

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

Friday, June 24, 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, June 24, 2022, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Vice-Chair Mr. William Fisher.

### Members Present:

Ms. Jo Anne Gagliano – Chair  
Mr. William Fisher – Vice-Chair  
Ms. Latoya Allen  
Dr. Shiu-Kai Chin  
Dr. Donna DeSiato  
Mr. Tom Fernandez  
Mr. Kenneth Kinsey  
Mr. Michael Lazar  
Mr. Nick Paro (left during Exec. Session)  
Mr. Robert Simpson (arrived at 11:09) (left during Exec. Session)

### Members Absent:

Mr. Michael Frame

### Also Present

Mr. H. Jason Terreri	Debi Marshall
Ms. Robin Watkins	Lexi Hull
Mr. John Carni	Kristine Carson
Mr. John Clark	Brian Dorman
Ms. Joanne Clancy	John Herne
Mr. Jason Mehl	Arjun Nair
Ms. Cheryl Herzog	Elana Essig
Mr. Dan Zenk	Mike Chapman

Chair Gagliano started the SRAA Board meeting at 11:06 a.m.  
Chair Gagliano introduced new SRAA board Member Tom Fernandez.

### Roll Call

As noted above all members were present, except Mr. Michael Frame.

## **Review and Approval of the Minutes**

Having no objections or additions to the minutes from the May 20, 2022, SRAA Regular Meeting of the Board, a motion was made by Dr. DeSiato and seconded by Mr. Lazar, and the minutes were unanimously approved.

## **Executive Team Report**

Director Terreri remarked that the enplanement numbers continue to grow above our 2019 levels. There is approximately a 3% increase in the business traveler numbers compared to the same time last year. The team has been working hard to get the Cost Per Enplaned Passenger (CPE) number lowered. A graph was reviewed regarding SYR Market share with Legacy Low-Cost Carriers (LCC) and the Ultra-Low Cost Carriers (ULCC). The 2019 vs.2022 numbers were compared. SYR is doing very well, some smaller airports are having issues with flights and Airlines pulling out of their markets. What SYR is seeing as the airlines leave and flights are reduced in other markets is that passengers are coming to SYR based on the increased seat capacity numbers. Mr. Fisher asked if we market in these areas and Jason Mehl explained that we do. Director Terreri thanked CFO Watkins, her team and all of the department heads who put budget together.

CFO Watkins explained that the landed weights are projections that we get from the airlines along with the information from our air service team. The budget is then calculated from this combined data. SYR is seeing typical seasonality changes as well as increases due to a full year of service from Southwest and the addition of Breeze Airlines. The Enplanements budget was discussed, and the projections were based upon Campbell Hill's projections, that historical seasonality data and the increases from Southwest and Breeze. CFO Watkins explained the 2022/23 assumptions that were built into the budget. Airline revenue for rates and charges have targeted rates that are used to create this budget. Increased enplanements factor into concessions and revenues which drives all of the budgeted numbers. Staff salaries and compensation increases along with the employee incentive plan and an increase of 20% for both utility rates and fuel are all major factors. CFO Watkins reviewed the Budget Profit and Loss (P&L). A few of the biggest items are for garage repairs and the expansion of surface parking lots. This is necessary due to area repairs and because we have run out of parking spaces during peak times; these surfaces will help with increased parking capacity. Facility upgrades are needed such as a new phone and FIDS System. There will be an outreach program for any employees of the airport who needs transportation to work through Enterprise rental cars. The Law Enforcement Officer's staffing and the ARFF transition to the 174<sup>th</sup> were discussed. Aero Mag will be coming onboard for the glycol recycling program. CFO Watkins discussed the budget cash needs for the next fiscal year and spoke about Capital Improvement Projects under the ACIP Program. CFO Watkins explained that the board is being presented with a baseline budget with the intention to bring this back to the board on a quarterly basis due to the unknowns, grants, repairs, possible recession, etc. With the Capital Plan there will be a formal 5-year plan submitted to the Board in September.

Dan Zenk, Chief Operations Officer updated the Board for Operations. COO Zenk thanked John Carni for his assistance to getting him familiar with the SYR airport. COO Zenk appreciates getting to know the staff and stakeholders, learning the operations and is starting to develop work plans. Projects going on Airfield - FAA Navigational Aid Electrical Upgrades through November 22; and the ARFF Transition to the 174<sup>th</sup> ATKW will take place on July 1<sup>st</sup>. Aircraft gate restriping is ongoing through July. An outside company was hired to help assist our staff and also to look at capacity enhancements in order to maximize gate layouts. SYR received three new vehicles and branding is complete.

Mr. Fisher inquired about the transition from Syracuse City Fire at ARFF to the 174<sup>th</sup>, that if something should go wrong what would that be? Mr. Carni stated that he does not anticipate any problems the 174<sup>th</sup> that they are established already on the military side and a lot of work has been done for the transition. Mr. Carni stated that ARFF's retired Captain Terry Krom has assisted with this transition. Dr. Chin asked about 5G and what is the status? COO Zenk stated it is a non-issue for SYR airport. Mr. Lazar asked about the regional jets and how are they impacted when they go down to 00. Director Terreri stated he is still working with the FAA to get a definitive answer whether incoming approaches will be impacted moving forward.

Mr. Mehl updated the board on Revenue per Enplanement numbers for food and beverage. Mr. Mehl stated that the food and beverage are doing well due to new staffing within Delaware North. Mr. Mehl spoke about new activity in the Commercial Department. The pre-security vending area that was designed by RIT Hyperspace students is currently in the design and contract phase. REACH TV's expected installation is July/August. The Barracks project zone change has been completed. The common use lounge drawings are almost complete, and construction is to begin in July/August with the planned opening date in December 2022. TSA Offices buildout is expected to be completed in October/November. Dr. DeSiato asked why Dunkin Donuts does not open until 4:30 a.m. if TSA opens at 4:00 a.m.? It was explained that all of those employees have to go through TSA screening first to get to work. Delaware North will be doing a refurbishment project at Middle Ages on the north. They will have a ventless kitchen with fryers, grills, and stacked pizza ovens. Construction will start in January with the completion in April 2023.

HR Director Marshall reviewed the organizational chart. There are two new employees: Lexi Hull, Payroll Administrator and Jon Betar, Airport Operations Specialist. SRAA offered a class for AAAE Certified Member (C.M.) program and 18 people took the class with 11 employees obtaining their C.M. certifications. Matt Szwejbka received his Accredited Airport Executive (AAE), he is number 494 in the country who holds this certification. There was a job shadowing event with the Syracuse City School District and four students came out to the airport from the Remotely Piloted Aircraft System program along with two students from grades 11 & 12. There will be two interns starting July 12<sup>th</sup> – one in the Security Office and the other in Business Development. Ms. Marshall announced the retirements of Mr. Carni, Ms. Lorenzo, Payroll and Mr. Strife in Maintenance and thanked them for their years of service. Dr. DeSiato stated it is a great job with what the Authority is doing with the City of Syracuse School District. Dr. DeSiato mentioned that in East Syracuse-Minoa schools, they had six students receive their remote pilot licenses and Tom Davis is interested in starting a Fly Club for next year.

### **Committee Updates**

**HR Committee** – Mr. Lazar discussed the Chief of Police position and that it needs to be ready to go when the bill is signed. Director Terreri stated this person will be responsible to get everything set up prior to bringing on an Authority police department. The committee met regarding the Executive Director's annual evaluation and recommend the Resolution be presented to the board for approval.

**Audit Committee** – Recommendation of the Resolution to the board for the Budget. Dr. Chin said everything the committee thought of it was already considered. Great Job.

**Finance Committee** — The Finance Committee voted unanimously to recommend the Resolution to approve the Budget to be presented to the SRAA board for a vote. Dr. Chin said everything the committee thought of it was already considered. Great Job.

**Governance Committee** – No Report

### **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; sensitive public safety matters; and information relating to a potential investigation and criminal offense.

Dr. DeSiato made a motion and Mr. Fisher seconded the motion. The executive session began at 12:10 p.m. The executive session ended at 1:20 p.m. No action was taken.

### **New Business/Discussion**

#### **Resolution Adopting the 2022/23 Syracuse Regional Airport Authority Operating Budget**

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

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

#### **Resolution Adopting the 2022/23 Syracuse Regional Airport Authority Capital Budget**

This item will be moved to the September 23, 2022 regular board meeting agenda.

#### **Resolution Creating Position of Airport Police Chief (SRAA)**

Having no further discussion regarding this resolution, a motion was made by Dr. Fisher and seconded by Ms. Gagliano.

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

#### **Resolution Approving Executive Director's Annual Employee Evaluation for 2021**

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

### **Adjournment**

A motion was made by Dr. Chin and seconded by Dr. DeSiato to adjourn the meeting. The meeting was adjourned at 1:27 p.m.