

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, May 19, 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 March 10, 2023 Regular Board Meeting**
3. **Airport Scorecard**
4. **New Business/Discussion**
 1. **2023/2024 Syracuse Regional Airport Authority Operating Budget and Capital Budget review**
 2. **Resolution approving and authorizing the participation in the New York State and Local Retirement System Police and Fire Retirement System(PFRS) by the SRAA**
 3. Legislative updates
5. **Executive Session**
6. **Committee Reports**
 1. HR committee
 2. Finance Committee
 3. Governance Committee
 4. **Audit Committee**
7. Adjournment

* **Bolded items = materials available**

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF
MAY 19, 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 May 19, 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 May 19, 2023 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: MAY 19, 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 March 10, 2023 Regular Board Meeting

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, March 10, 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, March 10, 2023, at 11:04a.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 – via Teams
Mr. Robert Simpson- via Teams (11:08am)
Ms. Latoya Allen
Mr. Tom Fernandez
Mr. Michael Frame
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Nick Paro
Mr. Nathaniel Stevens

Members Absent:

Also Present

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

Chair Gagliano started the SRAA Board meeting at 11:04 a.m.

Roll Call

As noted above all members were present in person or via Teams.

Consent Agenda:

Having no objections or comments regarding this resolution, Chair Gagliano invited a motion. Mr. Lazar gave a brief description of the work done by the HR Committee on these items. A motion was made by Mr. Lazar, seconded by Mr. Frame, and the consent agenda was unanimously approved.

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

Airport Scorecard

Director Terreri shared information on the finance slides. Expense budget numbers for the past month were not met due to some operational and timing issues. Cash on hand, is 142 days. From an Operations perspective, we are below expectations on our landing numbers, but our enplanements outpace budget due to the up gauging of aircraft. Mr. Mehl explained the parking surface lot expansion program. There was a 30% increase in traffic during the winter break. The surface lot will be fully functioning by no later than May. Recently, the airport was unable to accommodate all the parking demands, but with the availability now of surface lots, that will no longer be a factor and revenues will increase. The RPE is lower due to the higher number of passengers at SYR, with no increase in the number of concessions available. The SRAA is working with the concessionaire to find solutions. As of March 6, 2023, we have our own Police Department. This has been quite a journey with only three months to complete. There has not been a new police department in New York state in over 50 years, so this has been a big effort. The landside project moves forward involving drainage and other areas and will be brought to the next meeting. The common use lounge will be available to travelers from the early morning hours and plans to open by June. The Airport Communications Center (ACC) funding availability and how the airport gets reimbursed after design FAA allocation conversations are still moving forward, the grant funds must be received before they can be spent. Union negotiations are held on a continuing basis.

CFO Watkins discussed several more current metrics and explained each. The last five months have shown continued growth over previous 2019 numbers and that trend looks like it will continue. The airport has exceeded the RON revenue expectations, which are the aircraft that Remain Over Night. Expenses are higher than expected year to date. There have been higher than average repairs due to cost increases in materials. Staffing was added to our Trades department and due to some re-alignments or timing issues. Investments are in T-Bills per the SRAA investment policy. Once matured later in 2023, a reinvestment strategy will be considered for investments and CFC funds. All grant projects are pay first, get reimbursed later and are supposed to reimburse in 30 days, however it takes longer than that historically. \$3.4M is left in CARES grants, under the ARPA program, it is allowed to pull down funds to reimburse payroll, which is clearly auditable, and the remainder must be requested by September 2024 or lose the funds. Executive Director Terreri asked if there were further questions, none were asked.

New Business/Discussion

Chair Gagliano discussed electing the new Vice Chair of the Board. She invited Board member, Michael Frame to speak on his behalf as a candidate for the role and noted that a ballot box is being made available to all board members present in the room to write down their candidate of choice's name on those ballots and put them in the box. Those will be collected and counted later in the meeting.

Mr. Paro made a motion to go into Executive Session and was seconded by Ms. Allen.

Executive Session began at 11:25 a.m. and ended at 11:35 a.m. No action was taken.

Executive Director Terreri welcomed and introduced Chief Chrissley to the Board. Chief Chrissley discussed his bio and experience with the fire department and the 174th ATKW along with the experience of transitioning to being the new ARFF service provider for the airport. Chief Chrissley is focusing on community involvement and invited all to stop by the firehouse.

Resolution approving the increase in Consolidated Facility Charge (CFC)

Mr. Mehl informed the board how the Consolidated Facility Charge (CFC) works and that the request is to increase the CFC transaction fee from \$5 to \$7 to help fund the shortfall in the needs to build the new facility. CFC funds can only be used to fund rental car operations. Discussions have been held with the rental car companies and they are supportive of this change. Mr. Lazar inquired if the fee is still limited to the 5 days maximum and Director Terreri said there would be no change in that policy. Mr. Mehl noted that there will be an increase in safety for passengers as well once the rental car companies are in a locked rental car facility and will not be in an area where other passengers will be walking through as they are now in the garage. The new facility cost estimates are \$64M. The total that SRAA can finance leaves a deficit, which is the reason for the increase, to offset these expenses. Other airports range from \$3 to \$10, and these rates depend on if there is an active or recent project. Mr. Lazar noted all the efficiencies a CONRAC will bring to passengers, and CFO Watkins noted that the most economical cost is to build a two-story facility. A discussion ensued regarding dynamic pricing, particularly for the business traveler and seasonality for leisure travelers. Dr. Chin stated that as long as there is a need and the rental car companies agree, this is justified. This area will be used for capacity issues during the garage construction project as well.

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

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Resolution Electing the SRAA Vice Chair of the Board of Directors

A ballot box vote was taken of the SRAA Board members. All ballots listed Mr. Frame's name on them for Vice Chair of the SRAA Board. Having no further discussion regarding this resolution, a motion was made by Dr. Chin and seconded by Mr. Paro to elect Mr. Frame as the Vice Chair of the SRAA Board.

The resolution was adopted: 8 ayes, 0 nays, 3 abstain (Mr. Frame) additionally, Dr. DeSiato and Mr. Simpson could not vote due to in person ballot box requirement.

Committee Reports

Chair Gagliano noted that minutes for the Human Resources, Finance and Governance Committees were included in their packets. There were no other committee related reports provided.

Director Terreri reminded the board that on Monday, a press event with AeroMag, the Glycol recovery and recycling project will held at the airport and additionally gave further agenda details for the upcoming SRAA Board member offsite and the speakers that will be available along with the focus of this offsite focus being the long term planning and funding of the upcoming needs of the airport and the decisions that need to be made for strategic goals and organizational assessments. This will only be an offsite, not a board meeting and he is looking forward to the engagement of the board.

Adjournment

A motion was made by Ms. Gagliano and seconded by Mr. Paro to adjourn the meeting. The meeting was adjourned at 11:59 a.m.

Resolution No. ____

2023

**RESOLUTION APPROVING AND AUTHORIZING THE PARTICIPATION IN
THE NEW YORK STATE AND LOCAL RETIEMENT SYSTEM-POLICE AND
FIRE RETIREMENT SYSTEM BY 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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, by Resolution No. 2 of 2022 the Board authorized seeking an amendment of the Authority's Enabling Act in order to, among other things, establish an independent police force for the Authority; and

WHEREAS, the Enabling Act was subsequently amended to allow the creation of an Authority police force and the Board thereafter authorized the creation and filling of various Authority police force positions which positions have been, and continue to be filled; and

WHEREAS, in connection therewith it is required that Authority police officers, not already collecting a pension from the NYS Public Retirement System, become members of that system.

NOW, THEREFORE, after due deliberation having been had thereon,

BE IT RESOLVED, by the Board of the Syracuse Regional Airport Authority does hereby elect to participate as an employer in the New York State and Local Police and Fire Retirement System and approves inclusion of its officers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the

Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing the same, and

BE IT FURTHER RESOLVED, that the Board of the of the Syracuse Regional Airport Authority does hereby elect to provide the pension benefit of Sections 375-c, 375-e, 375-g and 375-i of the Retirement and Social Security Law for Police Officers and paid Firefighters, as presently or hereafter amended.

Resolution Adopted Date: May __, 2023.

Vote: Ayes ____ Nays: ____ Abstentions: ____.

Signed: _____.
Secretary



Received Date

Please type or print clearly in blue or black ink

Employer Location Code 5 1 4 8 2

Affidavit of Chief Fiscal Officer of SYRACUSE REGIONAL AIRPORT AUTHORITY pursuant to Section 430 of the Retirement and Social Security Law.

STATE OF NEW YORK,)
) SS:
COUNTY OF)

I, being duly sworn, deposes and says:

- 1. That (s)he is the chief fiscal officer of the SYRACUSE REGIONAL AIRPORT AUTHORITY.
2. That the regular fiscal year of said employer begins on and ends on.
3. That the governing body of said participating employer has elected to make the following retirement benefit(s) available to its employees: Participation in the NYS Police & Fire Retirement System, as well as Sections 375-c, 375-e, 375-g, and 375-i.
4.

- 5. That (s)he has been advised by the Retirement System that the estimated annual cost to the System of all obligations created by such benefit(s) is \$ 48,675.
6. That said sum has been appropriated in the budget for said fiscal year, and is available for such payment. That payment of said sum will be made to the Retirement System during said fiscal year.

Signature of Chief Fiscal Officer

ACKNOWLEDGEMENT TO BE COMPLETED BY A NOTARY PUBLIC

State of County of On the day of in the year before me, the undersigned, personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC (Please sign and affix stamp)





Kimberly Zeto, Director Member & Employer Services Bureau

May 12, 2023
Location Code: 51482 PFRS

Debi Marshall
Human Resources Manager
Syracuse Regional Airport Authority
1000 Col. Eileen Collings Blvd.
Syracuse, NY 13212

RE: NYSLRS - **PFRS** Participation Cost

Dear Debi Marshall:

This letter is in response to the inquiry about participation in the New York State & Local Retirement System (NYSLRS) – Police and Fire Retirement System (PFRS) - on behalf of the Syracuse Regional Airport Authority Police Force, and the costs associated with the adoption of certain PFRS plans.

Membership

Members are divided in groups called tiers, based on the date they join the Retirement System.

<u>Tier</u>	<u>Date last joined</u>
1	Before July 1, 1973
2	Between July 1, 1973 and June 30, 2009
3	Between June 1, 2009 and January 8, 2010
5	Between January 9, 2010 and March 31, 2012
6	On or after April 1, 2012

All paid Police Officers in the Authority's employ (who are not already collecting a pension from a NYS public retirement system) are required to become members. Employees who become a member of this system on or after July 1, 2009 may be required to contribute a percentage of their wages.

- **The Voluntary Defined Contribution Program, an alternate retirement plan option, must be made available to all employees of New York public employers/agencies who:*
 - *Were hired on or after July 1, 2013*
 - *Earn at the rate of pay of \$75,000 or more*
 - *Are unrepresented by a union*
 - *Are **not** an active Tier 1 – 5 member*

The Defined Contribution Program is administered by the SUNY system. More information may be found at www.tiaa.org/public/ms/nyvdc/agency.html. There are time restrictions imposed on the selection of this plan therefore your employees should be made aware of this option and directed to the SUNY website noted.

Retirement Plans

Several plans are available for police officers. A resolution for the adoption of Sections 375-c, 375-e, 375-g, and 375-i has been enclosed. To provide any additional plans, the Airport must request a cost estimate and then formally adopt them in accordance with Retirement System procedures.

For more information concerning additional plans available, please contact us or visit our website at www.osc.state.ny.us/retirement.

Cost of Participation

The Syracuse Regional Airport Authority's *initial cost for participation* in NYS Police and Fire Retirement System will be \$48,675.

This cost is inclusive of the adoptions of Sections 375-c, 375-e, 375-g, and 375-i, and is based on the data provided by the Syracuse Regional Airport Authority and the applicable billing rates for the New York State fiscal year. An invoice for this amount would be sent and is payable by the end of the Authority's fiscal year in which participation becomes effective (RSSL Section 430).

If no additional plans are adopted, the estimated Annual Employer Contribution will also be \$48,675.

- The **annual employer contribution** is a percentage of the salaries of employees who already are members or who become members of the system. Each year, the percentages payable under the various plans are calculated, and employer invoices are generated. More information on Employer Contribution Rates can be found on our website at www.osc.state.ny.us/retirement/employers/partnership/about-employer-contribution-rates/overview.

Additional Information

The enclosed resolutions must be adopted and returned to the Retirement System, along with the affidavit of participation, to the attention of: **'Member and Employer Services Bureau, Mail drop 5-3'**. Language in these documents may not be altered or amended.

The most current information regarding the NYS Retirement System may be found on our website at www.osc.state.ny.us/retirement. If you have any questions or require additional information, contact this office by phone at (518) 474-0167, or by email at REmpSer@osc.ny.gov.

Respectfully,
Jennifer Hampson
Retirement System Information Representative 2
Member & Employer Services Bureau
New York State & Local Retirement System

Enclosures
cc: Robin Watkins, CFO

Minutes of the Audit Committee Meeting of the Syracuse Regional Airport Authority Tuesday, April 25, 2023

Pursuant to the notice duly given and posted, the Audit Committee meeting of the Syracuse Regional Airport Authority was called to order on Tuesday, April 25, 2023, at 11:11 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by the Audit Committee Chair Dr. DeSiato.

Members Present:

Dr. Donna DeSiato – Committee Chair
Ms. JoAnne Gagliano – Board Chair
Mr. Michael Lazar
Mr. Robert Simpson

Members Absent:

Mr. Kenneth Kinsey

Also Present:

Ms. Robin Watkins
Ms. Joanne Clancy
Mr. Daniel Zenk
Mr. Jason Mehl

Roll Call

Chair DeSiato started the Audit Committee Meeting at 11:11 a.m. by welcoming everyone and turned the meeting over to Ms. Robin Watkins, CFO. As noted, all Committee members were present by 9:56 a.m. other than Mr. Kinsey.

New Business

CFO Watkins briefed the committee on the Audit process and encouraged the committee to ask questions. This will be our third year with Fust Charles Chambers. CFO Watkins and the committee agreed that they have done a good job and agreed to continue with the renewal process moving forward. A 3k increase due to additional work required under GASBY requirements. Mr. Simpson inquired about how their performance has been and CFO Watkins stated that it has been very smooth. CFO Watkins relies on them to ensure that the Authority is doing things correctly. The policy on continuing with auditors requires an RFP after 5 years and the field account managers are switched every 3 years. CFO Watkins requested more on-site time and they agreed. A question was posed on if they had a local office location, and they have do have a new downtown Syracuse location.

Approval of Minutes from the Previous Meeting

A motion was made by Mr. Lazar and seconded by Mr. Simpson to accept the September 23, 2023, meeting minutes. The minutes were unanimously approved.

Dr. DeSiato stated that the auditor's knowledge has been very impressive. CFO Watkins asked what the committee would like them to focus on and Mr. Lazar mentioned leases and contracts. CFO Watkins stated that we bring in an actuarial group each year to go over GASBY-75 to go through the retirement group health benefits recorded on the balance sheet. GASBY-87 lease accounting adjustments are made at the end of the year due to the impact to the financial statements if it were done monthly. GASBY-96 became effective 6-15-2022 will hit this year and includes subscription-based IT arrangements vs. licensing purchases. Accounting control questions were asked by Mr. Lazar and CFO Watkins explained the process of auditors looking at leases, receivables, proper collection of cash, etc. Mr. Lazar mentioned a historical issue of the contracts and leases not being put in a financial software system in the past and CFO Watkins stated all of that has since been corrected and fully audited on a random basis. Chair Gagliano stated that the committee should meet with the auditors without staff present in September. Final Audit documents will be provided a week prior to that meeting for review.

Executive Session

No Executive Session was held.

Adjournment

Having no other topics for discussion with the Audit Committee, a motion was made by Mr. Simpson and seconded by Ms. Gagliano to adjourn the meeting.

The meeting was adjourned at 11:26 a.m.