director Terreri gave a staffing update, we currently have Steve Busch who has been working on our finances as the Interim CFO. Steve is under contract and will be staying through the month of April he will go through the transition with Robin. Director Terreri also mentioned that Nicole Meeks our Accountant II will be leaving, her last day is today she won the nomination to

go to Albany to be the CSEA Treasurer for the State. Congratulations to her this is a great opportunity.

Mr. Fisher asked how many positions are left under the City employment. Director Terreri stated there are 16 positions and we continue to move towards having all employees under the Syracuse Regional Airport Authority.

### **Committee Reports and other updates**

#### **Board Development Committee**

Mr. Fisher reported that we may want to combine this committee back into the Governance Committee. We will need to be sure that whatever is under the charter of this committee's responsibilities that we make a decision to move them to the Governance Committee. There was also discussion regarding the appointment of board members. It was also discussed how board members are selected and how the SRAA Board could have more input on those candidates selected.

### **Executive Session**

Mr. Fisher made a motion to go into executive session to discuss matters pertaining to the proposed pending or current litigation, and the financial credit and employment history of particular persons or corporations and the proposed lease of real property rights. The motion was approved by Mr. Lazar and seconded by Mr. Mirizio. Board members went into executive session at 10:24 a.m.

The motion was approved: 5 ayes, 0 nays, 0 abstain

LaToya Allen arrived at the meeting at 10:30 during Executive Session, which gave the SRAA Board a quorum to vote.

Executive session ended at 11:13 p.m. No action was taken.

### **Reading and Approval of the Minutes**

Having no objections or additions to the minutes from the December 6, 2019 Regular Meeting of the Board, a motion was made by Mr. Mirizio and seconded by Mr. Lazar and the minutes were unanimously approved.

The motion was approved: 5 ayes, 0 nays, 1 abstain

### **New Business**

#### **Resolution approving the 2020 slate of member so the standing committees of the Syracuse Regional Airport Authority**

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

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

**Resolution amending prior resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 400 and transfer of maintenance and custodial employees to SRAA Employment**

Having no further discussion regarding this resolution, a motion was made by Mr. Mirizio and seconded by Ms. Allen.

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

**Resolution authorizing the creation of the position of Director of Public Safety for the Syracuse Regional Airport Authority**

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

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

**Public Work Enforcement Fund**

Director Terreri updated the SRAA Board regarding a letter received from the Department of Labor asking the airport to contribute to this fund that is required. This letter was also received three years ago. Previously it was the choice of the board not to pursue it. This is considered revenue diversion under the FAA for us to send that money. So the Authorities position is not to do this because it would violate our federal grant assurances. The board inquired if any other airports pay this and it was discussed that we do not have that information but can check with airports nearby.

**Board Development Committee and Succession Planning**

Mr. Fisher briefed the board regarding how the board members are elected to the SRAA Board. When Mayor Walsh was elected to keep this succession plan going our thoughts were to let the Mayor appoint a vice chair, let that vice chair learn all about the authority. Then, when the Mayor decides it's time for the vice chair to become the chair that person is prepared. Unfortunately, the four year term of mayors coincides with none of the terms of the mayoral appointees.

Mr. Fisher stated that our thought is that why don't we at least think about asking the state to change this over but just in terms of the appointees' terms. This way the mayor can appoint to fill that vacancy. So it was discussed with the committee about perhaps communicating with the Common Council. Should it be the council's position to change a term to expire at the same time as the Mayoral election. We would only need one term extended. Director Terreri stated we have 3 terms expiring this year.

**Adjournment**

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

The meeting was adjourned at 11:25 p.m.

**RESOLUTION CREATING THE POSITION OF CHIEF COMMERCIAL OFFICER 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 Chief Commercial Officer for establishing and implementing an integrated strategic plan at the Authority that identifies real estate, aeronautical and non-aeronautical and commercial/industrial business development opportunities, and for negotiating business agreements with outside agencies; 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 work days 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)
Chief Commercial Officer	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:**    **March \_\_, 2020**

**VOTE:**    *Ayes* \_\_\_\_    *Nays* \_\_\_\_    *Abstentions* \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*

## **CHIEF COMMERCIAL OFFICER (SRAA)**

### DISTINGUISHING FEATURES OF THE CLASS

The work involves executive level responsibility for establishing and implementing an integrated strategic plan at the Syracuse Regional Airport Authority (SRAA) that identifies real estate, aeronautical and non-aeronautical and commercial/industrial business development opportunities, negotiating business agreements with outside agencies in order to drive increased revenue. The work includes searching for new developers and businesses interested in establishing a presence at the airport, creating proposals, and making presentations to prospective business partners, including air carriers. The employee reports to the Executive Director who allows the incumbent a wide breadth of latitude for the use of independent judgment. Supervision of director level and administrative staff is function of this classification. Does related work as required.

### TYPICAL WORK ACTIVITIES

Oversee terminal concessions program and ground transportation program.

Work with the Air Service Development team to attract and retain air carriers; both passenger and cargo.

Work with regional, commercial, and residential real estate developers and other businesses interested in the Authority's real estate assets to negotiate the lease of airport property; identify opportunities to negotiate contracts for the purchase of land or other developed or undeveloped property.

Optimize all the drivers of revenue generation to achieve predictability and cost-efficiency, to include developing and monitoring of key historical business metrics, and frequent forecasting that will be used to manage the business.

Prospects new developers and businesses interested in establishing a presence at the airport by researching various resources for potential business, creating proposals, and making presentations to prospective tenants.

Manage the Authority's real estate interests to promote sustainable development, economic growth for the region, and increase revenue for the Authority.

Coordinates the engagement of industry specialists to analyze potential opportunities and market those opportunities to prospective tenants.

Develops and maintains professional relationships with key prospects, tenants, and vendors.

Identifies strengths, weaknesses, and overall market position of other business development opportunities that may be competing with that of the airport.

Conducts research, analyzes data, and prepares recommendations on business development opportunities and other related projects.

Recommend methods for development of additional revenue, cost savings, and the use of airport property.

Drive integration and alignment between the Authority's existing concessions, communications, marketing, real estate, and air service development goals.

Work on complex financing negotiations with airlines for gate agreements and revenues to increase air service.

Effectively works with other airport staff in the research and analysis required to develop business opportunities.



Provide effective leadership, support, and development of employees, including communication of reasonable standards of performance, performance management/evaluation, coaching, training, motivation, and discipline.

Organizes and plans division and/or functional activity. Anticipates needs, forecasts results, analyzes and organizes work processes and procedures, and delegates assignments and/or work tasks for results.

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Experience in Commercial Real Estate to include project initiation, feasibility studies, marketing, negotiating.

Experience with aeronautical development to include general aviation, cargo, and air service development.

Experience with Airline lease negotiations.

Experience with commercial parking operations.

Ability to think strategically and implement long term cross-functional plans that are delivered on time and within budget.

Ability to deal persuasively and effectively with the general public, outside agencies, and tenants in a manner conducive to building and maintaining cooperative working relationships.

Ability to analyze information gathered for the purposes of developing recommendations and/or making decisions that have the greatest potential for producing business results and revenue.

Comprehensive knowledge of principles and techniques of business management, industrial development, marketing, and sales knowledge of economics, forecasting, and risk/benefits analysis.

Ability to use tools and methodologies to drive business process improvements and deliver solid business and revenue generating results.

Strong analytical, written and verbal communication and presentational skills.

Ability to provide leadership on an organizational level and team level, promoting collaboration, solutions, and performance excellence.

Ability to analyze and formulate solutions to complex problems.

Comprehensive knowledge of development and negotiation of contracts.

Experience in Microsoft Office Suite, including proficiency in Excel, Word, and PowerPoint.

Ability to travel regularly within New York State and nationwide.

#### MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents to grant degrees, with a master's degree in business management, public administration, marketing, economics, finance, or a related field and four (4) years of work experience in business development and/or marketing at a commercial airport; or,

B) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents to grant degrees, with a baccalaureate degree in business management, public administration, marketing, economics, finance, or a related field and six (6) years of work experience in business development and/or marketing at a commercial airport.

Special Necessary Requirement: Possession of a valid New York State driver's license appropriate to the vehicle operated at time of appointment or during the course of employment.

**RESOLUTION CREATING THE POSITION OF SECURITY ASSISTANT  
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 wishes to create the position of Security Assistant for providing general administrative and clerical assistance of a confidential nature to the Syracuse Regional Airport Authority security division; 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 work days 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)
Security Assistant	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:**    **March \_\_, 2020**

**VOTE:**    *Ayes* \_\_\_\_    *Nays* \_\_\_\_    *Abstentions* \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*

## **SECURITY ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS**

This position is responsible for providing general administrative and clerical assistance of a confidential nature to Syracuse Regional Airport Authority security division. The work is completed under the direct supervision of the Director of Airport Security or his/her designee. The position requires the performance of clerical tasks to assist the Airport Security Coordinator and Assistant Airport Security Coordinator in their roles to follow Code of Federal Regulation Title 49 Part 1542.

### **TYPICAL WORK ACTIVITIES**

Assists in maintenance of all records relating to security of airport  
Assists with compliance with all aspects of CFR49 Part 1542  
Assist in collecting and transmitting to the FBI the fingerprints of potential employees and all persons with access to the secure areas of the airport  
Assist in collecting and transmitting a variety of data to the Transportation Security Administration and Syracuse Regional Airport Authority  
Assist in maintaining all records related to security operations including conducted trainings and employee fingerprints  
Review Airport Security programs and makes recommendations for updates and changes to the Airport Security Coordinator  
Participates in meetings as required.  
Any other tasks or activities as directed by the Airport Security Coordinator or Director of Airport Security.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of modern office policies, procedures, terminology and standards.  
Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment  
Strong computer/technical skills and ability to learn and use new programs as needed  
Excellent attention to detail skills  
Ability to learn, understand and follow the regulations under CFR49 Part 1542.  
Ability to learn, understand, and follow Airport Security guidelines and practices.  
Good knowledge of FAR Part 139.  
Good knowledge of airport operations and regulatory agencies.  
Ability to effectively work with a diverse work force.  
Ability to give information verbally and in writing in a courteous and easy to understand manner.  
Presents a professional appearance at all times.  
Ability to be courteous to all people served through the security office, including tenants and employees.  
Ability to maintain confidentiality.

### **PREFERRED QUALIFICATIONS**

Previous experience in security, safety, military, or law enforcement is preferred.

### **MINIMUM QUALIFICATIONS**

- A.) Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in Criminal Justice or closely related field, or;
- B.) Graduation from a regionally accredited or New York State registered college or university with a Associates degree in Criminal Justice or closely related field and two (2) years of administrative support work, or;
- C.) Four (4) years of experience in administrative support work.
- D.) Some combination of the above education and experience.

**RESOLUTION CREATING THE POSITION OF AIRPORT GRANTS ADMINISTRATOR 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 Grants Administrator to be responsible for generating the required documentation to begin the grant process and actively shepherding the process through to project/grant closeout. The Airport Grant administrator assists in the preparation and submittal of FAA and DOT grant applications, prepares and tracks grant reimbursement payments for contractors, and works on administrative tasks through project closeout; 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 work days 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 Grants Administrator	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:** March \_\_, 2020

**VOTE:** Ayes \_\_\_\_ Nays \_\_\_\_ Abstentions \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*

## **AIRPORT GRANTS ADMINISTRATOR (SRAA)**

### **DISTINGUISHING FEATURES OF THE CLASS**

This is an administrative position responsible for generating the required documentation to begin the grant process and actively shepherding the process through to project/grant closeout. Working collaboratively with our Airport management team, and federal/state agencies on projects commonly funded through the Federal Aviation Administration (FAA) and State Departments of Transportation (DOT), the Airport Grant Administrator assists in the preparation and submittal of FAA and DOT grant applications, prepares and tracks grant reimbursement payments for contractors, and works on administrative tasks through project closeout. Direction is received from the CFO or designee. Assignments are received through conference and/or written directives and allow for employee interpretation of the directive. Work is reviewed through observation of the programs operation, conference or the submission of written reports. May supervise support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Prepare FAA grant applications, and other federal reimbursable agreements with airport management team, including developing a summary of costs detailing the Owners, Contractors and Third Party anticipated costs. Administer FAA Grants: Calculate, prepare and transmit draw down reports for signature to Sponsors once an invoice for Engineering Services, Contractor progress payments, or Administrative Costs come in for payment. Once approved by the Sponsor; perform the actual draw down on the FAA Delphi System (or appropriate State system) online. Ensure that draw downs are completed in a timely manner. The goal for drawdowns will be within 21 days of the receipt of the invoice, progress payment or administrative costs. Prepare FAA Annual Reports for Sponsors. Signature is required by airport client and then transmitted to FAA. Alert FMs when grant drawdowns approach the 90% level, at which point further drawdowns cannot be completed without FAA approval. Prepare FAA Final Outlay Report and Final NYSDOT Reimbursement. Once a grant is 100% billed and 100% paid, all invoices are cross checked against the drawn down amounts to make sure they are the correct, and the summary of dollars spent are listed against the grant amounts awarded. For NYSDOT Grants: Track and prepare Reimbursement Vouchers for the state funded portion of the FAA Grants which are generally set at 5% reimbursement of the total project cost. Fill out the reimbursement form, as invoices are incurred from SRAA, Contractor and Administrative costs. Maintains and organizes closeout documents per FAA/DOT procedures. Maintain grant drawdown tracking information on a comprehensive Airport Grant Tracking Spreadsheet. Assist with audit reviews and enhancements to airport policy and procedure documents. Maintains databases as directed. Maintains accurate and efficient filing system (electronic and paper). Provides technical and/or operational support to projects as able. Responsible for monthly accounting duties supporting finance team, as assigned by supervisor.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of Federal, State and Local regulations regarding grant administration to include the Airport Improvement Program (AIP) and Transportation Security Administration (TSA) reimbursable agreement programs

Thorough knowledge of the principles and practices of grants preparation, solicitation, coordination and administration.

Good knowledge of the sources for funding in the areas of education, interests or need.

Good knowledge of the sources for funding available from public, corporate funding foundations and similar institutions.

Good knowledge of the principles and practices used in grants proposal applications and the administration of the grant.

Ability to gather and analyze data, draw conclusions from, obtain data and present in a logical, concise manner both verbally and in written narrative format, with proper grammar, spelling, and punctuation.

Ability to prepare detailed reports to support recommendations.

Ability to stay organized and manage time to meet deadlines

Ability to work independently, with a strong sense of personal responsibility

Ability to track the status of approximately 50-75 outstanding invoices and pay applications at any given time.

Ability to supervise subordinates in a manner conducive to full performance and high moral.

Ability to interpret written material.

Ability to establish and maintain effective working relations with a variety of governmental agencies, local air carriers, public officials and the general public.

Ability to read and interpret plans and specifications

Experienced in Microsoft Office Suite

Experience working online and within databases  
Experience with Federal and NYS contracting rules

#### MINIMUM QUALIFICATIONS

Open Competitive:

A) Graduation with a Masters Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Business Administration, Accounting, Finance, Aviation, Airport Management, Grants Administration or a closely related area to the aforementioned and, one (1) year of professional level work experience at an International Airport (classified Part 139); or

B) Graduation with a Bachelors Degree, or higher, from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Business Administration, Accounting, Finance, Aviation, Airport Management, Grants Administration or a closely related area to the aforementioned and, two (2) years of professional level work experience at an International Airport (classified Part 139); or

C) Graduation with an Associates Degree, or higher, from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Business Administration, Accounting, Finance, Aviation, Airport Management, Grants Administration or a closely related area to the aforementioned; and, four (4) years of professional level work experience at an International Airport (classified Part 139), or

D) Six (6) years of professional work experience in grant administration; to include four (4) years of professional level work experience at an International Airport (classified Part 139)





## **Human Resources Committee Meeting Minutes**

**February 27, 2020**

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the SRAA Board Room on Thursday, February 27, 2020.

The meeting was called to order at 11:35 a.m. by Chair Michael Lazar.

### **I. Roll Call**

#### **In attendance:**

Chair Michael Lazar  
Dr. Shiu-Kai Chin  
Mr. William Fisher  
Councilor Latoya Allen  
Mr. Michael Mirizio

#### **Staff:**

Mr. Jason Terreri  
Mr. John Carni  
Ms. Debi Marshall  
Ms. Kristine Carson  
Ms. Joanne Clancy

#### **Absent:**

Ms. Jo Anne Gagliano  
Mr. Michael Quill

### **II. Approval of Minutes from Previous Meetings**

Mr. Lazar made a motion to accept the minutes from the previous meeting of October 17, 2019, with a second from Mr. Fisher, the motion carried unopposed.

### **III. Executive Session**

Mr. Lazar made a motion to enter Executive Session to discuss matters pertaining to proposed, pending or current litigation, the financial, credit and employment history of particular persons or corporations and a proposed lease of real property by the Authority. The motion was seconded by Mr. Fisher. The HR Committee entered Executive Session at 11:37 a.m.

Executive session ended at 12:02 p.m. No action was taken.

**IV. Old Business**

- A. Ms. Debi Marshall informed the committee that the SRAA has asked that Civil Service change the status of a few of our positions. SRAA has created the Chief Operations Officer Position and asked that Civil Service change that to non-competitive. SRAA is waiting to hear back from Civil Service. SRAA has requested that the Executive Assistant, Research Analyst and Aviation Contract Officer positions also be changed to non-competitive. The Research Analyst exam has been cancelled until that decision has been made. SRAA will request that Airport Operations Officer and Airport Officer Worker be changed to non-competitive as those eligibility lists have had 4-6 people, there hasn't been an exam in several years and since it is so airport specific.

**V. New Business**

- A. Mr. Fisher motioned that this Committee recommend to the Board the creation of Chief Commercial Officer SRAA as described in our documents. The motion was seconded by Mr. Chin.
- B. Mr. Lazar invited a motion to recommend to the Board the creation of a Security Assistant position (full time position as it is currently a temporary position under seasonal aide). Mr. Chin seconded Ms. Allen's motion. The motion was unanimously carried.
- C. Mr. Lazar invited a motion for a recommendation for a Severe Weather Policy. Ms. Marshall explained this does not need to be approved by The Board as a policy, SRAA would communicate this to the employees if it is recommended today. Ms. Allen motioned, Dr. Chin seconded her motion, the motion carried unopposed.

**VI. Adjournment**

A motion to adjourn was made by Mr. Fisher and seconded by Mr. Chin, the meeting adjourned at 12:37 p.m.

## Minutes of the Meeting of the Governance Committee Meeting

Thursday, February 27, 2020

Pursuant to notice duly given and posted, the Governance Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, February 27, 2020 at 12:15 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by committee Chair, Mr. William Fisher.

### Members Present:

Mr. William Fisher – (Chair)  
Mr. Michael Lazar  
Mr. Michael Mirizio

### Members Absent:

Ms. JoAnne Gagliano – (Ex-Officio)  
Mr. Kenneth Kinsey  
Mr. Michael Quill

### Also Present:

Mr. Jason Terreri  
Mr. John Carni  
Ms. Joanne Clancy  
Ms. Latoya Allen

### Roll Call

As noted, all Committee members were present, except Ms. JoAnne Gagliano, Mr. Kenneth Kinsey and Mr. Michael Quill.

### Reading and Approval of the Minutes

The minutes for the July 25, 2019 Governance Committee meeting were tabled for approval at the next Governance meeting on July 23, 2020, which will also include the approval for today's meeting February 27, 2020.

### New Business

#### Review of the Commercial Leasing policy

Director Terreri informed the committee that we never had a formal Commercial Leasing policy. The policy will define how we handle non-aeronautical and aeronautical leasing discussions. It will formalize how we lease land, how we value the appraisal, the terms and approval process. A rate structure is included with the policy that will provide what the airport rates are for the SYR airport. The policy will include a full lease and rate structure so everything will be standard moving forward. The policy is in Dropbox for review. Director Terreri requested the committee to review the policy and provide him with feedback.

Chair Fisher asked what Director Terreri would like from the Governance Committee? Director Terreri stated that this is required go through the Governance Committee since it is a new policy.

**Review of SRAA Mission Statement (Annual review required by the ABO)**

Chair Fisher updated the committee member about the mission statement and how it must be reviewed annually by the committee and adopt it as it stands or amend it. Chair Fisher read the Mission Statement to the committee members. Chair Fisher stated that discussion in the past was that the mission statement was too long. Director Terreri stated that the Strategic planning that the airport is doing now will define the mission and vision of the airport. Chair Fisher said that to be in compliance with the Authority Budget Office (ABO) the Governance Committee must review the mission statement yearly for submission to the Authority Budget Office.

Chair Fisher made a motion to adopt the Mission Statement as written and to authorize management to submit it as something we have reviewed to the Authority Budget Office. Motion was approved by Mr. Mirizio seconded by Mr. Lazar and was unanimously adopted.

**Review of SRAA Mission Statement/Performance Measure (Annual review required by the ABO)**

Chair Fisher asked everyone to review performance goals. Chair Fisher confirmed the performance measures with everyone and concluded that on behalf of the Governance Committee, it is acknowledged that it was read and responses to the questions were understood.

Chair Fisher made a motion to adopt the authority mission statement and performance measurements and authorized management to submit it to the Authority Budget Office. Motion was approved by Mr. Lazar seconded by Mr. Mirizio and was unanimously adopted.

**Review of Records Retention Policy (Annual review required by the ABO)**

Chair Fisher inquired as to who the current the Records Retention Officer is? Ms. Clancy responded that it is the CFO and in the absence of a CFO, Director Terreri holds this role. Director Terreri updated the committee and stated that we are following the records retention policy currently in place. Ms. Clancy informed the committee that she attached a copy of the 2014 resolution that states the Syracuse Regional Airport Authority does not have their own independent policy but will follow the MI1 schedule. Chair Fisher requested this information be given to the new CFO for review and see if anything needs to be changed.

Chair Fisher made a motion to adopt the Records Retention Policy as it stands and authorized management to submit it to the Authority Budget Office. Motion was approved by Mr. Lazar and seconded by Mr. Mirizio and was unanimously adopted.

## **Adjournment**

Having no other topics brought to the committee, a motion was made by Chair Fisher to adjourn the meeting. Motion was approved by Mr. Mirizio and seconded by Mr. Lazar and was unanimously adopted.

Meeting adjourned at 12:33 p.m.



**Finance Committee Meeting Minutes  
October 11, 2019  
11:00 a.m.**

These minutes reflect the activities of the Syracuse Regional Airport Authority Finance Committee during the meeting held at Syracuse Hancock International Airport in the SRAA Board Room on Friday, October 11, 2019.

The Meeting was called to order by Dr. Chin at 11:00 a.m.

**I. Roll Call:**

In attendance: Dr. Shiu-Kai Chin, Mr. William P. Fisher, Mr. Mike Lazar, Mr. Robert Simpson (11:10am) Ms. Jo Anne Gagliano, Mr. John Johnson, Mr. Jason Terreri, Mr. John Carni, Mr. Trent Amond, Ms. Maureen Fogarty, and Ms. Joanne Clancy

**II. Review and approval of minutes from previous meeting:**

Mr. Lazar made a motion to approve the minutes from the previous meeting on May 10, 2019 and Ms. Gagliano seconded that motion.

**III. New Business**

A. Procurement Policy review: Mr. Terreri mentioned that there are NYS requirements that are not reflected in our current procurement policy. Mr. Amond mentioned we spoke to our MWBE/SDVOB consultant, Ed Wilson, from OMNI Procurement Solutions. He helped us update our procurement policy per article 15A and 17B as it relates to the MWBE/SDVOB procurement opportunities. We have updated the policy to remain flexible and continue to be a living document to reflect the changes of the state regulations. This is not intended to be a blanket authority to give any procurement to an MWBE or SDVOB, this is not the intent of the document. We will use independent means to document the legitimacy of the price of the product or service to determine it is in fact a competitive price or best value. There was discussion regarding if this affected goods and services as well as professional services which this policy does. Ms. Gagliano made a motion to accept the draft procurement policy and Mr. Simpson seconded that motion.

- B. Employee Travel and Credit Card Use Policy: Mr. Amond spoke of the internal procedure of our current credit card policy. Mr. Amond mentioned that Ms. Fogarty recently read about an audit conducted on Seneca Falls, the Audit mentioned that their controls were lax in their credit card policies. With this knowledge, we are adding this proposal to our procedures. This is not new, this is what we have been doing, but we wanted to put this information in writing and make it clear. If someone needs to buy \$8 worth of screws, it would cost more money to generate a purchase order and write a check than to use the credit card. In addition, if someone is traveling on authority business, the card will handle the expenses that are incurred offsite. These are the two primary uses of the credit cards. Any credit card that is issued is approved by the Executive Director. Any credit card lost or stolen must be reported so it can get cancelled. Regarding utilization, credit cards may be used for purchases that are properly approved under the Authority's approval process. These statements are reconciled on a monthly basis when we get the credit card statement they are issued to the person who holds the credit card. Ms. Fogarty's office makes sure we do not get any late charges or fees. Mr. Fisher asked if the Auditors have ever looked at our controls and if not, should they? Mr. Terreri mentioned that we definitely will ask them to do this for our next audit.
- C. Directors Report: Mr. Terreri mentioned that the Directors report will be going out on a monthly basis. It is focused on 3 areas and is a living document. He mentioned that the first is the Financial Highlights. We are budgeting for the first time on a monthly basis. Every month we are going to track a rolling CPE which is our "Cost per Enplanement" (Revenue divided by number of enplanements – cost to board a person at the airport) which is a metric that is important to airlines as they start to evaluate markets. It is also a good benchmark for us to have an idea on where we compare in terms of other airports. Our goal is to lower our CPE, because this is what is driving our air service and our competitive outlook for the airport. Our CPE is about \$12-\$13 per enplaned passenger. For an airport our size, our CPE is high. On a per passenger range, we want to be in the \$7.00 range. Mr. Terreri went over the highlights on Operations and Maintenance portion of the monthly Management Report. We have heard from Customs and Border Protection that they have had to deny international charters because we don't have the correct equipment. We are looking into that now. Mr. Lazar asked if Gate 15 was set up for Customs. Mr. Terreri mentioned C&S did a study in 2018, it was going to be 2.6 – 3 million to complete this concept to create an FIS because it requires baggage and some other functions. It can be done but was never actioned. The last item on the Director's Report was Passenger/Airline Metrics which is budgeted vs. actual.

Key accomplishments will also be included at the bottom of the Monthly Management Report: Local 400 is coming over to the Syracuse Regional Airport Authority's management on January 1, 2020. An out-brief was completed October 10<sup>th</sup> for the annual Part 139 Airport inspection. We will have the initial report in 10 days. The FAA was very pleased with how the inspection came out. Mr. Fisher mentioned there was an issue that had to do with Security and badging challenges last year. Mr. Carni spoke to this and pointed out that was a different report. This was for the Part 1500 security requirements, which was recently concluded for 2019 and it went very well. They were pleased with the progression that we

made from the year before and we are hitting all of our goals and we are going in the right direction. Mr. Terreri said that he will be sending the SRAA Director's Report out monthly and if there is information that members would like to see on here, please let him know. The goal of it is so the Board has insight into what is going on in the airport and there can be an open line of communication.

Mr. Terreri mentioned that we included a review of our Investment Guidelines which is an annual requirement that we must review the Reports with the committees and Board. They are included in the packet and will be brought to the Board in November. Mr. Simpson asked "if we don't have any investments, what do we do with our cash?" Mr. Amond replied that it is in the bank where it is fully collateralized.

**IV. Executive Session:**

Dr. Chin invited a motion to go into Executive Session to discuss "matters pertaining to: (1) proposed, pending or current litigation; (2) the financial, credit and employment history of particular persons or corporation; and (3) a proposed lease of real property by the Authority.

No action was taken.

**V. Adjournment:**

Dr. Chin asked for a motion to adjourn at 12:30 and Mr. Lazar made a motion and Mrs. Gagliano seconded that motion.