



Human Resources Committee Meeting Minutes

Thursday, October 13, 2022

Pursuant to the notice duly given and posted, the Human Resources Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, October 13, 2022, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by the committee Chair, Mr. Michael Lazar.

The meeting was called to order at 11:00 a.m. by Chair Michael Lazar.

In Attendance:

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

Absent:

Mr. Thomas Fernandez
Ms. Jo Anne Gagliano

Staff/Other:

Mr. Jason Terreri
Mr. John Clark
Ms. Joanne Clancy
Ms. Robin Watkins
Ms. Debi Marshall
Chief Mark Werbeck

Roll Call

As noted above all members were present, except Mr. Fernandez and Ms. Gagliano.

Approval of Minutes from Previous Meetings

As there were no comments, Chair Lazar made a motion to approve the minutes from the previous meeting on September 8, 2022. Dr. Chin approved the motion, and it was seconded by Ms. Allen. The motion was carried unopposed.

Management Report

Director of Human Resources, Debi Marshall provided an update on the Diversity, Equity and Inclusion Initiatives. The first employee led DEI Committee meeting was held with over a dozen employees from diverse backgrounds and roles at the airport. The high-level results of the climate assessment, the DEI assessment and the strategic plan initiatives were discussed with the group along with the vision the Authority has of DEI. Ms. Marshall is the liaison for this group until it is fully established and then Ms. Selena Nicholson, Management Assistant will take over as facilitator to lead the group in the future. The group was tasked with determining the Mission of the group and expectations were set for the team. Training on how to run effective meetings will be held. Centerstate CEO has been contacted to provide further training. Ms. Marshall is

pleased with the participation level and focus of the group.

New Business

Airport Police Sergeant – At the last board meeting the Captain and Police officers were approved. This position would essentially be the shift supervisor/command watch as needed. Chief Werbeck clarified the role and importance of this position in further detail including the level of interest from quality candidates. Ms. Allen inquired about the salary level and Ms. Marshall noted that those rates have not yet been established and salary comparisons and benchmarks are being looked at along with inclusion of 211 waiver possibilities. Mr. Fisher stated for the record, he opposes the waiver, but understands that the organization feels differently.

Mr. Lazar invited a motion to bring the position of Airport Police Sergeant to the board for vote. Mr. Fisher approved the motion with a second from Ms. Allen, the motion was carried unopposed.

Facilities Manager – Ms. Marshall explained that all of the Trades employees such as carpenters, plumber, HVAC, fall under the Chief Operating Officer historically, however, the Authority realizes that there needs to be a management level role to provide day to day oversight of those employees. Mr. Zenk explained that this role encompasses the entire facility as a whole, including fire alarms, landside, etc. not just the Trades dept. The classification would be a competitive position for civil service purposes.

Mr. Lazar invited a motion to bring the position of Facilities Manager to the board for vote. Dr. Chin approved the motion with a second from Mr. Fisher, the motion was carried unopposed.

An Operations Division Structure discussion was held and COO Zenk explained the current structure and the need to fill the gap with a Duty Manager and we have been researching how other airports utilize this role. Executive Director Terreri said that there needs to be a single point of contact from where the road starts to the airfield and can make everyone aware of important activities to have continuity for the operation. Mr. Zenk gave an example of parking situational awareness that is needed for the smooth running and safety of the operation. Previously, these decisions were made by the now retired, COO John Carni. Director Terreri stated that this role is critical and training will take time to implement for this role so if the committee agrees, this will be brought to the board meeting in December. Mr. Lazar stated that it is important for the community to see no difference in service levels regardless of day of the week or time of day. All agreed. Mr. Fisher questioned if there were any other Enabling Legislation updates passed through legislation? Director Terreri and General Counsel told them there were not. Mr. Fisher recommends that the airport continue to work on making those changes with the legislature.

Executive Session

Mr. Lazar invited a motion to go into executive session to discuss matters pertaining to the financial and employment history of particular persons or corporations. Dr. Chin approved the motion with a second from Mr. Fisher, the motion was carried unopposed.

Executive session began at 11:22 a.m. Executive session ended at 11:37 a.m. No action was taken.

Adjournment

A motion to adjourn was made by Ms. Allen and seconded by Mr. Fisher, the meeting adjourned at 11:38 a.m.

DRAFT