

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
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**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, June 23, 2023
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
SRAA Board Room**

1. Roll Call
2. **Consent Agenda**
 1. **Approval of Minutes from the May 19, 2023 Regular Board Meeting**
 2. **Resolution to approve the SRAA position of Director of Facilities**
 3. * **Standard Workday/Position Resolutions from March 10, 2023 Meeting additional material = Resolution number 2023-2**
3. **Airport Scorecard**
4. Executive Session
5. **New Business/Discussion**
 1. **Resolution Adopting the 2023/24 Syracuse Regional Airport Authority Operating Budget**
 2. **Resolution Adopting the 2023/24 Syracuse Regional Airport Authority Capital Budget**
 3. **Resolution Approving Executive Director's Annual Employee Evaluation for 2022**
 4. Legislative updates
6. **Committee Reports**
 1. **HR committee**
 2. **Finance Committee**
 3. Governance Committee
 4. Audit Committee
7. Adjournment

Bolded items = materials will be provided

** *Inadvertently omitted from March Board Packet. Included in June Packet to correct oversight and allow Board to rescind, amend or take other or no action as appropriate.*

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF
JUNE 23, 2023 OF 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 (the “**Enabling Act**”) and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, under the Authority’s Bylaws, Roberts Rules of Order Newly Revised (“RONR”)¹ governs the procedural conduct of Authority Board meetings; and

WHEREAS, RONR authorizes the use of a Consent Calendar² for routine matters in order to expedite a meeting; and

WHEREAS, at a meeting of the Board held on June 23, 2023 a Consent Calendar was presented to the Board for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby approves the June 23, 2023 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: JUNE 23, 2023

VOTE: *Ayes* ___ *Nays* ___ *Abstentions* ___

SIGNED:
Secretary

¹ Refers to the edition of Roberts Rules of Order currently in effect.

² RONR 12th edition 41:32.

SCHEDULE A

1. Approval of Minutes for May 19, 2023 Regular Board Meeting
2. Resolution to approve the SRAA position of Director of Facilities
3. * Standard Workday/Position Resolutions from March 10, 2023 Meeting additional material + Resolution number 2023-2

*Inadvertently omitted from March Board Packet. Included in June Packet to correct oversight and allow Board to rescind, amend or take other or no action as appropriate.

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, May 19, 2023

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 19, 2023, at 11:08 a.m. 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
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. Robert Simpson
Mr. Tom Fernandez – Via Teams/phone
Mr. Michael Frame – Via Teams
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Nathaniel Stevens (departed 12:05 p.m.)

Members Absent:

Mr. Nick Paro
Ms. Latoya Allen

Also Present:

Mr. H. Jason Terreri
Ms. Robin Watkins
Ms. Joanne Clancy
Mr. Jason Mehl
Chief Werbeck
Chief Chrissley
Mr. Daniel Zenk
Ms. Debi Marshall

Chair Gagliano started the SRAA Board meeting at 11:08 a.m.

Roll Call

As noted above all members were present in person or via phone other than Mr. Paro and Ms. Allen.

Consent Agenda:

Having no objections or comments regarding this resolution, Chair Gagliano invited a motion. A motion was made by Dr. Chin, seconded by Dr. DeSiato, and the consent agenda was unanimously approved.

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

Airport Scorecard

Director Terreri shared information on the finance slides as of April 30, 2023. The numbers continue to increase especially on the passenger traffic side. There has been an increase in enplanements. Landing fees are down due to a lower number of flights, but also utilizing larger aircraft. Operations in April are 86% load-factor which is basically at capacity. Parking continues to do well because of the availability of the new lots. From an RPE perspective, that number is down due to not having enough concessions and offerings due to passenger numbers and the commercial department is doing a great job of bringing in new concessions and working with our tenants to improve offerings. CFC review, the rental car transactions are down, however the \$5 to \$7.50 CFC will be going into effect to assist with the upcoming Consolidated Rental Car facility planned for the future. Cost estimate for the landside program was higher than expected, more feedback and meetings are planned to review that and guidance on moving forward. The Federal Inspection Station (FIS) has a new Customs and Border Protection representative on the account and is asking to change the design of the FIS. Those design changes cannot be physically incorporated at this airport, and we are working towards resolution. The new Palladino Farms restaurant will open soon, replacing the Middle Ages concept on the Terminal B side. Grants have been submitted for various projects and the common use, Escape Lounge is near completion, scheduled to open in June. Mr. Mehl invited the board to visit the lounge. Pre-concessions are currently on hold and waiting on new contractor information. The badging office is delayed, awaiting congressional directed funding and eligibility issues. The Airline Use and Lease agreement meeting will be in 1Q24, (July, 2023) with a year and a half of negotiations planned and the 174th agreement and union negotiations are also ongoing. The next Master Plan Public Open house will be on July 13th from 4-6pm in the John Walsh Conference Room at the airport.

New Business/Discussion

Chair Gagliano discussed the Operating and Capitol Budget review. Dr. Chin, Chair of the Finance Committee let the group know that they conducted an in-depth review. Dr. Chin reminded the group of what was discussed at the spring retreat regarding the detailed review of the increase of revenue planning position needed for replacement of the garage.

CFO Watkins summarized the first draft of the SRAA budget. It is projected to go from a \$42M income to \$49M in increased income due to passenger demand, higher airlines rates, improvements in rates for transportation pick-ups, and other areas make up the difference in the projected increase. Expenses increase from \$35M to \$41.8 with the majority due to needed repairs, relocation of utilities due to the parking garage plan and the requirement to match grants. The Net increase result is \$7.6M of the \$8M target that the SRAA wanted, however final reviews will be conducted and will be brought to the June board with final numbers.

Resolution approving and authorizing the participation in the New York State and Local Retirement System Police and Fire Retirement System(PFRS) by the SRAA

HR Director Marshall briefed the group on the New York State Law requiring participation in the PFRS system. Any active police officer is mandated to be enrolled in this system. This is the basic plan required by law.

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

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

Legislative updates

Director Terreri stated that there was a good call with the Governor's office as well as the Commissioner of Civil Service to discuss the challenges surrounding the civil service rules currently in effect at the airport. Senator Mannion and Assemblyman Magnarelli were on the call and are assisting in this effort. HR Director Marshall has sent materials to Onondaga County and New York state regarding the backlog of these outstanding items and requests. The subsidiary language is still moving through the Senate and the House for the SYR Airport. A lot of effort has been put into educating the officials and the unions regarding what this commercially focused effort is trying to accomplish. Additionally, legislation is being put through regarding the Design-Build method for airport project delivery due to the timing perspective issues.

Executive Session

Chair Gagliano invited a motion to go into Executive Session to discuss matters pertaining to potential litigation, and the employment history of a particular person or corporation.

Dr. DeSiato made a motion and Dr. Chin. seconded the motion. The Executive Session began at 11:28 a.m. and ended at 12:00 p.m.

Committee Reports

Chair Gagliano noted that minutes for the Audit Committee were included in their packet. There were no other committee related reports provided. Dr. DeSiato stated that it was a good preliminary meeting. CFO Watkins, her team, and the auditors do an excellent job. CFO Watkins state that more on-site auditing will be conducted and Chair Gagliano stated that the SRAA Board will have an opportunity to speak to them independently at the next board meeting.

Adjournment

A motion was made by Mr. Simpson and seconded by Mr. Lazar to adjourn the meeting. The meeting was adjourned at 12:06 p.m.

**RESOLUTION CREATING THE POSITION
OF DIRECTOR OF FACILITIES (SRAA)**

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 Director of Facilities which is responsible for directing, effectively managing, overseeing and monitoring all building/facilities maintenance, repair, inspection, and alteration for facilities at Syracuse Hancock International Airport that are owned and/or operated by the Syracuse Regional Airport Authority (SRAA). The incumbent will ensure that facilities are maintained to meet the functional requirements of the airlines and other tenants and in compliance with all applicable regulations. The position is responsible for supervision and management of the Trades division, and lead workers performing building maintenance work such as but not limited to carpentry, painting, plastering, plumbing, HVAC, electrical, and mechanical equipment operation, ensuring quality of work on all buildings and building equipment repairs. This position also directs the terminal/landside services division, responsible for custodial services. May also oversee minor construction projects. Work is conducted in compliance with all applicable state and federal guidelines and regulations. Work is performed under the general direction of the Executive Director or designee, who allows the incumbent considerable independence in direction of divisions, management of preventative maintenance and facilities repair. In addition to the normal work schedule, this is an "on-call" position. The individual filling this position may be required to

work evenings, holidays, and weekends as needed, and may be required to remain on duty in an emergency situation. Does related work as required.

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 workdays 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)
Director of Facilities	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: June __, 2023

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF
MARCH 10, 2023 OF 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 (the “**Enabling Act**”) and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, under the Authority’s Bylaws, Roberts Rules of Order Newly Revised (“RONR”)¹ governs the procedural conduct of Authority Board meetings; and

WHEREAS, RONR authorizes the use of a Consent Calendar² for routine matters in order to expedite a meeting; and

WHEREAS, at a meeting of the Board held on March 10, 2023 a Consent Calendar was presented to the Board for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby approves the March 10, 2023 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: MARCH 10, 2023

VOTE: *Ayes* 10 *Nays* 0 *Abstentions* 0

SIGNED: 
Secretary

¹ Refers to the edition of Roberts Rules of Order currently in effect.

² RONR 12th edition 41:32.

SCHEDULE A

1. Approval of Minutes for January 20, 2023 Regular Board Meeting
2. Resolution Creating the position of Duty Manager (SRAA)
3. Resolution Creating the position of Customer Experience Manager (SRAA)
4. Resolution Creating the position of Senior Information Technology Systems Administrator (SRAA)

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, January 20, 2023

Pursuant to the notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, January 20, 2023, 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
Dr. Shiu-Kai Chin
Ms. Latoya Allen
Mr. Tom Fernandez
Mr. Michael Frame
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Nick Paro
Mr. Nathaniel Stevens
Mr. Robert Simpson

Members Absent:

Dr. Donna DeSiato

Also Present

Mr. H. Jason Terreri
Ms. Robin Watkins
General Counsel R. John Clark
Ms. Joanne Clancy
Mr. Jason Mehl
Chief Werbeck
Captain Anthony Sobiech
Mr. Dan Zenk
Ms. Debi Marshall

Chair Gagliano started the SRAA Board meeting at 11:01 a.m.

Roll Call

As noted above all members were present, except Dr. Donna DeSiato.

Swearing in Ceremony – Chief Mark Werbeck and Captain Anthony Sobiech – Executive Director Terreri provided background regarding the SRAA being formed in 2014 and how when he arrived in 2019, he was tasked to create a true Airport Authority. This required changes to the SRAA Enabling Legislation in order to include establishing a police force. The Authority was very lucky to find a new Chief to lead this effort. Director Terreri introduced Chief Mark Werbeck and provided further background on the purpose and level of service that is envisioned for a police force at the SYR airport. Chief Werbeck has been working around the airport since 9/11 and therefore can bring an amazing level of expertise. Director Terreri stated that it has been decades since a new police force was established in the State of New York, so it took a lot of effort to complete this process successfully.

General Counsel R. John Clark conducted the swearing in ceremony for the new SRAA Police Chief for the new SRAA Police force that is scheduled to begin on March 6, 2023, and congratulated them on their new roles.

Chief Werbeck addressed the group and thanked the board and staff for all of the assistance that they provided him in navigating how to create this new police department. Twenty officers have been hired to date and all are well qualified professionals. Chief Werbeck then introduced Captain Anthony Sobiech and provided background information on him and swore him into service.

Mr. Simpson pointed out how important the partnership was with Assemblyman Magnarelli and Senator Mannion for bringing forth the legislation and helping us push this through. He would like to formally recognize both with a resolution of thanks to them from the SRAA board for making this police department a reality. All agreed.

Presentation of year end numbers and preview of SYR Annual Report

Director Terreri proceeded with the Regular Board meeting by beginning to discuss the SYR Annual Report. He thanked the staff for another great year and for all their hard work on this year's report creation. He highlighted both this past year and future accomplishments and thanked the SRAA board for continuing to move the airport goals forward. The SRAA ended 2022 within 2% of 2019 numbers which if all recall, was a three decade record and SYR is on track to exceed those numbers in 2023. With 39 non-stop daily departures that result in 260 connections, therefore growing the global reach, we can connect nearly anywhere in the world with a single stop. The Employee of the Year Award was voted on by SRAA staff this year in a new ballot box process. Kristine Carson, Human Resources was selected by her peers. Director Terreri congratulated Kristine on her teamwork and accomplishments.

After a brief pause to allow folks to leave the meeting after the ceremonies, Jo Anne Gagliano again welcomed Nathaniel Stevens to his first board meeting.

Consent Agenda:

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

Airport Scorecard

Director Terreri discussed the status of the end of the calendar year scorecard which is half of the year as the Fiscal Year is July 1st. Positive trends continue on the finance side with both operating revenue and expenses. Some of the lower expenses can be attributed to the light winter weather. Commercial Development CFC revenues have continued to outpace budget numbers which will assist with future parking needs. RPE numbers are down a little, which is a function of increased passenger numbers but not increased concession offerings. Concessions expansion options continue to be worked on so that the RPE does not level out. Landed weight numbers are going up through the end of the year along with passenger enplanement data forecasts. CFO Watkins stated that there is a higher number of enplanements than budgeted and that is a good story for the airport because that increases all revenues, parking, concessions, etc. Director Terreri complimented the Operations and Maintenance Teams for their hard work. CFO Watkins explained further revenues such as the Remain Over Night (RON) revenues from planes parking overnight. Expenses are slightly below budget due to timing and weather with ending the calendar year overall slightly ahead of budget. No further questions were asked.

New Business/Discussion

Chair Gagliano reminded the board that with Bill Fisher's departure from the board, the Vice Chair of the Board position is open. She encouraged board members to nominate themselves or others and explained the ballot process and the role of that position, the skill sets needed for that role and the critical needs in the coming year. The voting process will be held on March 10, 2023, at the Regular Meeting of the Board.

Director Terreri explained the 3-5 year growth plan at the airport including land development, integrating with the UAS industry and overall next steps that this role will need to help with these complex challenges with checkpoint and baggage expansions, and non-aeronautical parcels being developed. Knowledge of the funding process is a critical skill for this Vice Chair leadership role. Chair Gagliano stated in the absence of a Vice Chair, that she will lead the upcoming Governance Committee meeting, as the Chair of the Governance Committee is historically the Vice Chair of that Committee.

Chair Gagliano continued the agenda to discuss the single resolution on the agenda.

Resolution Approving Application and Acceptance of Funds for New York State Aviation Capital Grant Program Funds for Redesign of Deicing Pad(s)

Director Terreri explained the need for re-design of the deicing pads to allow for faster through-put. CFO Watkins stated it is a Capital Improvement Grant with New York State and this will allow some projects to move up earlier in the schedule, upgrade the drainage and increase the pad sizes. A conversation ensued regarding the Glycol recovery and recycling program. Having no further discussion regarding this resolution, a motion was made by Mr. Simpson and seconded by Mr. Lazar.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Committee Reports

Chair Gagliano reminded the board that they have been given a schedule of SRAA Board and Committee meetings for the 2023 calendar year to hold these dates for attendance. She also advised the group of the names of the participants for each committee.

Director Terreri reminded the board that the State of the Airport will be held on Friday, January 27, 2023.

Mr. Frame inquired about NYAMA's involvement and analysis on CLCPA, NYS climate infrastructure, electrification piece, electric vehicles, etc. he would like to find out any impacts to the airport that the Finance Committee or board could understand and help with. Director Terreri stated that there are challenges to the electrification capacity levels coming into the airport and discussions are being held with National Grid regarding the infrastructure improvement process planning needed to bolster that electrification.

Fiduciary acknowledgment forms were provided and collected for board members. There were no other committee related reports provided.

Adjournment

A motion was made by Mr. Lazar and seconded by Mr. Simpson to adjourn the meeting. The meeting was adjourned at 12:05 p.m.

DRAFT

**RESOLUTION CREATING THE POSITION
OF DUTY MANAGER (SRAA)**

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 Duty Manager which involves responsibility for performing a variety of tasks associated with the efficient and effective operations of Syracuse Hancock International Airport (SYR). Under general direction, this position is responsible for the day-to-day activity of the airport, including airfield, terminal, and landside, during an operational shift. This position has the authority to direct shift staff to ensure a safe and secure environment for the traveling public. As the senior airport official on duty during non-business hours, this position represents the executive team and has the authority to make decisions in the best interest of the airport; 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 workdays 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)
Duty Manager	Currently 8.00 hours

, and it is further

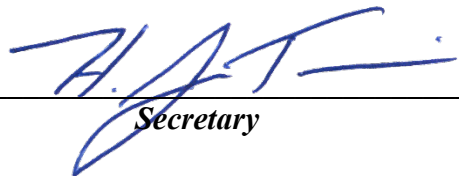
RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: March 10, 2023

VOTE: Ayes 10 Nays 0 Abstentions 0

SIGNED:



Secretary

**RESOLUTION CREATING THE POSITION
OF CUSTOMER EXPERIENCE MANAGER (SRAA)**

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 Customer Experience Manager which is responsible for the customer experience of Syracuse Hancock International Airport (SYR) passengers and community alike while being the point of contact for all media inquiries. This position will serve as the “Brand Ambassador” for SYR by developing unique travel experiences while professionally responding to customer concerns across all social media platforms. Other responsibilities include implementing a marketing and communications program specifically related to the promotion of airport services and serving as the primary coordinator of special events and projects. The position reports to the Chief Commercial Officer or designee.

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 workdays 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)
Customer Experience Manager	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 10__, 2023

VOTE: Ayes 10 Nays 0 Abstentions 0

SIGNED:



Secretary

**RESOLUTION CREATING THE POSITION
OF SENIOR IT SYSTEMS ADMINISTRATOR (SRAA)**

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 Senior IT Systems Administrator which will provide key support and ongoing maintenance for all Airport Technology Systems. This person must possess the ability to troubleshoot computer systems, networks, and their associated peripherals under stressful situations. The airport maintains various systems incorporating all computers, phones, displays, and networks used throughout the airport. This position will interface closely with technology users, airlines and other tenants. This position may supervise lower-level IT support positions. The Senior Information Technology Systems Administrator will report to the Director of Information Technology and assume their duties when requested; 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 workdays 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)
Senior IT Systems 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 10, 2023

VOTE: Ayes 10 Nays 0 Abstentions 0

SIGNED:


Secretary

Resolution No. ____

2023

**RESOLUTION ADOPTING THE 2023-2024
SYRACUSE REGIONAL AIRPORT AUTHORITY OPERATING BUDGET**

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 (the "**Enabling Act**") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, the Enabling Act gives the Authority the responsibility to keep and maintain annual records of its revenues and expenditures; and

WHEREAS, the Finance Committee has reviewed the 2023-2024 Operating Budget for the Authority (the "**Operating Budget**") which is attached hereto and made part of this Resolution as Exhibit "A"; and

WHEREAS, the Finance Committee has met and reviewed the Operating Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had there on, it is hereby **RESOLVED**, by the Board that the Syracuse Regional Airport Authority hereby adopts the 2023-2024 Operating Budget as set forth on Exhibit A" of this Resolution.

Resolution Adopted Date: June __, 2023

Vote: Ayes ____ Nays ____ Abstentions ____

Signed: _____
Secretary

RESOLUTION: (1) ADOPTING THE 2023-2024 SYRACUSE REGIONAL AIRPORT AUTHORITY CAPITAL BUDGET; (2) AUTHORIZING EXECUTIVE DIRECTOR AND/OR CHIEF FINANCIAL OFFICER TO APPLY FOR AND ACCEPT GRANT OFFERS AND ENTER INTO GRANT AGREEMENTS WITH THE FEDERAL AVIATION ADMINISTRATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR SUCH PROJECTS; (3) ENTER INTO CONTRACTS TO UNDERTAKE AND COMPLETE PROJECTS; (4) AUTHORIZING EXPENDITURE OF FUNDS ON PROJECTS

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 (the "Enabling Act") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, the Enabling Act provides that the purposes of the Authority include the construction, development, improvement, maintenance and operation of aviation and related facilities within central New York; and

WHEREAS, the Enabling Act authorizes the Authority to enter into contracts with the federal government, the state, the county, the city or any other source in furtherance of its corporate purposes; and

WHEREAS, the Federal Aviation Administration ("FAA") and the New York State Department of Transportation ("NYSDOT") provide grants to airports participating in capital improvement programs ("CIP") sponsored by the FAA and/or NYSDOT; and

WHEREAS, the Authority is the operator of the Syracuse Hancock International Airport ("Airport") which is a participant in the CIP program and has a need for the grants available through the FAA and NYSDOT; and

WHEREAS, the Finance Committee has developed the 2023-2024 Capital Improvement Budget for the Authority (the "2023-2024 Projects") which is attached hereto and made part of

this Resolution as Exhibit “A”; and

WHEREAS, the Authority wishes to obtain available funding for the 2023-2024 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2023-2024 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2023-2024 Projects as further detailed in Exhibit “A”; and

WHEREAS, the Finance Committee has met and reviewed the Capital Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby: (1) adopts the 2023-2024 Capital Budget as set forth on Exhibit “A” of this Resolution; (2) authorizes the Executive Director and/or Chief Financial Officer to apply for and accept any and all FAA and NYSDOT grant monies available for the 2023-2024 Projects through the CIP program; (3) with the advice of counsel to the Authority to enter into such contracts as necessary to undertake and complete the 2023-2024 Projects; and (4) expend such grant monies and funds of the Authority for each 2023-2024 Project as shown on Exhibit “A”, plus an additional twenty percent (20%) as may be necessary in order to accommodate change orders and other routine construction and contract administration matters in order to undertake and complete the 2023-2024 Projects.

Resolution Adopted Date: June __, 2023

Vote: Ayes _____ Nay _____ Abstentions _____

Signed: _____
Secretary

**RESOLUTION APPROVING EXECUTIVE DIRECTOR’S 2022-2023 ANNUAL
EMPLOYEE EVALUATION AND APPROVING ANNUAL SALARY AND
PERFORMANCE BONUS FOR 2023-2024**

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 (the “Enabling Act”) and Article 8, Title 34 of the New York public Authorities Law, as amended; and

WHEREAS, Section 2799-fff (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require of the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, by Resolution No. 12 of 2019 the Authority approved and entered into a five (5) year employment agreement with H. Jason Terreri effective May 13, 2019 to fill the position of Executive Director of the Authority (the “Employment Agreement”); and

WHEREAS, the Employment Agreement provides that adjustments to base salary shall be based upon the annual performance evaluation conducted by the Human Resources Committee and shall be effective as of the first regular pay period in the month of June then following the annual performance evaluation; and

WHEREAS, during the fourth year of the Employment Agreement Mr. Terreri has successfully filled the position of Executive Director of the Authority and under the direction of the Board of the Authority, has successfully administered and advanced airport operations during this period which has included the establishment of the Authority Police Department and the hiring and swearing in of twenty-four (24) Authority Police Officers including a new Chief of Police and Captain; ensured future operational continuity and planning by securing infrastructure funds from the State of New York and Federal Aviation administration; successfully guided the Authority through the FAA Part 139 audit and TSA security inspections; completed changes to the Enabling Act addressing governance policies including the extension of terms for certain categories of Board

Members, and the removal of the requirement of City of Syracuse approval of Projects of \$10 Million or more which approval requirement was cited by the FAA as potentially violative of the Authority's FAA Grant Assurances; joined and actively participated in the activities of a number of community and professional organizations, all of which have improved and enhanced the Authority and the Airports visibility and stature in the region; and

WHEREAS, the Human Resources subcommittee of the Board of the Authority has reviewed the Executive Directors Self-Assessment form and the HR Committee has reviewed the Employee Performance Evaluation forms prepared by its members and reviewed the results of such Employee Evaluation Forms and sought input from the Board regarding the Executive Directors performance evaluation for the period 2022-2023; and

WHEREAS, the Human Resources subcommittee has recommended to the Board that the Executive Directors Employee Performance Evaluation for the period 2022-2023 be approved and that his salary and annual performance bonus for the 2023-2024 period be set in accordance therewith.

NOW, THEREFORE, BE IT RESOLVED, after due deliberation having been had thereon, that the Executive Directors Employee Performance Evaluation for the 2022-2023 period is hereby approved and that his salary and annual performance bonus for the 2023-2024 period be set in accordance therewith; and

BE IT FURTHER RESOLVED, that such salary adjustment shall begin effective as of the first regular pay period in the month of June 2023, and that the annual performance bonus be paid at such time as the Executive Director shall elect.

Resolution Adopted Date: June __, 2023

Vote: Ayes ____ **Nays:** ____ **Abstentions:** ____.

Signed: _____
Secretary



Human Resources Committee Meeting Minutes

Thursday, June 8, 2023

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, June 8, 2023, 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 10:59 a.m. by Chair Michael Lazar.

In Attendance:

Michael Lazar - Chair
Ms. Jo Anne Gagliano
Ms. Latoya Allen
Dr. Shiu-Kai Chin
Mr. Thomas Fernandez
Mr. Nathaniel Stevens

Absent:

Staff/Other:

Mr. Jason Terreri
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Jason Mehl
Chief Mark Werbeck
Ms. Robin Watkins
Ms. Lexi Hull
Ms. Kristine Carson

Roll Call

As noted above all members were present.

Approval of Minutes from Previous Meetings

As there were no comments on the HR Committee minutes from the March 2, 2023, meeting, Board Chair Gagliano made a motion to approve the minutes and it was seconded by Ms. Allen. The motion was carried unopposed.

Chair Lazar asked if everyone looked at the package material provided.

Management Report

Director of Human Resources, Debi Marshall discussed updates in her department including

Diversity, Equity, and Inclusion Initiatives. The DEI committee began in the fall and includes approximately a dozen employees led by Management Assistant, Selena Nicholson. Recent projects include a video for Reach TV for Asian Pacific Islander month highlighting backgrounds in aviation; a stress reduction seminar was provided by the EAP, re-establishing missions and goals is on the agenda for next meeting. Delta Airlines has invited the DEI group to their upcoming event and most importantly, the Northeast Chapter of AAAE is sponsoring/hosting their event in November and will be the first ever DEI focused conference and will be a national event. Director Terreri mentioned the website is live and registrations are beginning. Director Terreri is on the AAAE board and is working with them to recruit speakers and the DEI team will assist with the planning and hosting of this event. The Airport Accessibility committee's next meeting will be in July on the date of the Americans with Disabilities Act law's 33rd anniversary. Community partners such as Centro and Aurora of CNY will be in attendance for the luncheon hosted by SYR.

New Business

Director of Human Resources, Debi Marshall discussed organizational updates. Learning Management systems have been researched to include all the compliance trainings that the Authority needs for employees. "HIS" was recommended because they can provide all workplace safety trainings along with the necessary tools needed, and the company was the lowest cost provider. Mr. Stevens asked what are the goals of this LMS system? Ms. Marshall explained that the system has over fifteen hundred training modules which is needed to comply with OSHA requirements along with its ability to create our own trainings to streamline the process. This system will be utilized along with in person, in-depth trainings as well and this would provide a complete record of training for personnel files. A one-year contract would be implemented to test out this system. Mr. Stevens inquired about required trainings and how will they merge with performance assessments. Chair Gagliano discussed the importance of everything being tracked in one system. Director Terreri also discussed with Mr. Stevens the ability to roll in software and leadership development trainings and tracking as well as the airport safety and security trainings that are managed by the FAA, but this system would track completion of those trainings. Paylocity will continue to be the payroll provider. Ms. Marshall reminded the group that there are also free trainings via the EAP program. In person safety annual trainings were provided in the past week and both Supervisor and Executive Team in-person trainings were also recently conducted. Other future in-person trainings are being arranged in the fall.

Director Terreri discussed the new position of Director of Facilities. He stated that a Director-level facilities position would be created to address span of control issues within the Facilities Dept. This would move the custodial department under this role to eliminate some overlap and streamline the organization. This, if approved, would roll the Terminal Group under this position. The replaces the current Facilities Manager position so that role will not be backfilled.

Mr. Lazar made a motion to recommend that the Director of Facilities position be brought to the June board meeting. Mr. Stevens approved the motion and Dr. Chin seconded. The motion carried unopposed.

Performance-based evaluations were discussed, and Ms. Marshall stated that the forms were in the packets to review. Previously, a goals-based form was used and was not a performance review for employees. This new form would be metric-based and is in review by the supervisors and executive team to ensure that it meets the Authorities mission, goals, and objectives. Two separate lists of competencies would be used for individual contributors and supervisor roles.

The goal is to begin using this form beginning in July, check in with employees mid-December and then have the annual evaluation in May 2024 to make salary recommendations for the next fiscal year. Director Terreri said this would create the metrics to compare performance with job descriptions. This only applies to the Administrative group and not the Union labor force. Dr. Chin inquired if there is an Ombuds for complaints for this process. Director Terreri stated that complaints can go to him or to the Ethics Officer/General Counsel for the SRAA. Mr. Paro, Dr. Chin, Ms. Allen, Mr. Stevens, and Ms. Gagliano all asked further clarifying questions on the process. All questions were answered. Ms. Marshall stated that many job descriptions have been adjusted within the past year, and that is an on-going process and will be tied into this evaluation method.

The SRAA Employee Handbook has been updated to include language for our new employee groups such as the new SRAA Police Force, Airport Communications Center, and Fire Departments. Additionally, weekly payroll will now occur for hourly employees, vacation policy updates regarding carryover amounts, the bereavement policy has been increased, the NY state law model will be used for other policy needs, and other safety and communications policy adjustments are addressed in this updated handbook. All these updates have been reviewed and approved by legal counsel. Chair of the HR Committee, Mr. Lazar stated that this document has been reviewed with a fine-toothed comb and has been sent to the unions for review. This handbook will be effective July 1st. Dr. Chin inquired about any effects these will have on the budget. CFO Watkins answered all questions.

Executive Session

Mr. Lazar invited a motion to go into executive session to discuss matters pertaining to the collective negotiation pursuant to Article 14 of the civil service law. Ms. Gagliano approved the motion with a second from Mr. Lazar, the motion was carried unopposed.

Executive session began at 11:43 a.m. Executive session ended at 11:57 a.m. No action was taken.

Adjournment

A motion to adjourn was made by Mr. Lazar and seconded by Ms. Gagliano, the meeting adjourned at 11:58 a.m.



**Finance Committee Meeting Minutes
Friday, May 19, 2023**

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 19, 2023, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by committee Chair, Dr. Shiu-Kai Chin.

The meeting was called to order by Dr. Chin at 9:41 a.m.

Members Present

Ms. Jo Anne Gagliano (Phone/10:07am arrival)
Dr. Shiu-Kai Chin
Mr. Michael Lazar
Mr. Michael Frame (Teams)
Mr. Nathaniel Stevens

Members Absent:

Mr. Robert Simpson
Mr. Nick Paro

Also Present:

Mr. Jason Terreri
Ms. Joanne Clancy
Mr. Jason Mehl
Mr. Daniel Zenk
Ms. Robin Watkins
Mr. Thomas Fernandez (phone)

Roll Call

As noted above all members were present other than Mr. Simpson and Mr. Paro. A quorum was not present at the start of the meeting, therefore, Dr. Chin stated that the minutes would be voted on later in the meeting and that the main order of business will be the discussion of the draft budget and the CFO report. Chair Chin stated that this committee meeting will hold a more in-depth discussion than the regular SRAA board meeting will have.

New Business:

CFO Report and 2023/2024 Draft Budget Review - CFO Watkins shared her screen with the group and gave a brief review of the month of April and then an in-depth presentation of the first

draft of the 2023-2024 budget. April was a very good month for passenger traffic and airline activity, which was consistent with the previous month. April was one of the highest months for passenger activity ever, which drove operating revenue up such as concessions and parking. Operating expenses were up slightly, including parking garage repairs. May is expected to have additional costs associated with the parking areas. CPE is trending downward and is currently \$9.90. Cash balance is the equivalent of 316 days on hand. Investment interests go back into their respective funds as they mature. CFO Watkins shared the investment schedule for the next six months.

Dr. Chin stated that April looks good and will move into the budget. First, he wanted to state for the record how spectacular and helpful the SRAA Board offsite was to understand financial objectives and challenges the airport is facing and he appreciates the level of transparency provided. He further appreciates the time and attention spent and made comparisons to engineering models and their use. The end state the airport needs to meet is the huge demand coming in the next 5-6 years with an acceptable level of service. Dr. Chin said the budget represents an accumulation of models along with the intent and needs of the community with the understanding of the trade-offs that these models represent. Mr. Stevens asked questions regarding the Airport Use and Lease Agreement. Negotiations begin in July 2023 for a new agreement in 2025. Director Terreri stated that from an operational perspective, there are a lot of maintenance costs due to many facility items not taken care of for many years, which is financially challenging in addition to the needed upcoming parking and landside expansion projects.

CFO Watkins provided instructional information regarding the power point slides and encouraged questions on this consolidated review and explained that there will be further changes over the next few weeks before coming back to the board. Details were provided on each category with a focus on a \$6M difference next year in unexpected maintenance/repair costs. Enplanement and landing fee metric projections were discussed that were provided by Campbell Hill, who are well known in the industry. Low, medium, and high scenarios were provided, and the budget has been built using the "low" projections. Aircraft deliveries have been pushed out a year or two, therefore further growth is not expected, but SYR should maintain the current level of service and increase airplane size or frequencies, which would increase landing weights. Director Terreri stated that SYR has an 83% load factor, which is significant as many of the planes and routes are at 100% capacity daily. April was a record month, and the load factor was 86%. Projected rates and charges were provided and explained that there is a significant boost, however, further opportunities are being investigated and being worked on to update those numbers. Mr. Stevens inquired further regarding volume performance and rates and charges and Mr. Lazar had questions regarding terminal costs with the example of cost factors for new HVAC units. CFO Watkins answered all questions. The airlines do not expect to add further capacity until 2024. The Commercial Department has been very successful this year with adding many new local offerings, advertising and vending machines in both pre and post security. This has resulted in strong revenue improvements. Middle Ages is being refurbished in the North into Palladino Farms, the new common use lounge will be opening, and the addition of the lower cost surface parking lots being consistently utilized is

resulting in higher revenues. The parking rate in the garage is being increased by \$3 per day, with no increase in the surface lot rates. A study was conducted and SYR was lower than other airports of the same size and type. Chair Gagliano inquired about how reports are received from SP+, the parking provider. CFO Watkins stated that the parking system is very antiquated and that the IT Department has been working with them to plan replacements for switches and servers to minimize downtime. Rideshare fees will also be increasing to provide more revenue. Car rental surveys show a 5-10% increase.

Expenses were discussed next with a focus on organizational roles and FTE levels. Options are being considered to help with efficiencies in the upcoming Airport Communications Center. Surveys were conducted with Human Resources regarding retaining employees and cost of living adjustments to recruit and retain employees in critical positions, such as mechanics. Planning and Development is the area of the budget that is housing all the costs to repair and upgrade utilities, siding, and windows due to the poor condition of the HVAC, the sewer, and other items. The quotes for this work have significantly gone up due to the current cost of supplies. A grant was applied for and approved to cover some of these costs, but these repairs and replacements are critical and must be completed. Electrical capacity needs to be upgraded for terminal expansions and the power needs to be moved from the garage area prior to any new garage construction. These are significant financial challenges when the airport facility has not been maintained previously, which need to be fixed at the same time as further expansion is needed. ARFF service levels were discussed along with the legislation to have them reclassified as a primary to the airport from Syracuse Fire Dept. now that the 174th ATKW provides the firefighting service at the airport. Inflation continues to provide challenges. Staffing plans are watched closely to identify efficiencies in reducing costs. Cash requirements, bond payments and enhancements to existing buildings were discussed. CFC increases from \$5 to \$7.50 as of June 1st.

Chair Gagliano stated that what was reviewed during this meeting will be discussed in a shorter, summary version in the board meeting. Director Terreri explained some specific rules for eligibility requirements for grant funding opportunities and the difficulties surrounding that process.

Review and approval of minutes from the previous meeting:

Finance Chair, Dr. Chin stated that now that there is a quorum, he would invite a motion to accept the minutes from the March 2, 2023, Finance Committee Meeting. Having no comments or adjustments, Mr. Lazar made the motion and Ms. Gagliano seconded that motion. Motion carried unanimously.

Adjournment:

With no further questions, Mr. Stevens made a motion to adjourn, and Ms. Gagliano seconded that motion. The meeting was adjourned at 10:59 a.m.