

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, January 20, 2023
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
SRAA Board Room**

1. Roll Call
2. Welcome new SRAA Board member, Nathaniel Stevens
3. Swearing in ceremony - Chief Werbeck, SRAA Police Department
4. **Presentation of year end numbers and preview of SYR Annual Report**
5. **Consent Agenda**
 1. **Approval of Minutes from the December 2, 2022 Regular Board Meeting**
6. **Airport Scorecard**
7. **New Business/Discussion**
 1. Discussion – New Vice-Chair of the Syracuse Regional Airport Authority board
 2. **Resolution Approving Application and Acceptance of Funds for New York State Aviation Capital Grant Program Funds for Redesign of Deicing Pad(s)**
8. **Committee Reports**
 1. HR committee
 2. Finance Committee
 3. Governance Committee
 4. Audit Committee
9. Adjournment

* **Bolded items = materials available**

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, December 2, 2022

Pursuant to the notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, December 2, 2022, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by SRAA Board Chair Ms. Jo Anne Gagliano.

Members Present:

Ms. Jo Anne Gagliano – Chair
Mr. William Fisher – Vice-Chair
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. Tom Fernandez
Mr. Michael Frame
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Nick Paro
Mr. Robert Simpson

Members Absent:

Ms. Latoya Allen

Also Present

Mr. Nathaniel Stevens
Mr. H. Jason Terreri
Ms. Robin Watkins
Mr. John Clark
Ms. Joanne Clancy
Mr. Jason Mehl
Chief Werbeck
Mr. Dan Zenk
Ms. Debi Marshall
Ms. Jennifer Schultz – new RAB member
Regional Advisory Board members – via Teams

Chair Gagliano started the SRAA Board meeting at 11:00 a.m.

Roll Call

As noted above all members were present, except Ms. Latoya Allen.

Consent Agenda:

Having no objections or comments regarding the consent agenda, a motion was made by Mr. Fisher and seconded by Mr. Simpson, and the consent agenda was unanimously approved.

Executive Team Report

Director Terreri welcomed future new SRAA Board member, Nathaniel Stevens as well as some of the returning and newly appointed SRAA Regional Advisory Board members. Director Terreri discussed the airport scorecard through October, 2022. The story that the scorecard gives is a positive one. Revenues continue to be very positive and expenses are being held in control. Cash on hand in reserves is 145 days. Operations - landed weights are just under budget but enplanement numbers are up over 6% above budget, which is an important metric. Commercial development has done a great job coordinating parking issues, rental car transactions and CFC revenues are exceeding budget. Revenue Per Enplanement (RPE) is exceeding the small hub airports average of \$9.07. Chief Commercial Officer Jason Mehl stated that the concessions are not keeping up with the enplanement activity. Due to those capacity issues, several options for quick turn-around services are being considered to increase concessions availability, especially during peak times. Construction on the lounge is due to begin in December and further passenger amenities will be available once that opens in 2023. A look ahead to the fiscal year which begins July 1st was given and air service schedule increases were discussed. The landed weights are remaining the same. Enplanement passenger numbers have risen due to airlines up-gauging aircraft from regional jets to mainline aircraft. The SRAA Police Department was discussed, Chief Werbeck and the Syracuse Police Department have been working closely together on this transition. The Upstate Airport Initiative Grant contract has been received. SRAA Airport Planner Arjun Nair was able to get Customs and Border Patrol (CBP) approval on a new Federal Inspection Station (FIS) design in only two days, which is unprecedented, and we thank him for his efforts. That process is moving forward, and the airport will finalize the scope of work for the North Terminal expansion as well. The 174 ATKW agreement is being modified due to funding constraints. This modification has no changes or impact to airport operations.

CFO Watkins welcomed and introduced Daniel Volles, newly hired Director of Information Technology.

Executive Session

Chair Gagliano invited a motion to go into Executive Session to discuss matters pertaining to the financial and employment history of particular persons or corporations. Mr. Simpson made a motion and Mr. Paro seconded the motion. The executive session began at 11:35 a.m. The executive session ended at 12:07 p.m. No action was taken.

New Business/Discussion

Director Terreri discussed the future needs for air service at SYR due to the impact of the Micron announcement. A joint meeting with Micron and the airlines will be held to discuss future air service development. Mr. Simpson stated that the feedback he has received is that Micron has been very impressed with Executive Director Jason Terreri and the whole SRAA team and that all exchanges have been extremely positive.

Upstate Airport Grant

Director Terreri relayed that the Upstate Airport Grant agreement has been signed. This 2-year agreement is for \$20M and there is flexibility to tie in all of these large scale projects within the timeline.

Resolution to approve the 2023 SRAA Committee Meeting schedule

Chair Gagliano referred the board to the 2023 SRAA Committee meetings schedule discussed at the last Board meeting and also included in the packet, and Director Terreri noted March 23 and 24 in particular for the SRAA yearly board retreat and meeting as well as the January 27th State of the Airport presentation to the community.

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

The resolution was adopted: 10 ayes, 0 nays, 0 abstain

Resolution to appoint new SRAA Vice Chair of the Board – This topic was tabled to the January 2023 meeting agenda.

Committee Updates

HR Committee – Mr. Lazar stated that the minutes from the last meeting were attached to the packet, and he had no further comments. HR Director Debi Marshall listed all of the new employees who have started with the Authority since the last meeting and the status of current positions available. Mr. Fisher spoke with the Onondaga County Personnel Commissioner, Carl Hummel who is appointed to a full term and they discussed some issues at the state level and that Mr. Hummel is receptive to further conversations.

Finance Committee — Dr. Chin stated that there was an agreement to have a rebudgeting process in January and CFO Watkins said that is in process.

Governance Committee – No Report

Audit Committee – No Report

Chair Gagliano asked new SRAA Board member Nathaniel Stevens to provide the board with some background information on himself. He expressed his excitement to be part of the board and everyone welcomed him. Vice Chair Fisher stated that Nate is an excellent choice, especially considering his economic development experience.

Chair Gagliano thanked Bill Fisher for all his experience and guidance since the Authority's inception and noted that we will be holding a lunch after the meeting to celebrate Vice Chair Fisher's accomplishments and that we wish him well in the future.

Adjournment

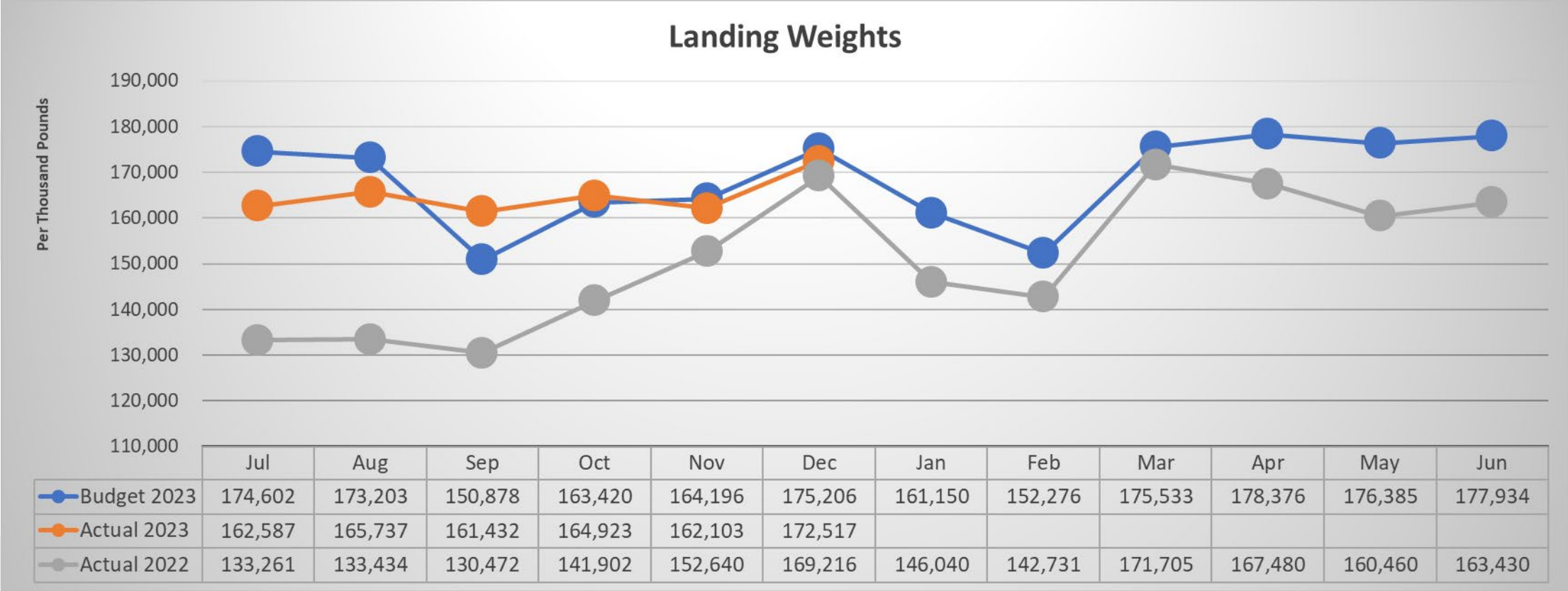
A motion was made by Mr. Simpson and seconded by Mr. Paro adjourn the meeting. The meeting was adjourned at 12:22 p.m.



SRAA Finance Executive Update

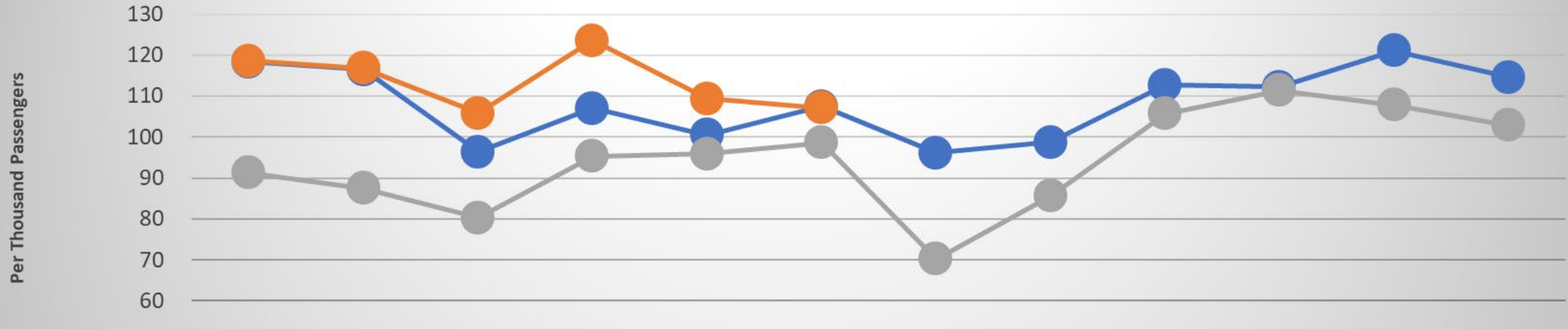
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2022 Landing Weights



2022 Enplanements

Enplanements



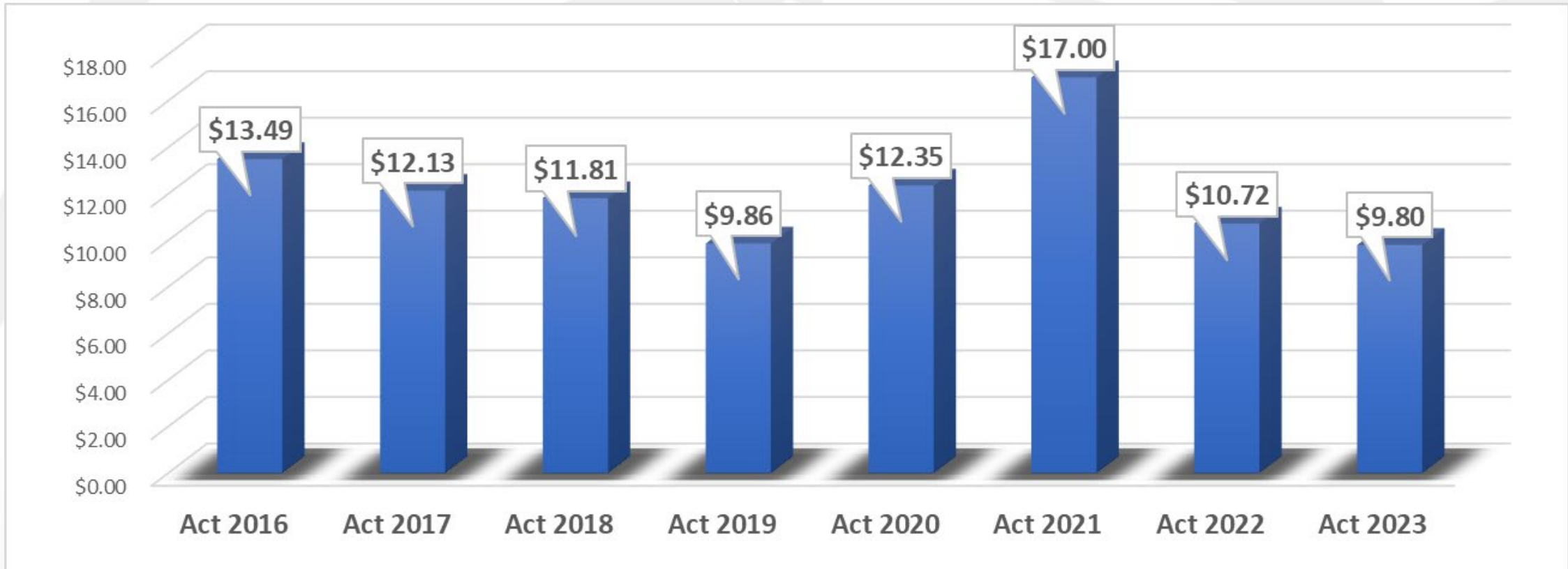
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
● Budget 2023	118	116	96	107	101	108	96	99	113	112	121	115
● Actual 2023	119	117	106	124	109	107						
● Actual 2022	91	88	80	95	96	99	70	86	106	111	108	103

Financials December 2022

In Thousands

	Dec Actual	Dec Budget	Difference
Airline Revenue	\$6,950	\$6,762	\$188
Concession & Transportation	\$12,952	\$11,610	\$1,342
Non-Aeronautical	\$1,264	\$1,177	\$87
Total Operating Revenue	\$21,166	\$19,549	\$1,617
Parking Garage	\$4,883	\$4,437	(\$446)
Administration	\$4,597	\$5,969	\$1,372
Airport Security	\$2,028	\$2,278	\$250
ARFF	\$562	\$515	(\$47)
Airport Operations	\$6,732	\$6,862	\$130
Other	\$188	\$187	(\$1)
Total Operating Expenses	\$18,990	\$20,247	\$1,257
Income (Loss) from Operations	\$2,176	(\$699)	\$2,874
<u>Non-Operating Rev (Exp):</u>			
Grant Revenue	\$5,739	\$10,708	(\$4,969)
Lease Expense to City	\$0	\$0	\$0
Capital Cont. Exp to City	(\$7,613)	\$0	(\$7,613)
Interest Inc/Exp	(\$1,035)	(\$1,148)	\$113
PFC Income	\$2,551	\$2,261	\$290
CFC Income	\$2,092	\$1,023	\$1,069
Non-operating gain/loss	\$5,538	\$0	\$5,538
Non-Operating Rev. (exp) Net	\$7,272	\$12,845	(\$5,573)
Net Income (Loss)	\$9,448	\$12,146	(\$2,698)

Historical CPE Tracking



**RESOLUTION APPROVING APPLICATION AND ACCEPTANCE OF FUNDS
FOR NEW YORK STATE AVIATION CAPITAL GRANT PROGRAM FOR
REDESIGN OF DEICING PAD(S) AND RELATED CONSTRUCTION WORK**

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 (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the Authority has a need to increase the efficiency and throughput of its deicing operations in order to accommodate anticipated increases in commercial deicing operations at the Airport (the "Deicing Improvements"); and

WHEREAS, in anticipation of the Deicing Improvements the Authority is in the process of assembling potential funding sources for the Deicing Improvements which are presently anticipated to require approximately \$12 Million to accomplish; and

WHEREAS, the Authority is eligible to apply for an approximately \$2.5 Million Aviation Capital Grant Program grant from the State of New York, or such greater or lesser amount which may ultimately be approved, (the "Grant") under its Aviation Capital Grant Program to be administered through its Department of Transportation ("NYSDOT") in

WHEREAS, the Authority previously made application for the Grant and is awaiting word as to whether the Grant will be awarded to the Authority; and

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, by the Board of the Syracuse Regional Airport Authority, that the application for the Grant is hereby approved, and it is further

RESOLVED, that in the event the Grant is awarded to the Authority, it is authorized to accept all such funds as may ultimately be approved under the Grant, for use towards the Deicing Improvements.

Resolution Adopted Date: January 20, 2023

Vote: Ayes ____ Nays: ____ Abstentions: ____

Signed: _____
Secretary