

SYRACUSE REGIONAL AIRPORT AUTHORITY

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, May 20, 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, May 20, 2022, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Vice-Chair Mr. William Fisher.

Members Present:

Mr. William Fisher – Vice-Chair
Ms. Latoya Allen
Dr. Donna DeSiato (arrived at 11:16)
Mr. Michael Frame (arrived at 11:08)
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Nick Paro

Also Present

Mr. H. Jason Terreri	Matt Szejbka
Ms. Robin Watkins	Elana Essig
Mr. John Carni	Mr. Al Overend
Mr. John Clark	
Ms. Joanne Clancy	
Mr. Jason Mehl	
Ms. Cheryl Herzog	
Mr. Dan Zenk	

Members Absent:

Ms. Jo Anne Gagliano – Chair
Dr. Shiu-Kai Chin
Mr. Robert Simpson

Vice-Chair Fisher started the SRAA Board meeting at 11:05 a.m.

Roll Call

As noted above all members were present, except Ms. Jo Anne Gagliano, Dr. Shiu-Kai Chin, and Mr. Robert Simpson.

Executive Team Report

Director Terreri explained that he has altered the Executive Team report given all of the recent news about flight cancellations and pilot shortages to address how this is affecting the SYR airport. Director Terreri presented the scorecard of SYR enplanements ending April 2022 compared to 2019. SYR is up two additional carriers and has added five new nonstop destinations. The enplanements are above 2019 figures. The airport shows an increase of mainline aircrafts, which are approximately 10% larger aircraft. From an enplanement perspective, SYR is 8.3% above 2019 levels, which was the three-decade record. Director Terreri introduced Elana Essig, Research Analyst, who has been helping lead the Air Service Development Team and has conducted in-depth data research to help explain current trends. The SYR airport is remaining stable with the only market SYR has lost is Orlando until September on JetBlue.

Mr. Frame inquired about utilizing land transportation from airports to a larger hub. Director Terreri stated there is a service called “Landline”, currently being utilized in some airports and that SYR is currently researching information about this service. The airport wants to make sure connectivity for the region is provided.

Director Terreri announced the retirement of John Carni, Chief Operations Officer, who has been with the airport for 32 years in various capacities. John’s last day will be at our next board meeting on June 24th. Mr. Carni was thanked for all he has done for the airport over the years. Vice-Chair Fisher spoke about Mr. Carni holding the role of Interim Executive Director prior to Director Terreri’s arrival and how John held everything together for the Authority. Director Terreri updated the board on the transition of this position. Dan Zenk was introduced and will be promoted as of June 24th to the COO role. The current organization for this plan is that Mr. Zenk will be taking over terminal services and trades, and Director Terreri will be taking over public safety. Mr. Zenk has been meeting with Mr. Carni and the teams to ensure a smooth transition.

CFO Watkins provided the Finance update and discussed the landing weights which are above budget monthly and annually. Enplanements showed full recovery and continue in an upward trend. Financial statements showed the SRAA is doing well due for passenger traffic and landing weights. Expenses are on track. There will be some larger items closing in May and June as the March project wraps up. In non-operating revenue, there are some changes that are due to the bonds and the lease expense to the City of Syracuse which was previously paid off and refinanced on the SRAA’s books. The SRAA is in a good financial position this year. The Cost Per Enplaned Passenger (CPE) continues to trend downward as planned. Vice-Chair Fisher inquired about the 2022-2023 City’s budget that shows an Aviation department personnel services line, but they also had debt. CFO Watkins explained that everything will be paid off in June. There will be an airline meeting in the third quarter to review the financials. There will be a thorough budget presentation to the SRAA board at the June 24th board meeting. The Common Use installation at the SRAA gates is complete. The Flight Information Display (FID) system and the implementation of AODB and RMS an Airline Operating Database are next on the list.

Mr. Carni reviewed Airport Operations. The airport had its annual FAA Part 139 certification inspection in April and there were no major findings. There will be an Annual Emergency Plan review held on May 26, 2022. The summer schedule is underway with painting, mowing, and sand clean-up. ARFF and 174th transition is on schedule and will take place on July 1st. Vice-Chair Fisher asked about the emergency review in May and if the 174th will be involved and it was clarified that the 174th will be in attendance.

Mr. Mehl, Chief Commercial Officer, reported on the Commercial division. He updated the board with the revenue per enplanement for food, beverage and retail. Dr. DeSiato mentioned her concerns with food and beverage and Mr. Mehl explained that there have been many new changes being made and the progress continues. A conversation ensued regarding the food and beverage vs. retail at the SYR Airport, all questions were clarified. Director Terreri indicated that Mr. Mehl and Ms. Linda Ryan, Director of Business Development, have been doing a phenomenal job getting Delaware North to where they are today. Pre-Security vending renderings have been completed by the R.I.T. Hyperspace students. Planned installation of Reach TV in the terminal and concourses is by the end of June. The barracks development project is moving forward with a zone change. Currently conducting a market study for the barracks that once completed will be presented to the SRAA board. The Common Use Lounge - 90% drawings are complete, site opening date planned for December 2022. TSA Office construction should commence in two to three weeks.

Director Terreri presented the HR report. Director Terreri reviewed the Organizational chart which showed the SRAA positions filled and in the process of being filled. There are two new employees, Ryan McNeil, IT Services Administrator, and Mohamed Omar, Custodial Worker I. A new initiative that is being rolled out at the SYR Airport with the leadership of Matt Szwejbka, is our SYR Hidden Disabilities Sunflower Lanyard Program. Lanyards have been distributed to the airlines where passengers can request a lanyard if they have a hidden disability and may need extra help. Mr. Szwejbka has been conducting training with staff and the airlines. If a passenger is seen with the lanyard, then airport staff know that they may need a little extra help. Ms. Allen asked if a lanyard can be requested upon checking in at the counter? Yes, they will have them available at the ticket counters and also the SRAA has them available in the office. The airport will be installing signage in front of the ticket counters making passengers aware of this new program as well as information on the airport's social media sites. The Hidden Disabilities Sunflower Lanyard Program is a global program so if they are a frequent passenger, folks will already know how this works. The SRAA has a voluntary retirement incentive program that is extended through June 3rd. The professional development slide was reviewed. Director Terreri mentioned that next month the SYR Airport will be hosting the AAAE Certified Member Course, and twenty employees are signed up to take it. Ms. Allen asked if we offer the Active Shooter Training? The Airport does offer this training, and our Director of Public Safety teaches it airport-wide. The recruitment sources were discussed regarding what is working to gain job opening applicants and what is not, the SRAA's primary source of applicants currently derives from Indeed.

Review and Approval of the Minutes

Vice-Chair Fisher asked if there were comments on the Special Board Meeting minutes held on April 28, 2022 or the Regular Board Meeting minutes held on March 25, 2022. A motion was made by Mr. Paro to approve the minutes from both meetings and Mr. Kinsey seconded the motion. Motion carried by the board.

Committee Updates

HR Committee – No Report

Audit Committee – No Report

Finance Committee – No Report

Governance Committee – No Report

New Business/Discussion

FY 2022/23 Budget Update

CFO Watkins informed the board that a draft presentation of the budget was presented to the Finance Committee at today's meeting. She will be presenting the final version with a thorough review of the budget at the SRAA Regular Board meeting on June 24th.

Regional Advisory Board

Director Terreri spoke about the legislation in place for the SRAA to have a Regional Advisory Board (RAB) but it does not indicate what the role of the board should be. Michael Chapman from the Regional Advisory Board has been in contact with Director Terreri asking what the role is going to be for this board, he feels that since it is in the Enabling Legislation, that we should have clearly defined goals. Chair Gagliano had requested a discussion with the SRAA Board on how to engage the Regional Advisory Board. Vice-Chair Fisher spoke about the origination of the Regional Airport Authority and the inclusion of the statute for a Regional Advisory Board. The state legislature statute on advisory boards is silent. The SRAA appointed the Regional Advisory Board per the Enabling Legislation and to get the message out to the public that SYR is a regional airport. The SRAA wanted to get the word out about job opportunities and competitive bids so that opportunities are spread throughout our full catchment area region. In the past, one SRAA board meeting per year was held offsite at one of the RAB locations to build further relations within that community. Dr. DeSiato stated when we became the SRAA part of becoming a regional airport authority was that previously we were very siloed. She said it is important to have appointees that can come 2 or 3 times a year and that there is a RAB with an intentional agenda to gather input into our strategic planning process. This will help us understand what we need to know about being a regional airport and what we want to share with the RAB regarding future changes at the airport and other community needs. Mr. Frame asked if a RAB existed, and the answer was yes, but that board is not currently active. The RAB members are invited to all of the SRAA Board/Committee/State of the Airport meetings and other special events for the airport. Director Terreri stated that what he is hearing is the SRAA should set up informational sharing whether it is a meeting once a year at their locations or a consolidated meeting to share what we are doing. Mr. Frame indicated he is a resident of Oneida County so if we wanted to host something he would be happy to help in that area. This can also help recruit potential passengers from these areas by providing information to the RAB members. Also, there may be upcoming challenges with Interstate 81 project and it will change the traffic flow to the SYR Airport which needs to be looked at for future planning. Director Terreri will be meeting with the NYS DOT Commissioner regarding the SYR Master Plan, future growth, and some of the other initiatives the airport has, and as these decisions need to be considered for overall planning. Director Terreri discussed the catchment leakage study which shows the location of where people start and end their trips for our airport as well as where people in our catchment area are going. We will have up-to-date data by September.

Mr. Frame stated that the Interstate 81 project provides another opportunity for the previous discussion about the RAB which makes a nice tie in context for the airport, but we will get information from other counties who may be impacted as well by the changes to Rt. 81.

Executive Session

Vice-Chair Fisher invited a motion to go into Executive Session to discuss matters pertaining to potential litigation and collective negotiations pursuant to article 14 of the civil service law.

Mr. Frame made the motion and Dr. DeSiato seconded the motion. The executive session began at 12:10 p.m. The executive session ended at 12:39 p.m. No action was taken.

Adjournment

A motion was made by Vice-Chair Fisher and seconded by Mr. Simpson to adjourn the meeting. The meeting was adjourned at 12:41 p.m.