



**Syracuse Regional Airport Authority
Regular Meeting Agenda
Thursday, September 21, 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 June 23, 2023 Regular Board Meeting**
 2. **Approval of the Minutes from the July 10, 2023 Special Meeting of the Board**
 3. **Resolution approving the creation of the position of Airport Planner I (SRAA)**
 4. **Resolution approving the creation of the position of Airport Project Engineer (SRAA)**
3. **Airport Scorecard**
4. **New Business/Discussion**
 1. Financing discussion
 2. **Resolution approving the Fiscal Year End 2023 Draft Audit of the Syracuse Regional Airport Authority**
 3. **Review of the 2024 SRAA Board and Committee Calendar Draft**
5. **Executive Session**
 4. **Resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 400A**
6. **Committee Reports**
 1. **HR committee**
 2. **Finance Committee**
 3. **Governance Committee**
 4. Audit Committee
7. Adjournment

* **Bolded items = materials available**



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

Friday, June 23, 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, June 23, 2023, at 11:02 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. Nick Paro
Mr. Robert Simpson
Mr. Tom Fernandez
Mr. Michael Frame
Mr. Michael Lazar
Mr. Nathaniel Stevens

Members Absent:

Ms. Latoya Allen
Mr. Kenneth Kinsey

Also Present:

Mr. H. Jason Terreri
Ms. Robin Watkins
Ms. Joanne Clancy
Mr. Jason Mehl
Chief Werbeck
Chief Chrissley

Chair Gagliano started the SRAA Board meeting at 11:02 a.m.

Roll Call

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

Consent Agenda:

As noted on the agenda, the Standard Workday/Position resolution from the March 10, 2023, meeting had been inadvertently omitted from the March board packet so was included in this June packet to correct the oversight and allow the board to rescind, amend or take other action or no action as appropriate.

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

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

Airport Scorecard

Director Terreri shared information on the finance slides as of May. Financially operating expenses are above budget due to unexpected maintenance costs, but revenues continue to outpace our budget. Landed weights are down due to the number of flights, but on enplanements, we are up 4% due to plane size and capacity. 2023 is outpacing the airports best years. The surface lots have contributed to the parking income due to increased demand. CFC is down from expected budget, but the new \$7.50 rate begins in June which will help fund the CONRAC. Executive Director Terreri recognized the Commercial and Business Development Team for all of their amazing additions to the airport such as Palladino Farms, the Escape Lounge. They have really assisted in putting a sense of place here at the airport. The community has also recognized this team as well, Visit Syracuse has announced their first of its kind award “Destination Difference Maker” award. They were chosen because they have taken a proactive approach to promoting leisure travel to Syracuse and the Central New York region. This includes hosting airlines like Southwest, showcasing everything the region has to offer including sports tourism, outdoor activity and unique culinary experiences. They continue to focus on affordable low-cost leisure travel opportunities which have resulted in increased opportunities to visit our area. The airport is also focused on promoting local businesses and events like as The Mountain Goat race and local businesses such as Cupcakes R Me. The team is registered to accept this award on behalf of the airport at Visit Syracuse’s Annual Meeting.

New Business/Discussion

Project updates – Pre-security concessions have been delayed; however, new bids are on schedule. A \$2.5M grant application is being processed to assist with this project. Union negotiations with Local 400 are on-going. That contract is still in effect and will not expire until 2025. 1773a has a tentative agreement that will be voted on Thursday.

Executive Session

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

Mr. Lazar made a motion and Mr. Frame seconded the motion. The Executive Session began at 11:12 a.m. and ended at 12:35 p.m. No action was taken.

Resolution adopting the 2023/2024 SRAA Operations Budget

Having no further discussion regarding this resolution, a motion was made by Mr. Stevens and seconded by Mr. Frame.

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

Resolution adopting the 2023/2024 SRAA Operations Capital Budget

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

by Mr. Simpson.

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

Resolution approving Executive Director's Annual Employee Evaluation for 2022

Having no further discussion regarding this resolution, a motion was made by Dr. DeSiato and seconded by Mr. Simpson.

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

Legislative updates

Director Terreri stated that the subsidiary language was approved, the Authority will now have the ability to do Design Build, once this is signed. The Civil service changes passes the Senate, afterwards, Assemblyman Magnarelli introduced a second bill specifically for Syracuse, but this did not pass this session. The SRAA Police Chief role was approved for civil service as non-competitive. 41% of the SRAA staff is currently provisional awaiting civil service testing and processing. This hinders the ability to recruit staff. Executive Director Terreri stated that the SRAA would work through this process with our internal General Counsel, R. John Clark and elected officials. This legislative and lobbying process should be completed early in the session, prior to March 2024.

A special meeting of the board was agreed to be held on July 10th for a resolution for a vote for the 15% Design for the Landside Concept and potentially for a vote on the resolution approving the Memorandum of agreement between the SRAA and Council 66 and its affiliate local Union 1773a of the American Federation of State, County and Municipal employees AFL-CIO.

Adjournment

A motion was made by Mr. Frame and seconded by Dr. Chin to adjourn the meeting. The meeting was adjourned at 12:34 p.m.



**Minutes of the Special Meeting of the
Syracuse Regional Airport Authority**

Monday, July 10, 2023

Pursuant to the notice duly given and posted, the special board meeting of the Syracuse Regional Airport Authority was called to order on Monday, July 10, 2023, at 9:02 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 - Teams
Mr. Kenneth Kinsey
Dr. Donna DeSiato - Teams
Mr. Nick Paro
Mr. Tom Fernandez
Mr. Michael Lazar

Members Absent:

Ms. Latoya Allen
Mr. Michael Frame
Mr. Robert Simpson
Mr. Nathaniel Stevens

Also Present:

Mr. H. Jason Terreri
Ms. Robin Watkins
Ms. Joanne Clancy
Mr. Jason Mehl
Chief Werbeck
Chief Chrissley

Chair Gagliano started the SRAA Special Board meeting at 9:02 a.m.

Roll Call

As noted above all members were present in person or via teams other than Ms. Allen, Mr. Frame, Mr. Simpson, and Mr. Stevens.

New Business/Discussion

A discussion was held regarding the design of the landside concept. Power point presentations with detailed maps and information were shown to the group. All questions were answered.

Resolution authorizing Executive Director to Execute – (15%) Design of the landside concept

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

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

Executive Session

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

Mr. Fernandez made a motion and Mr. Paro seconded the motion. The Executive Session began at 9:53 a.m. and ended at 10:13 a.m. No action was taken.

Resolution approving the Memorandum of Agreement between the Syracuse Regional Airport Authority and Council 66 and its affiliate local Union 1773a of the American Federation of State, County and Municipal employees AFL-CIO.

A copy of the 1773a agreement was provided to the group previously for review and a discussion ensued. Having no further discussion regarding this resolution, a motion was made by Mr. Paro and seconded by Dr. DeSiato.

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

Adjournment

A motion was made by Mr. Paro and seconded by Mr. Fernandez to adjourn the meeting. The meeting was adjourned at 10:20 a.m.



**Finance Committee Meeting Minutes
Friday, June 23, 2023**

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, June 23, 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 9:35 a.m.

Members Present

Ms. Jo Anne Gagliano
Dr. Shiu-Kai Chin
Mr. Michael Lazar
Mr. Nick Paro
Mr. Michael Frame
Mr. Nathaniel Stevens

Members Absent:

Mr. Robert Simpson

Also Present:

Mr. Jason Terreri
Ms. Joanne Clancy
Mr. Jason Mehl
Ms. Robin Watkins

Roll Call

As noted above all members were present other than Mr. Simpson.

Review and approval of minutes from the previous meeting:

Finance Chair, Dr. Chin stated there was a quorum present, therefore, invited a motion to accept the minutes from the May 19, 2023, Finance Committee Meeting. Having no comments or adjustments, Mr. Frame made the motion and Ms. Gagliano seconded that motion. Motion carried unanimously.

Dr. Chin stated that the main business of the day would be the CFO report and project updates. He congratulated Executive Director Terreri and the team regarding the grand opening of the new Escape Lounge and that it is spectacular. Dr. Chin spent time with CFO Watkins regarding today's presentation and discussed the important assumptions regarding the operating conditions at the

airport and with the bondholders. The degree of transparency has been consistent and includes all aspects of having the ability to ask questions. Dr. Chin found no success-oriented planning, but instead a conversative view of finances knowing that there will be unknowns in the future. Dr. Chin stated that he is really pleased with the information and materials presented to him.

New Business:

CFO Report and 2023/2024 Draft Budget Review - CFO Watkins thanked the board and committee for being so involved and active. She shared the information as of the end of May 2023 and encouraged questions to be asked. CFO Watkins stated that she will not say that there won't be surprises or unidentified modifications in the future because there is always something that happens that was not budgeted. Modifications and improvements, along with up-gauging in aircraft and enplanements are far exceeding the pre-pandemic, record 2019 numbers already, and those numbers do not include June numbers so the fiscal year will be a record high.

The revenue continues to exceed the budget due to the enplanements and that flows through all areas, parking, concessions, car rental activity, etc. SRAA is over budget on expenses, but not as high as expected due to maintenance needs. Capital expense assets must be transferred to the City of Syracuse, who still owns the property. Improvements in PFC incomes will offset some future capital improvements. CFC income has increased and in June will go from \$5.00 to \$7.50 per transaction day, which will assist with building the CONRAC facility. CFO Watkins stated that things have turned out better than anticipated in the beginning of the fiscal year. CPE trend is \$9.89 which is better than expected and trending down which helps drive air service development. CPE averages are difficult to compare due to structures at other airports and are based on agreements and whether other airports expenses are absorbed by a county or other factors. \$10-\$12 is a reasonable goal to maintain for attractiveness to the airlines. Airport costs at an airport roughly represents 7-10% of the cost of a ticket. Cash status is \$35M for operating cash. The balance is \$17M in the standard operating account. Reserves which are self-imposed by the Authority is \$18M. On top of that, \$19M is being held in T-bill investments per our policy. Restricted cash is \$24M which has very defined uses and then there are bond escrows that the authority does not touch. There is a self-imposed floor of having 300 days cash on hand, the Authority currently has 119 and is looking at ways to drive that number up.

The airlines agreement negotiations are beginning in July starting an 18-month period to have a new signed agreement in 2025. Executive Director Terreri stated that the Authority shares the Master Plan with the airlines and is looking to negotiate a mutually beneficial agreement with the signatory airlines at SYR. A discussion ensued regarding the differences in priorities in the rates and charges costs for the legacy carriers vs. the low-budget airlines. CFO Watkins stated that the bond market will look at residual or compensatory/hybrid agreement will impact the airport bond ratings and interest rates when we go to market. The airport has a financial consultant for this process. HR Manager Marshall did a great job with the 1773a union negotiations and there is a signed MOU. SRAA Audit field work will begin in July and pre-audit meetings have begun for the September due date.

As of this date, for Fiscal 2023, budget metrics have been modified from the low level to the mid-level based on passenger traffic and landing weights and future knowledge of air service development. Executive Director Terreri stated additional flights from several airlines will be added in the next year. Additionally, the data shows increases in capacity-levels for sale which justify going from the low to the mid-range. Moving to the mid-range changed the Authority's ability to fund needed expenses in this budget. Un-necessary cuts to critical projects would need to be made if the SRAA stayed at the low-budgeted end and the strong continuity in the audited data fully supports the need to move forward with the mid-range projections. New systems have been put in place to closely monitor activities to adjust monthly if necessary if there are decreases or increases in the future. Concession revenue has increased due to Jason Mehl and his Commercial team with the new improvements in concession offerings. Car rental agencies are expecting a 5% increase in revenue next year. The new airline rates and charges are beneficial to the airlines. The CPE is at \$11.21, the May presentation was \$12.22 so there is a positive downward trend currently. Expenses have remained flat. Facilities costs have increased on the airfield and terminal due to the failing systems that had not been maintained for many years. The HVAC system for example is antiquated and the parts are not available. As new HVAC systems are installed, a preventative maintenance program will be put into place. Monitoring will be conducted, and the airport will be able to manage the utility usage resulting in a much better passenger experience and at a significant energy cost savings over the current antiquated system. CFO Watkins stated that some grant monies have been awarded for windows and siding, but the Authority will have to spend a significant amount on the project that will not be covered by the grant. Various other projects and continued strategies for cost savings were discussed, including using a six-sigma approach. All questions were asked and answered. \$8.5M is the expected net income for the next fiscal year.

Parking garage repairs and replacement of the deck were discussed with the group and the options for the timing of each phase. Additional surface lots have been built and there are options for using the old runway with a shuttle service if needed for parking during construction.

A five-year Capital plan lookout has been conducted and project planning based on that is underway. Only the top 50% of the requests are being funded. The parking garage costs are by far the largest need, and this cannot be done without help from the community and other funding sources. Executive Director Terreri stated that he is working with local, state and federal elected officials to find available funding sources for both the landside project and terminal project needs and given the impact of Micron.

Dr. Chin stated the two items that this committee should move forth are the budget and capital budget. Mr. Lazar stated that the format and information were great and that it is a lot easier to follow now.

Chair of the Finance Committee, Dr. Chin invited a motion to move the draft budget discussed during this meeting forward to the full SRAA board for approval after this meeting. Mr. Lazar made the motion and Mr. Stevens seconded.

Dr. Chin next invited a motion to move the capital budget discussed during this meeting forward to the full SRAA board for approval after this meeting. Mr. Stevens made the motion Ms. Gagliano seconded.

Additional discussion regarding the parking garage, surface lot parking and various options were held. All questions were asked and answered.

Adjournment:

With no further questions, Mr. Paro made a motion to adjourn, and Ms. Gagliano seconded that motion. The meeting was adjourned at 10:52 a.m.

DRAFT

Governance Committee Meeting Minutes Thursday, September 7, 2023

Pursuant to notice duly given and posted, the Governance Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, September 7, 2023 in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by SRAA Chair, Ms. Jo Anne Gagliano.

The meeting was called to order at 11:08 a.m. by SRAA Chair Gagliano.

Members Present

Ms. Jo Anne Gagliano
Mr. Nick Paro
Mr. Michael Lazar
Mr. Thomas Fernandez
Mr. Kenneth Kinsey
Mr. Nathaniel Stevens

Members Absent

Committee Chair – Mr. Michael Frame

Also Present

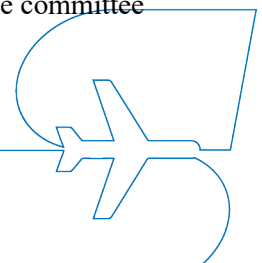
Mr. Jason Terreri – Via Teams
Ms. Robin Watkins
Ms. Debi Marshall
Ms. Joanne Clancy
Mr. Jason Mehl
Mr. John Clark
Ms. Erin

Review and approval of minutes from previous meeting:

SRAA Chair Gagliano reminded the committee that she would be chairing this meeting in the absence of Vice Chair, and Governance Committee Chair, Mr. Frame. She asked the Committee to review the past committee minutes and waive the reading and adopt the minutes. A motion was made by Mr. Lazar and seconded by Mr. Stevens and was unanimously approved to accept the minutes from the March 2, 2023, Governance Committee meeting.

New Business

A Review of the Financial Disclosure form was discussed and handed out to the committee members for collection per ABO requirements. The SRAA Mission statement and performance measurements were reviewed and approved by the committee with no further comments. Ms. Clancy explained what the yearly requirements are for the Governance Committee to cover in meetings yearly. The SRAA Mission Statement was recently approved and the member evaluation form is no longer needed as the committee decided previously. All questions were answered.



Current and future legislative priorities for the SRAA were discussed. Ms. Erin Elliott, from The Hill East Group updated the committee on issues related to efforts with local, state and federal elected officials. Director Terreri stated that the landside funding is the top priority and that the SRAA will need assistance with advocating on behalf of the airport and is looking for support from both the SRAA Board and the Regional Advisory Board towards those efforts.

Director Terreri went through a series of slides describing federal priorities with the landside project as the top priority; land exchange with the 174th ATKW, there is a piece of property they would like to exchange with us for use for their training. This would be a beneficial trade for both parties and the third priority is an exciting project, with SYR being a Center of Excellence for Advance Air Mobility (AAM). NuAir has moved their offices from Griffis Air Base to SYR. The Master Plan identifies an AAM vehicle runway specific to these vehicles and in support of the 174th ATKW. SYR would be the only airport that has this type of structure with fully integrated drones in the country. A meeting is being held in October with Federal agencies to discuss developing this infrastructure at SYR in support our regional initiatives. Ms. Elliott mentioned that funding for the government is challenging currently, but that a full funding bill should be completed by the end of the year. Director Terreri stated that he will keep the board updated on these important issues.

The committee discussed the two upcoming SRAA member expirations, possible renewals and the one rotating two-year seat that will transition in January from Town of Salina to the Town of Clay. Ms. Clancy reminded Committee members that all SRAA board members can be on any committee of their choosing and to discuss any changes or updates to the committee rosters with Board Chair Gagliano.

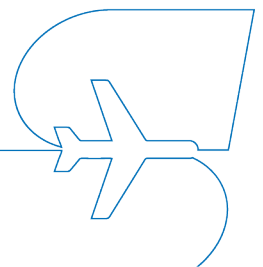
Ms. Marshall showed the committee the SRAA Organization chart and a discussion ensued regarding the number of provisional employees on the SRAA roster, discussions regarding civil service and that more information would be provided to the board. All Human Resources committee documents are in the Teams folder for the full board to review.

Executive Session

There was no Executive Session.

Adjournment

Having no other topics brought to the committee, a motion was made by Mr. Paro to adjourn the meeting and seconded by Mr. Kinsey. The meeting was adjourned at 11:40 p.m.



Human Resources Committee Meeting Minutes

Thursday, September 7, 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, September 7, 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 10:03 a.m. by Chair Michael Lazar.

In Attendance:

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

Absent:

Staff/Other:

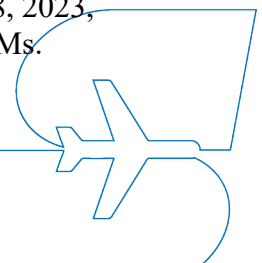
Mr. Jason Terreri – via Teams
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Jason Mehl
Chief Mark Werbeck
Mr. Cliff Pelton
Ms. Robin Watkins
Ms. Lexi Hull
Ms. Kristine Carson

Roll Call

As noted above all members were present.

Approval of Minutes from Previous Meetings

As there were no comments regarding the HR Committee minutes from the June 8, 2023, meeting, Dr. Chin made a motion to approve the minutes and it was seconded by Ms.



Gagliano. The motion was carried unopposed.

HR Committee Chair Lazar asked if everyone looked at the package material provided in advance of the meeting.

Old Business

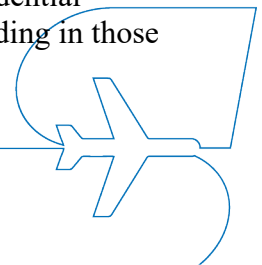
Director of Human Resources, Debi Marshall discussed the continued work being done regarding the requests to civil service to change some key positions to change their jurisdictional status. Over the last several years, 33 requests have been forwarded to the county for review to then send into the state civil service commission for consideration. The county plans to send 5 requests at a time, so this will be a long process. Mr. Lazar asked if the SRAA could prioritize which positions to be sent first Ms. Marshall stated that she would find out. Executive Director Terreri stated that over 60% of the Administrative staff at the SRAA is currently listed as “provisional” due to these civil service requests and issues. A meeting was held with both the county and the state to discuss moving these requests forward for consideration. Ms. Marshall noted that due to these issues, it is more difficult to retain and attract employees. Executive Director Terreri explained that institutional knowledge could be lost if we lose our current employees due to these delays.

Ms. Marshall updated the committee regarding the new bus service with Centro. The SRAA employee Diversity, Equity, Inclusion/Accessibility committee are very pleased with this new service. Ms. Allen asked how many people are utilizing the bus and Ms. Marshall said although it is early, it is being tracked and that it indicates a solid start for this pilot program. Interfaith Works will be providing the DEI Committee training in November. Ms. Marshall reminded the group that AAAE/NEC will be holding an Inclusion in Aviation conference in Syracuse in November and that the committee and board members will be invited to attend that and/or the evening event at the Salt City Market and Ms. Clancy gave the group further information on that event agenda.

New Business

Director of Human Resources, Debi Marshall discussed the 2023/2024 HR goals and Key Performance Indicators (KPIs). The DEI recruitment and retention strategy will go hand in hand with the Federal contractor affirmative action requirements that we must follow and other more effective ways to advertise and recruit a diverse group of employees and become an employer of choice.

The Learning Management System implementation is a key initiative, as is the civil service requests issues are on-going. Employee communication strategies are being expanded to ensure employees are more easily aware of general communications such as trainings, benefit updates, etc. through the Everbridge system and forms will be provided to employees regarding their preferences for communication. Monthly evening hours for the 3rd shift employees are being arranged and an HR cell phone has been established for easier communication with Human Resources during any shift time. Management confidential positions being considered are having the job descriptions all updated prior to sending in those



requests. Mr. Stevens shared with the group a career expanding scenario that that he is experiencing on how pivoting employees from one industry to another for succession planning is working well, Ms. Marshall explained the difficulties the authority has due to the strict restrictions of civil service qualifications required.

Ms. Marshall mentioned some KPIs and measurements her department is focusing on, including conducting a new employee survey, recruitment sources, and other important topics that will be tracked quarterly and yearly. She noted that the SRAA is over the 90% employee retention rate overall. SRAA employee turnover was steady and increased in the last two years, but is still well below the norm for the industry. Some turnover was due to voluntary early retirement incentives.

Two new position titles on the agenda were discussed in detail – Airport Planner I and Airport Project Engineer along with a detailed review of the current SRAA organization chart and reporting structure.

A review was given by Ms. Marshall and Facilities Manager, Cliff Pelton regarding the need for both of these roles due to the many upcoming construction projects. Ms. Watkins stated that this is a good opportunity to review positions and tasks that are critical for assisting with all the projects as well as being needed for full coverage depth, cross training and succession planning in both roles. Dr. Chin and others asked probing questions. Director Terreri noted that these roles are typical in a small hub airport structure and will help free up the Executive Team to be more strategic in focus. All questions were answered. Having no further questions, Ms. Gagliano made a motion to recommend the two position titles to move forward to the full SRAA Board, and it was seconded by Dr. Chin. Motion was carried unopposed.

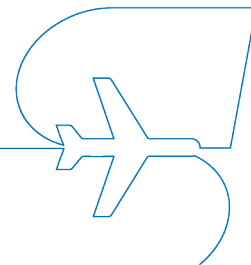
Executive Session

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 10:54 a.m. Executive session ended at 11:03 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 11:04 a.m.



Airport Planner I

DISTINGUISHING FEATURES OF THE CLASS

The Airport Planner I conducts, analyzes, studies and develops plans to effectively implement capital projects related to facility utilization, land use and/or transportation initiatives, and other operational requirements consistent with business objectives. This position ensures the integration of long-term master plans and strategic objectives into both short and long-term development projects keeping in mind the impact on specified airports and to local/regional areas. This position also researches and investigates technical issues with direct effect on airport development projects; works on environmental programs, performs computer assisted drafting, design and development, and creation and maintenance of GIS data files. This position reports to an administrative supervisor, which may be a senior level Airport Planner II, or director level supervisor, and demonstrates initiative and operates with latitude under general supervision.

TYPICAL WORK ACTIVITIES

- Perform capacity/demand assessment for airport planning studies using various tools, methods, and techniques.
- Develop spatial requirements and program for airport infrastructure and facilities planning.
- Collect and collate data from surveys, benchmark studies and other sources as needed in support of planning studies.
- Production of aviation planning project documents, scope and fees, reports, graphics, 3D modeling, and materials for community outreach
- Collects data and reviews research materials, determines accuracy and validity of sources and appropriateness for use.
- Writes or drafts technical reports, articles or related material based on research, investigation, or analysis.
- Preparing various planning studies, planning support, computer aided drafting (AutoCAD), GIS analyses compiling design data, developing cost estimates, and other assignments.
- Provides assistance to Airport Planner II as needed
- Performs other duties as assigned

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Experience researching and navigating FAA Advisory Circulars and Orders
- Exposure and basic understanding of AutoCAD Civil3D and ArcGIS analysis
- Understanding of, and ability to research industry standards and best practices and regulatory agency (FAA and DOT) requirements
- Exposure to Part 139 and 77 regulations and familiarity with TSA Part 1542 security requirements
- Exposure to Airport Simulation software such as AEDT, REDIM, and AviPlan
- Understanding of airport land use best practices including airspace, noise, and environmental impacts.
- Exposure to aviation planning, including airport master plans and layout development.

- Understanding of the various components of airport master plans, airport layout plans, terminal planning projects and various studies addressing the need for and timing of airport facilities
- Familiarity with the airport environment including pavements, NAVAIDS, lighting, safety areas, and airspace.
- Must be highly motivated, proactive, and willing to take on new challenges
- Ability to manage multiple aviation assignments independently and work effectively
- Good written and verbal communication skills essential for team-based working
- Demonstrated numeric analytical competence and strategic thinking capability
- Proficient in Microsoft Office applications (Word, PowerPoint, Excel)
- Excellent planning and organization skills and attention to detail for a fast-paced environment, and ability to adhere to quality assurance processes to ensure quality project deliverables
- Ability to interact positively with coworkers, consultants, contractors, tenants, representatives of local units of government and residents of proximate communities from widely diverse cultural backgrounds.
- Ability to effectively communicate verbally and in writing in English, including public speaking skills
- Ability to work outside on occasion, being exposed to variety of weather conditions
- Physically able to be mobile around a construction site and to be able to operate office technology
- Ability to maintain confidentiality and integrity of data obtained through the course of the position

MINIMUM QUALIFICATIONS

Graduation with a Bachelor's Degree or higher in Aviation Management or similar field. Course work in Airport Planning, Airport Design and/or Airport Management is preferred.

OTHER REQUIREMENTS

1. Must obtain and maintain security clearance as required by role and TSA regulations
2. Possession of valid New York State driver's license

Airport Project Engineer

DISTINGUISHING FEATURES OF THE CLASS

This position is a high-level technical position that will facilitate the planning and project work on our runways, taxiways, hangars, terminal buildings, parking decks, airport grounds and all airport auxiliary equipment. The Engineer will oversee and/or support the construction work of all airport activities, and assist in managing, designing, and delivering projects while upholding engineering ethics and standards of conduct. The Engineer plans, prepares, and supervises planning studies for improvements, redevelopment, and expansion of the airport, parking facilities, roadway systems, ground transportation systems, surveillance systems, checks on plans submitted by architects & contractors, oversees construction and works closely with third party engineering teams. Under the supervision of the Director of Facilities, this position will assist with the coordination of planning, organization, control, integration, and completion of engineering projects within area of assigned responsibility by performing the following duties personally or through other as assigned.

TYPICAL WORK ACTIVITIES

- Performs review/design using knowledge of AutoCAD, Civil 3D or similar programs
- Works with other engineering disciplines and professionals in the coordination of the project
- Performs field work as directed by supervisor
- Assists with engineering duties on projects of various complexity
- Assists with collecting data and gathering information to support design decisions
- Assists in basic interpretation and verifying compliance with applicable codes and engineering standards and practices
- Constructs models to identify project specifications and meet related needs by performing routing aspects of engineering assignments
- Assist with the development of feasibility and reliability studies for the preparation of project cost estimates and capital improvements plans.
- Other duties as assigned

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Proficiency in design programs (AutoCAD Civil 3D, ArcGIS)
- Good knowledge of FAA Part 139
- Ability to efficiently complete assigned tasks and meet deadlines with minimal supervision
- Ability to work effectively, professionally, and respectfully with a diverse staff, vendors, contractors, engineers, and government officials.
- Ability to communicate effectively both orally and in writing.
- Ability to read and interpret a variety of blueprints, plans, and specifications applicable to construction work.
- Willingness and ability to learn new job skills
- Proficient in use of a personal computer, and Microsoft Office Suite products, including Word, Excel and Outlook.
- Ability to stand, walk, and sit for long periods of time.
- Ability to perform work in all weather conditions.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in engineering science, engineering technology, civil or mechanical engineering or in a related field, and 3 years of aviation design experience with detailed knowledge of FAA standards. Other engineering experience will be considered through review of the SRAA.

- B. Masters degree in engineering science, engineering technology, civil or mechanical engineering or in a related field, and 1 year of aviation design experience with detailed knowledge of FAA standards. Other engineering experience will be considered through review of the SRAA.
- C. Some combination of education and experience listed in a and b above.

OTHER REQUIREMENTS

- 1. Must obtain and maintain security clearance as required by role and TSA regulations
- 2. Possession of valid New York State driver's license

DRAFT

Resolution No.

2023

**RESOLUTION CREATING THE POSITION
OF AIRPORT PROJECT ENGINEER (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 Airport Project Engineer which position is a high-level technical position that will facilitate the planning and project work on our runways, taxiways, hangars, terminal buildings, parking decks, airport grounds and all airport auxiliary equipment. The Engineer will oversee and/or support the construction work of all airport activities, and assist in managing, designing, and delivering projects while upholding engineering ethics and standards of conduct. The Engineer plans, prepares, and supervises planning studies for improvements, redevelopment, and expansion of the airport, parking facilities, roadway systems, ground transportation systems, surveillance systems, checks on plans submitted by architects & contractors, oversees construction and works closely with third party engineering team. Under the supervision of the Director of Facilities, this position will assist with the coordination of planning, organization, control, integration, and completion of engineering projects within area of assigned responsibility by performing the following duties personally or through other as assigned.

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) |
|--------------------------|----------------------------|
| Airport Project Engineer | 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: September __, 2023

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

Resolution No.

2023

**RESOLUTION CREATING THE POSITION
OF AIRPORT PLANNER I (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 Airport Planner I which position conducts, analyzes, studies and develops plans to effectively implement capital projects related to facility utilization, land use and/or transportation initiatives, and other operational requirements consistent with business objectives. This position ensures the integration of long-term master plans and strategic objectives into both short and long-term development projects keeping in mind the impact on specified airports and to local/regional areas. This position also researches and investigates technical issues with direct effect on airport development projects; works on environmental programs, performs computer assisted drafting, design and development, and creation and maintenance of GIS data files. This position reports to an administrative supervisor, which may be a senior level Airport Planner II, or director level supervisor, and demonstrates initiative and operates with latitude under general supervision.

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) |
|-------------------|----------------------------|
| Airport Planner I | 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: September __, 2023

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

Resolution No.

2023

**RESOLUTION AUTHORIZING COLLECTIVE BARGAINING
AGREEMENT BETWEEN SRAA AND AFSCME LOCAL 400A**

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, the Enabling Act authorizes the Authority to enter into agreements in furtherance of the accomplishment of its corporate purposes, and 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 is a party to a collective bargaining agreement with Council 66 and its affiliate Local Union 400A of the American Federation of State, County and Municipal Employees AFL-CIO ("AFSCME Local 400A") with a term of January 1, 2020 to June 30, 2024 (the "2020-2024 Collective Bargaining Agreement"); and

WHEREAS, the Authority and AFSCME Local 400A, by their representatives, mutually agreed to open negotiations early on the 2020-2024 Collective Bargaining Agreement and thereafter entered into negotiations for a new Collective Bargaining Agreement to establish terms and conditions of employment for the period July 1, 2023 to June 30, 2026 to supersede and replace the 2020-2024 Collective Bargaining Agreement; and

WHEREAS, as the result of good faith bargaining between the Authority and AFSCME Local 400A, the parties' representatives have entered into a Memorandum of Agreement dated August 7, 2023 establishing terms and conditions of employment pursuant to a new three (3) year Collective Bargaining Agreement, July 1, 2023 to June 30, 2026, subject to ratification by both parties; and

WHEREAS, the Authority finds and determines the Memorandum of Agreement set forth as an attachment to this Resolution, establishing terms and conditions of employment pursuant to a new three (3) year Collective Bargaining Agreement, from July 1, 2023 to June 30, 2026, to be in the best interests of the Authority; and

WHEREAS, the Authority has informed AFSCME Local 400A that upon approval of the Memorandum of Agreement by both parties it would become effective July 1, 2023 and supersede and replace the 2020-2024 Collective Bargaining Agreement,

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the Executive Director, on behalf of the Authority, to enter into a new three (3) year Collective Bargaining Agreement with AFSCME Local 400A upon such terms and conditions as set forth in the Memorandum of Agreement attached to this Resolution and on such other terms and conditions as the Executive Director, after consultation with counsel, deems in the best interests of the Authority.

Resolution Adopted Date: September __, 2023

Vote: Ayes ____ Nays ____ Abstentions ____

Signed: _____
Secretary

MEMORANDUM OF AGREEMENT

Made this 7th day of August, 2023 by and between Syracuse Regional Airport Authority (hereinafter referred to as "the SRAA") and Council 66 and its affiliate Local Union 400A of the American Federation of State, County and Municipal Employees AFL-CIO (hereinafter referred to as "the Union").

The SRAA and the Union agree to a three (3) year Collective Bargaining Agreement, for the period July 1, 2023 through June 30, 2026, upon the following modifications to their 2020-2024 Collective Bargaining Agreement:

1. Hourly wage rates during the term of the 2023-2026 Collective Bargaining Agreement will include certain market rate adjustments, revisions to job titles and a modification to the existing July 1, 2023 percentage wage increase as set forth in Appendix A (attached). The wage rates set forth in Appendix A reflect the following percentage increases:


- Effective July 1, 2023: Five percent (5%) increase
- Effective July 1, 2024: Four percent (4%) increase
- Effective July 1, 2025: Four percent (4%) increase


2. The SRAA will continue to offer the OCEBA Plan M Medical and will also offer OCEBA Plan K and OCEBA Plan H2, along with Dental and Vision plans available through UnitedHealthcare, to all bargaining unit employees. Employee health insurance contributions during each year of the Collective Bargaining Agreement are set forth in Appendix B (attached). An employee electing coverage under the high deductible OCEBA Plan H2 will be given the opportunity to establish a Health Savings Account which the SRAA will fund at the following levels: Individual coverage - \$2,000 per year (\$500 per quarter); Family coverage - \$4,000 per year (\$1,000 per quarter).

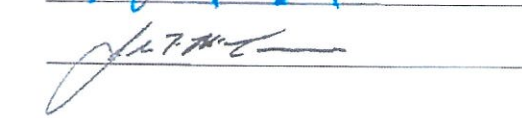
3. Additional revisions in terms and conditions of employment are set forth in the attached revised Articles and Appendices of the Collective Bargaining Agreement, to take effect July 1, 2023 unless otherwise noted.

4. This Memorandum of Agreement is subject to ratification both by members of the Local 400A bargaining unit and by voting members of the SRAA. The undersigned representatives of the parties agree to endorse fully and recommend ratification of the terms of this Agreement.

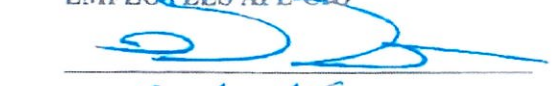
**SYRACUSE REGIONAL AIRPORT
AUTHORITY**




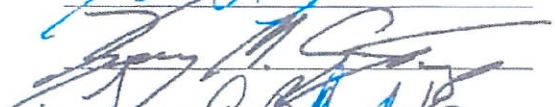






**COUNCIL 66 AND ITS AFFILIATE
LOCAL UNION 400A OF THE
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES AFL-CIO**











Appendix A

Wages

7/1/2023 to 6/30/2024

| Position | 0-2 yrs | 3-4 yrs | 5-6 yrs | 7-9 yrs | 10-14 yrs | 15-19 yrs | 20+ yrs |
|-----------------------------|---------|---------|---------|---------|-----------|-----------|---------|
| Custodial Worker I | \$20.11 | \$20.83 | \$21.11 | \$21.40 | \$21.97 | \$22.55 | \$23.08 |
| Custodial Worker II | \$20.27 | \$20.93 | \$21.22 | \$21.50 | \$22.08 | \$22.65 | \$23.17 |
| Airport Maintenance Worker | \$23.03 | \$23.81 | \$24.11 | \$24.41 | \$25.00 | \$25.60 | \$26.12 |
| Heavy Equipment Mechanic I | \$25.68 | \$26.48 | \$26.80 | \$27.13 | \$27.78 | \$28.41 | \$28.94 |
| Heavy Equipment Mechanic II | \$26.37 | \$27.13 | \$27.46 | \$27.76 | \$28.41 | \$29.06 | \$29.59 |
| Gardener | \$21.00 | \$21.67 | \$21.97 | \$22.25 | \$22.82 | \$23.39 | \$23.92 |

7/1/2024 to 6/30/2025

| Position | 0-2 yrs | 3-4 yrs | 5-6 yrs | 7-9 yrs | 10-14 yrs | 15-19 yrs | 20+ years |
|-----------------------------|---------|---------|---------|---------|-----------|-----------|-----------|
| Custodial Worker I | \$20.91 | \$21.66 | \$21.96 | \$22.25 | \$22.85 | \$23.46 | \$24.00 |
| Custodial Worker II | \$21.08 | \$21.77 | \$22.07 | \$22.36 | \$22.96 | \$23.55 | \$24.10 |
| Airport Maintenance Worker | \$23.95 | \$24.76 | \$25.08 | \$25.39 | \$26.00 | \$26.63 | \$27.17 |
| Heavy Equipment Mechanic I | \$26.71 | \$27.54 | \$27.88 | \$28.21 | \$28.89 | \$29.55 | \$30.10 |
| Heavy Equipment Mechanic II | \$27.42 | \$28.21 | \$28.55 | \$28.87 | \$29.55 | \$30.23 | \$30.77 |
| Gardener | \$21.84 | \$22.54 | \$22.84 | \$23.14 | \$23.73 | \$24.33 | \$24.88 |

7/1/2025 to 6/30/2026

| Position | 0-2 yrs | 3-4 yrs | 5-6 yrs | 7-9 yrs | 10-14 yrs | 15-19 yrs | 20+ years |
|-----------------------------|---------|---------|---------|---------|-----------|-----------|-----------|
| Custodial Worker I | \$21.75 | \$22.53 | \$22.83 | \$23.14 | \$23.76 | \$24.39 | \$24.96 |
| Custodial Worker II | \$21.93 | \$22.64 | \$22.95 | \$23.26 | \$23.88 | \$24.50 | \$25.06 |
| Airport Maintenance Worker | \$24.91 | \$25.75 | \$26.08 | \$26.40 | \$27.04 | \$27.69 | \$28.26 |
| Heavy Equipment Mechanic I | \$27.78 | \$28.64 | \$28.99 | \$29.34 | \$30.05 | \$30.73 | \$31.30 |
| Heavy Equipment Mechanic II | \$28.52 | \$29.34 | \$29.70 | \$30.03 | \$30.73 | \$31.43 | \$32.00 |
| Gardener | \$22.71 | \$23.44 | \$23.76 | \$24.06 | \$24.68 | \$25.30 | \$25.87 |

Appendix B
Employee Health Insurance Contribution Rates

| <u>Weekly Deduction</u> | <u>7/2023- 6/2024</u> | <u>7/2024- 6/2025</u> | <u>7/2025- 6/2026</u> |
|--|---------------------------|---------------------------|---------------------------|
| Medical (Plan M) | | | |
| Individual | 26.98 | 31.03 | 34.13 |
| Family | 51.51 | 59.24 | 65.16 |
| Medical (Plan K*) | | | |
| Individual | 18.27 | 21.01 | 23.11 |
| Family - | 46.20 | 53.13 | 58.45 |
| Medical (Plan H2*) | | | |
| Individual | 12.53 | 14.41 | 15.86 |
| Family | 33.78 | 38.85 | 42.73 |
| Dental | | | |
| Individual | 1.39 | 1.53 | 1.68 |
| Family | 3.34 | 3.68 | 4.05 |
| Vision (Current until 12/31/23) | | | |
| Individual | 0.20 | | |
| Family | 0.51 | | |
| Vision (**New as of 1/1/24) | | | |
| Individual | 0.43 | 0.47 | 0.52 |
| Family | 0.98 | 1.07 | 1.18 |

Total per week (Plan M/Dental/Vision)

| | | | |
|------------|-----------------|-------|-------|
| Individual | 28.57/ 28.80 | 33.03 | 36.06 |
| Family | 55.36/ 55.83 | 63.99 | 69.83 |

Total per week (Plan K/Dental/Vision)

| | | | |
|------------|-----------------|-------|-------|
| Individual | 19.86/ 20.09 | 23.01 | 25.32 |
| Family | 50.05/ 50.52 | 57.88 | 63.68 |

Total per week (Plan H2/Dental/Vision)

| | | | |
|------------|-----------------|-------|-------|
| Individual | 14.12/ 14.35 | 16.41 | 18.06 |
| Family | 37.63/ 38.10 | 43.60 | 47.96 |

**Plans K and H2 eff. 1/1/2024*

***New vision plan eff. 1/1/24*

Plan H2 includes employer funded Health Savings Account (HSA)

Individual \$2,000 yr/\$500 qtr

Family \$4,000 yr/\$1,000 qtr

ADDITIONAL AGREEMENTS

Add the following:

1. Drug Free Workplace Policy as tentatively agreed in October 2021.
2. SRAA Certifications and Compensation Program as already agreed on August 2, 2022.
3. Employee resource groups - employees volunteering to participate in ERG will be paid straight pay for ERG meetings if during normal schedule, and eligible for overtime if outside normal schedule, but not subject to 4 hour call-in pay.
4. Effective January 1, 2024, vision plan will include frames/exam/lenses every 12 months.

Change throughout:

1. Human Resources Manager to *Director of Human Resources*
2. Terminal Maintenance and Landside Operations to *Terminal and Landside Services*.

Delete:

Appendices E and F.

ARTICLE 3
UNION SECURITY

3.2 PAYROLL DEDUCTIONS AND UNION DUES

3.2.1 All employees covered by this Agreement may tender their membership dues to the Union by signing the authorization for payroll deduction of union dues form provided by the Union.

3.2.2 The Authority agrees that the Union has sole and exclusive dues check-off and the Authority agrees to deduct Union membership dues in accordance with the amount certified by the Union to the Authority and to maintain such dues deductions in accordance with the terms and conditions of the form of authorization for payroll deduction of union dues provided by the Union from the pay of all employees who have executed such authorization for payroll deduction of Union dues, which authorizations shall have been forwarded to the designated Authority official.

3.2.3 The Authority and the Union may agree to deductions for purposes other than Union dues. All provisions of this contract regarding union dues deductions shall apply to any other deductions agreed to unless the parties specify in writing to the contrary.

3.2.4 Payroll deductions of Union dues and agreed upon insurance programs under properly executed authorizations shall become effective at the time the form is signed by the employee and forwarded to the designated Authority official and shall be deducted by the next full pay period and each pay period thereafter from the pay of the employee.

3.2.5 The aggregate total of all such deductions shall be remitted each month to the designated financial officer of the Union together with a list of the employees from whom dues have been deducted on or before the tenth (10th) of every such month. This list shall be prepared and forwarded to the designated financial officer of the Union by the designated Authority official.

3.2.6 Any changes in the amount of Union dues to be deducted must be certified by the Union in writing and be forwarded to the designated Authority official of the Syracuse Regional Airport Authority by both regular and certified mail. Said changes shall become effective thirty (30) days after receipt of such notice by the designated Authority official.

3.2.7 The Union shall hold the Authority harmless against any and all suits, claims, demands and liabilities arising out of an act on of the Authority in connection with the payroll deduction of Union dues.

3.2.8 Revocation of authorization cards shall be subject to the conditions contained upon the cards provided by the Union. No change shall be made in the conditions for revocation without written consent of the Authority.

ARTICLE 4
HOURS OF WORK

4.4 TARDINESS/ABSENTEEISM

4.4.1 In the event an employee will be absent from or late in reporting for scheduled work, the employee must notify his/her immediate supervisor as to the reason for his/her absence or lateness and his/her expected reporting time or his/her expected date of return. This notification must be given in accordance with applicable work rules and at least one hour prior to the employee's shift. Where the employee is physically unable to return on the date s/he reported as his/her expected date of return, s/he shall notify his/her supervisor prior to that date and state what his/her new expected return date is.

4.4.2 Notwithstanding the foregoing, if any employee is absent from work without authorization or communication, either written or oral, with his/her division head for three (3) consecutive work days, such employee shall be deemed to have resigned from his/her position and shall be terminated from the employ of the Authority. This sub-section shall not apply where, because of serious accident or hospitalization or other reason(s), it is physically impossible for the employee to provide the required notice or as required by law.

ARTICLE 5
SENIORITY

5.1 DEFINITION

Seniority shall consist of length of continuous, full-time or regular part-time service as an employee of the Authority in a job, or jobs, covered by this contract, and shall accrue from the date the person was first hired or following a break in seniority as defined in Section 5.2 from the date the employee was rehired. When two or more employees are hired on the same date, surnames, alphabetically arranged, shall govern seniority.

5.2 TERMINATION OF SENIORITY

All seniority rights shall be terminated by:

- (1) a quit or retirement;
- (2) justifiable discharge or termination;
- (3) absence due to a layoff of fifteen (15) months;
- (4) absence due to a disability, not incurred during the course of employment, which continues for a period of leave provided as a reasonable accommodation to the disability or a cumulative period of fifteen (15) months for that disability, whichever is longer;
- (5) absence due to a disability incurred during the course of employment (Worker's Compensation status), regardless of any previous work-related injury(ies) which continues for a period of leave provided as a reasonable accommodation to the disability or a cumulative period of fifteen (15) months for that disability, whichever is longer. Any employee terminated under this subsection shall be advised of his/her recall rights under Section 71 of the NYS Civil Service Law;
- (6) failure to return to work after recall from layoff as described in Section 6.10.4;
- (7) failure to return to work at the expiration of a leave of absence;
- (8) three (3) consecutive work days unauthorized absence pursuant to Article 4.4.2, unless a longer period is required by law.

5.3 SENIORITY LISTS

Within thirty (30) days of the execution of this contract, and each year thereafter, the Authority shall post a list in each division showing the bargaining unit seniority as defined

in Section 1, of each employee covered by this contract. The Authority shall post the list by January 15 and July 1 of each year. Such list shall also contain the job title and the employee's last day of hire for seniority purposes. A copy of the list shall be supplied to the Unit Chairperson at the time of its posting. This list shall be final and binding upon the parties (absent agreement otherwise) unless a grievance with respect to a change in the list is properly processed within the time limit specified in Article 9. If more than one grievance is filed with respect to changes in the seniority list from the time of last posting then all such grievances shall be arbitrated in a single proceeding if the parties are unable to resolve such grievances by mutual agreement.

5.4 PROBATIONARY EMPLOYEES

5.4.1 All new employees hired shall be considered as probationary employees for the first twelve (12) months of their employment. The calendar days probationary period shall be accumulated within not more than eighteen (18) months. When an employee completes his/her probationary period, s/he shall be entered on the Seniority List. There shall be no seniority among probationary employees. ~~Upon completion of the probationary period, A~~ ~~a~~ probationary employee shall receive all benefits afforded to all regular employees depending upon their length of service except Vacation Leave and Sick Leave. ~~However,~~ After the first six (6) months of the probationary period, the employee shall be eligible for Personal Leave pursuant to Article 15.2 and Vacation Leave pursuant to Article 16.1. After the first three (3) months of the probationary period, the employee shall be eligible for Holidays and Holiday Pay pursuant to Article 12.4 and 12.5. Prior to completion of the probationary period, ~~the only other fringe benefit for which~~ probationary employees shall be eligible for is Sick Leave as outlined by Section 17.2 (Eligibility) of Article 17.

5.4.2 The Authority shall inform the probationary employee of his/her job performance at regular intervals.

5.4.3 The Union shall represent probationary employees for the purpose of collective negotiations with respect to wages, hours and other conditions of employment as set forth under Article 1 of this Agreement; however, the Union shall not represent probationary employees for the purposes of discharges and discipline, unless for Union activity.

5.5 REHIRE AFTER TERMINATION

If an employee is rehired to a regular full-time position, within the unit, within one year after a termination of his/her seniority, his/her old seniority will be restored unless the reason for break in service was discharge with cause.

ARTICLE 6
WORK FORCE CHANGES

6.6 WORK SHIFT ASSIGNMENTS

6.6.1 When work shifts are changed seasonally or as may be required by operational needs of the Airport, employees shall have the right to choose their shift assignment based on seniority. Any other time an employee wishes to change shift assignment, s/he shall submit a written request including the reason(s) for such request.

6.6.2 Employees who are not working due to disability may choose their shift assignment by seniority, provided that s/he provides a doctor's note no later than one week prior to the start of the shift change which certifies his/her fitness for duty to resume work by the start of the shift change.

ARTICLE 7
SPECIAL EMPLOYEE GROUPS

7.1 TEMPORARY

7.1.1 Temporary employees shall be defined as employees who are employed on the basis for a period not to exceed one (1) year, except a temporary appointment to replace an employee on disability pursuant to the terms of section 5.2(4) or 5.2(5). Such employees are covered by the terms of the Agreement upon completion of their probationary period.

7.1.2 Temporary employees will become eligible to accrue benefits on such terms and conditions as applicable to probationary employees.

7.1.3 The names of all temporary employees and the date of the hire will be furnished to the Union on a monthly basis upon their being hired.

7.1.4 In the event of a reduction of the work force for any reason, seniority employees of the regular work force will be slotted into temporary positions (if qualified) with the full agreement and understanding that temporary employees will be laid off before any regular seniority employee is laid off.

7.1.5 In the event of promotion, regular seniority employees will be afforded the opportunity of promotion before consideration is given to temporary employees with the understanding that, should employees of the regular work force not be accepted or not choose to be promoted, then temporary employees may advance into the job opportunity.

7.1.6 In the event regular seniority employees are laid off, they will return to work as regular employees prior to any other persons being returned or hired.

7.1.7 No temporary employee shall be hired to fill a position except when permanent employees in such entrance level positions from the same division are not available to fill such positions on a temporary reassignment.

7.1.8 Any employee who is hired on a temporary basis and who is subsequently transferred to permanent status shall be credited with seniority for the purpose of all benefits of this Agreement from his/her last date of hire as a temporary employee.

7.2 REGULAR PART-TIME EMPLOYEES

Regular part-time employees shall be defined as those who are employed on a regular basis and have a normal scheduled work week of twenty-five (25) hours or more. Such employees shall be entitled, on a pro-rated basis (conforming to their normal work day or work week) to only the following benefits set forth in this Agreement: hourly rate for their job classification, holiday pay, vacations, jury duty, family sickness and death, civic duty pay, cancer screening and volunteer leave. It is understood that other part-time employees are not covered by the terms of this Agreement.

ARTICLE 10
WAGES

10.1 WAGE SCHEDULES

All employees covered by this Agreement shall be compensated in accordance with the hourly wage rates set forth in Appendix A of this Agreement.

10.2 SHIFT DIFFERENTIAL

In addition to the established wage rates, the Authority shall pay an hourly premium of sixty cents (60¢) per hour for all hours worked between 3:00 p.m. to 7:00 a.m. ~~This premium shall not apply if one (1) hour or less is worked on the employees regular shift during the designated times but shall apply to all overtime hours worked.~~

10.3 PAY PERIOD

The wages of all employees covered by this Agreement shall be paid on the same day each week, in the event this is a holiday, the preceding day shall be the pay day, unless the delay in availability of paychecks is due to circumstances beyond the Authority's control. Employees are encouraged to enroll in direct deposit to ensure timely payment of wages.

10.4 PAYCHECKS AND W-2 FORMS

10.4.1 Employee checks and W-2 forms shall be placed in sealed envelopes prior to distribution to employees.

10.4.2 It is agreed that paycheck distribution will include the specific delineation of night shift differential, out-of-title pay, overtime and back pay, other payroll items will be included in the miscellaneous column as now provided.

10.5 PAYROLL ERRORS

Errors in an employee's basic paycheck shall be corrected within twenty-four (24) business hours after being reported by the employee to his/her payroll clerk. Errors in overtime payments shall be corrected by the next regular payday, except where the error consists of six or more hours of premium pay in which case the error shall be corrected before the end of the next business day following the payday when it occurred. Overage payments shall

be deducted from the regular paycheck.

10.6 TOOL ALLOWANCE

10.6.1 Classifications of HEM I and HEM II shall receive an annual tool allowance of three hundred seventy five dollars (\$375.00). This allowance is intended for replacement of and insurance for the individual's tools. Should an individual feel s/he has a claim against the Authority for loss or theft of his/her tools, s/he is not precluded from filing a claim against the Authority but s/he shall not resort to the grievance/arbitration procedure of this Agreement to pursue such claim. Moreover, the Authority bears no responsibility for any such loss or theft.

10.6.2 To be eligible to receive the annual tool allowance, an employee must occupy, on July 1st of each year, a designated title specifically listed in subsection 10.6.1 above. The tool allowance payment shall be made in a separate check on or before the first Friday of September and shall be payroll factored.

10.7 WORK AND PROTECTIVE CLOTHING

10.7.1 The Authority shall provide laundered work clothing to the following job titles: HEM I and HEM II.

10.7.2 Each active member of this Collective Bargaining Unit, ~~except those specified in 10.7a who receive laundered uniforms,~~ who is not provided work clothing will receive an annual stipend of \$250.00 in lieu of receiving work clothing. Each active member of this Collective Bargaining Unit ~~specified in 10.7a~~ who receives laundered uniforms will receive an annual stipend of \$125.00. The annual stipend will be paid in a separate check on or before the first Friday of September and will be payroll factored.

10.7.3 Employees in the job titles of Custodial Worker I and Custodial Worker II will be required to wear a solid color, plain navy blue shirt with SRAA logo, and khaki-type pants/shorts tan or blue in color or blue jeans while working. The Authority will pay for and provide five (5) shirts with an Authority logo to employees in the job titles of Custodial Worker I and Custodial Worker II each calendar year in the month of January. New hires will receive the clothing as soon as practicable. If a new hire's start date is between September and December, they will receive two shirts only, and five the following January. The Authority will provide a reasonable number of replacement shirts or jackets per year at the discretion of the Director of Human Resources. The

employee must provide a written request for the replacement to their supervisor which includes the reason why it needs to be replaced, and return the unusable item of clothing. Eligible reasons for replacement include but are not limited to stains that cannot be removed, rips or tears, and change in employee size. If the employee wants to purchase any additional shirts or jackets at their own expense beyond what is stipulated in this article, they may do so during times designated throughout the year by the Authority.

10.7.4 The Authority will provide employees in the job titles of Airport Maintenance Worker and Gardener with high visibility safety jackets to be worn as required in accordance with applicable rules and regulations.

10.7.5 Each Custodial Worker I and Custodial Worker II in this Collective Bargaining Unit will be provided a \$100.00 bootslip twice a year to be used to purchase one pair of oil/slip resistant safety shoes per bootslip as required by their specific job duties. Each Airport Maintenance Worker, Heavy Equipment Mechanic I and II, and Gardener in this Collective Bargaining Unit will be provided a \$100.00 bootslip twice a year to be used to purchase one pair of safety boots per bootslip as required by their specific job duties. Employees may elect to purchase the required safety shoes/boots at a vendor of their choice. Employees will be reimbursed by the Authority for actual cost not to exceed the bootslip amount provided they present satisfactory proof of purchase and ANSI/ASTM certification.

10.7.6 Protective equipment such as safety glasses, hearing protections, safety vests, safety shoes, gloves, etc., as well as rainwear, will be provided as required by specific job duties.

10.8 RATES OF NEW JOBS

When any position not listed in Appendix A is established or the specifications of any existing positions are materially changed, the Authority, after consultation with the Union, may designate a job classification or new specification (subject to Civil Service approval) and rate structure for the position. In the event the Union does not agree that the classification and pay rate are proper, the matter will be subject to the grievance procedure so long as a written grievance is served on the Authority within three (3) weeks after the designation of the job classification and pay rate. Failure to serve such a written grievance

will make the Authority's determination final and binding.

{H5223953.3}

ARTICLE 11
OVERTIME

11.1 DISTRIBUTION

11.1.1 All overtime shall be distributed as equally as possible among employees in the same job classification within a division with the exception of employees who work in a specialized operation where all overtime shall be distributed as equally as possible among such employees. Lists will be maintained of all those employees in each division by seniority from which employees will be selected on a rotational basis when overtime is necessitated. Work already in progress shall be offered to the employee performing such work at the time the determination was made that the overtime work was necessary.

11.1.2 Any employee who is unavailable for, excused from, or declines overtime work shall be charged with an offering for rotational and equalization purposes. Any employee who agrees to work overtime must comply with the provisions of Article 4.4. Furthermore, should an employee call in sick for a scheduled overtime opportunity on three (3) occasions within a quarterly overtime period such employee shall be withdrawn from that quarter's overtime list. Any inequity resulting from implementation of this provision shall not be considered for equalization purposes of Section 11.1.4(A).

11.1.3(a) Overtime work, other than emergency situations or foreseeable emergency situations as determined by the Division Head or the Executive Director, shall be voluntary. There shall be no discrimination against any employee who declines to work overtime. Overtime made necessary because of an emergency condition shall be required of the employee.

11.1.3(b) An employee who has completed his/her contractual probationary period (12 months) may, at his/her option, request that overtime hours be logged as compensatory time in lieu of overtime pay. Employees who elect compensatory time must do so at the conclusion of the work week in which the overtime is worked. An employee may only add to the bank a maximum of one hundred (100) hours of compensatory hours per calendar year (January to December) to be used subject to the reasonable approval of the supervisor. Employees cannot elect to split an overtime opportunity worked between compensatory time and overtime pay unless the compensatory time is used to reach the maximum of one hundred (100) hours.

Effective January 1, 2024, an employee may only add to the bank a maximum of eighty (80) hours of compensatory hours per calendar year (January to December). Employees cannot elect to split an overtime opportunity worked between compensatory time and overtime pay unless the compensatory time is used to reach the maximum of eighty (80) hours. An employee may request to utilize up to forty (40) hours of compensatory time as paid time off to be used subject to the reasonable approval of the supervisor. Compensatory time remaining in the bank at the end of a calendar year shall be paid (cashed out) at the employee's current hourly rate of pay on the first paycheck in January.

Compensatory time off must be requested in writing at least forty-eight (48) hours in advance of the time requested unless mutually agreed upon by the employee and the supervisor. All compensatory time off shall be taken in no less than four-hour increments unless the employee's bank is less than four hours. Only time available in the bank at the beginning of a pay period may be used in that pay period. If a conflict occurs as to the request for compensatory time off, preference shall be given to previously approved vacation, personal leave or compensatory time requests.

11.1.4 The Union stewards shall be given free access at mutually convenient times to review the overtime lists and the Authority shall cooperate with the steward in explaining any questions regarding such list and the offerings indicated. Each three (3) months a copy of such list shall be posted and a copy supplied to the union steward which shall indicate: the number of offerings not available and their value in hours; the number of offerings worked and their value in hours; and the total offerings and hours. Said offerings and hours shall include hold-over overtime.

A. Any discrepancies of more than 20% from the average in any quarter shall be equalized during the next quarter. If such equalization is not accomplished within the next quarter, the Union and the Authority will resolve the discrepancies via the grievance/arbitration procedure of this Agreement.

B. Any employee who does not wish any overtime for a quarter may sign-off from offerings for that quarter. It is understood that such an individual will not be exempt from emergency overtime.

11.1.5 A. It is understood by the Authority and the Union that sequential offerings of overtime will often result in discrepancies in the total number of overtime hours worked. In such instances the number of offerings will be controlling.

B. It is understood that situations will arise which dictate a departure from the normal sequential offering.

C. Whenever inordinate discrepancies in hours arise or when sequential offerings have been departed from, the issue will be referred to Article 9 (Grievance and Arbitration).

11.2 PREMIUM RATES OF PAY

11.2.1 All employees covered by this Agreement shall be paid a premium rate of time and one-half of their regular rates of pay for all work performed:

- (1) in excess of eight (8) hours in any work day;
- (2) before or after the employee's regular work shift;
- (3) in excess of forty (40) hours in any one work week;
- (4) on a sixth (6th) consecutive day of actual work of the employee involved;
- (5) on a paid holiday as designated in Section 12.1 of this agreement;
- (6) on his/her regular scheduled vacation period as set forth in Section 11.6 of this Agreement.

11.2.2 All employees covered by this Agreement shall be paid a premium rate of double their regular rate of pay for all work performed on a seventh (7th) consecutive day of actual work in any one work week of the employee involved. For purposes of this section the seventh (7th) consecutive day shall start at the beginning of the third (3rd) shift.

11.2.3 All employees covered by this Agreement shall be paid a premium rate of 2-1/2 times their regular rates of pay for all work performed during overtime hours on the employee's regularly scheduled vacation as set forth in Section 11.6 of this Agreement.

11.2.4 For purposes of computing overtime, all holiday hours unworked for which an employee is compensated shall be regarded as hours worked.

11.2.5 If an employee covered by this Agreement works on any of the holidays as designated in Article 12.1, such employee shall be paid at a premium rate of one and one-half (1 1/2) times his/her regular rate of pay for all work performed for eight or less hours.

This premium shall be in addition to his/her holiday allowance if otherwise eligible. However, should an employee work beyond eight hours on any designated holiday, such employee shall receive a premium rate of one and three-quarters (1-3/4) times his/her regular rate of pay for each and every hour worked beyond eight on such holiday, It is understood that there shall be no additional holiday allowance paid for work beyond the eight hours on any of the designated holidays of Article 12.1.

11.2.6 For the purpose of computing premium pay under this Section, time lost from regularly scheduled work for which an employee is compensated through any paid leave provision of this Agreement shall be considered as time actually worked. An employee who is off without pay during the regular work week may, at the discretion of the Authority, receive premium pay for work beyond his/her normal work schedule, if the sole reason s/he is off without pay is that s/he has previously suffered a long term illness at which time all accrued leave was utilized.

11.3 CALL TIME

11.3.1 Any employee called for emergency duty, in addition to his/her regular working hours, shall receive not less than four (4) hours pay. The employee shall receive premium pay for the time actually worked and if four (4) hours is not worked, straight time shall be paid for the remaining time to the minimum of four (4) hours.

11.3.2 When circumstances permit, any employee required to work at least four (4) hours of overtime either before or following his/her regular full day shall be granted one-half (1/2) hour off with pay for the purpose of eating. A similar one-half (1/2) hour with pay shall be granted for each such subsequent four (4) hour period of overtime to be followed by additional overtime.

11.4 WORK DURING VACATION

Except in cases of emergency, no employee shall be required to work during his/her regular scheduled vacation period. Any employee who is required to work on his/her vacation period because of an emergency, shall be paid for all regular hours worked at the rate of time and one-half his/her regular rate of pay, and two and one-half (2.5) times his/her regular rate of pay for all overtime hours worked; all in addition to his/her vacation pay or,

in the alternative, the employee may elect to bank the vacation time for use later in the vacation period.

{HS228485.1}

ARTICLE 12
HOLIDAYS

12.1 DESIGNATED HOLIDAYS

a. The following days shall be recognized as paid holidays under this contract: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

b. There shall be two "floating" holidays, each of which must be taken during the calendar year in which it occurs, provided however that the new hires who commence employment on or after July 1 will be eligible for just one floating holiday for the calendar year. One of the floating holidays is specifically in recognition of Juneteenth. Employees desiring such holiday will submit written request at least three (3) days in advance and approval of such day by the division head will be contingent on operational needs.

12.2 WEEKEND HOLIDAYS

12.2.1 Holidays falling on Saturday shall be observed on Saturday. Holidays falling on Sunday shall be observed on Monday.

12.2.2 For those shifts that start on Sunday night, the Sunday night into Monday shift, shall be considered the Monday Holiday.

12.3 SPECIAL OBSERVANCES

Subject to operational requirements, employees will be released from work upon completion of four (4) hours after the start of their regular work shift on Good Friday and either the day before Christmas or the day before New Year's Day.

If operational requirements prevent release on those days, employees may take, subject to approval of their supervisor, four (4) hours at a later time subject to the following conditions for Good Friday, within the same calendar year; for the day before Christmas or the day before New Year's Day, within the following calendar year.

12.4 HOLIDAY PAY

Eligible employees shall receive holiday pay of eight (8) hours pay at their straight-time

hourly rate for each of the above-named holidays whether such holiday is observed on the employee's regularly scheduled work day or not.

12.5 ELIGIBILITY

To be eligible for this holiday pay, an employee must have worked his/her last full scheduled work day prior to and after the holiday. An employee will be deemed to qualify under this provision if:

- (1) s/he was on any authorized paid leave;
- (2) his/her unpaid absence was excused by the Authority;
- (3) s/he was off the active payroll due to a layoff or a leave without pay which commenced seven (7) calendar days or less prior to the holiday observance; employees on leave without pay otherwise are not eligible for holiday pay.

ARTICLE 15
PAID LEAVES

15.1 FAMILY SICKNESS AND DEATH

15.1.1 Family Sickness. It is understood that a sickness benefit is available for the employee's spouse, parents, children, sister, brother, grandparents, grandchildren, fathers-in-law, and mothers-in-law. A total of six (6) days per year shall be granted with no loss of pay. Medical documentation shall be provided. Moreover, an additional two (2) days per calendar year shall be granted in the case of an employee's (male and female) childbirth. Upon request, the employee shall produce a birth certificate showing his/her relationship to the child.

Unused family sickness days shall be converted to sick leave at the end of each calendar year at a 2 to 1 ratio. Only whole days shall be converted and shall be in accordance with the following schedule:

6 to 3

5 to 2.5

4 to 2

3 to 1.5

2 to 1

1 to 0.5

15.1.2 Death. Each employee in this bargaining unit shall be granted ten (10) consecutive work days off for the death of a parent, spouse or child. Each employee shall be granted four (4) consecutive work days off for each death in the employee's family defined as ~~spouse, children, parents,~~ sister, brother, grandparents, grandchildren, father/mother-in-law, son/daughter-in-law. In the event of death of an employee's brother/sister-in-law, aunt/uncle or niece/nephew, the employee will be given, the day of the funeral off with pay provided such is a regularly scheduled work day and the employee actually attends the funeral.

15.2 PERSONAL LEAVE

15.2.1 Employees covered by this Agreement shall be permitted three (3) personal leave days each calendar year, non-cumulative. The employee shall give as much advance notice as possible to the Authority of his intention to take such a day off. Such notice should be given in writing by requesting employee by completing a small request form to be provided by the division. Such leave will not be denied merely because employee did not complete required form unless failure to do so was a result of malice or mere refusal to complete such form. It is understood that such notices shall be given no less than within one (1) hour of the start of the employee's scheduled shift preceding the day it is to be taken off. Such leave shall be granted without loss of pay and shall not be deducted from vacation accruals or another leave benefit.

15.2.2 In the case of emergencies of a substantial and compelling reason which cannot be reasonably foreseen, the above time limits may be waived.

15.2.3 Personal leave days for new hires with less than one year of service ~~and who have completed six (6) months of probation~~ will be pro-rated according to the following: ~~New hires who have completed six (6) months of probation between~~ date of hire, as follows:

| | |
|----------------------|--------------|
| January - April | 3 days leave |
| May - August | 2 days leave |
| September - December | 1 day leave |

Should any employee transfer from another Authority bargaining unit such employee shall be allowed no more than a maximum of three (3) Personal Leave days per calendar year regardless of bargaining unit.

15.2.4 Personal leave is not compensable upon an employee's separation from employment for any reason.

15.3 JURY DUTY

All employees covered by this Agreement shall be granted a leave of absence regardless of work shift if required to report for jury duty or service. For such leave employees will

receive the difference between their regular pay and the pay (if any) received for jury duty or service. The employee may retain any mileage compensation s/he receives.

15.4 CIVIC DUTY

Employees subpoenaed to appear before a Court or other public body in any matter not related to their work in which they are not personally involved as a plaintiff or defendant, or where the matter does not involve friends or relatives, shall be granted a leave of absence without loss of time or loss of pay. For any court appearance required of an employee which relates to his/her job which interferes with his/her normal working hours, said employee will lose no time or pay.

15.5 MILITARY SERVICE LEAVE

In the case of an employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State the Authority will follow all Federal and state laws related to military service.

15.6 CIVIL SERVICE EXAMINATION

15.6.1 Any employee who is a provisional appointee in a competitive Civil Service position shall be granted time off without loss of time or pay to take the Civil Service examination for his/her position.

15.6.2 In the event that a jurisdictional classification is changed for any job title covered by this agreement from Labor or Non-Competitive status to Competitive status, the Authority shall request that the Onondaga County Civil Service Authority grant the present incumbents permanent status without having to take a competitive Civil Service examination. The Union shall be provided with a copy of this request. It is understood, however, that the final determination as to whether such a test will be required, in all cases, rests solely with the Onondaga County Civil Service Authority.

15.7 ATTENDANCE AT COMPENSATION HEARING

An employee shall receive a day off with pay for any Workers Compensation hearing in

which s/he is involved. S/he must produce the notice of such hearing to his/her supervisor no less than twenty-four (24) hours in advance of the hearing. This section shall only apply if the employee was regularly scheduled the day of the hearing and would have worked such day but for his/her attendance at the Workers Compensation hearing. Employees are entitled to paid leave up to 3 hours for actual attendance at each Workers Compensation follow-up medical appointment. Documentation of such attendance shall be required.

15.8 UNION LEAVE

Two members of the Union elected to attend a function of the International Union, or other subordinate body, such as conventions or educational conferences, shall be allowed time off with no loss of pay, not to exceed an aggregate of fifteen (15) days in any one year, provided that at least one (1) week's notification in advance and in writing is made prior to such time to be taken off.

15.9 VOLUNTEER LEAVE

Employees covered by this Agreement may take up to 16 hours of paid volunteer leave per calendar year, at four (4) hours of leave per quarter, for volunteer activities with 501(c)(3) nonprofit community programs. Volunteer time must be requested at least one week in advance, and when possible should be regular and on a set schedule to help with the coordination of work-related responsibilities. Approval is at the discretion of the employee's supervisor and the Director of Human Resources. Leave must be used in 4 hour (half day) increments; however, leave may be combined for a full day subject to approval. Unused Volunteer Leave does not carry over into the next calendar year.

15.10 PREGNANCY LOSS LEAVE

Female employees covered by this Agreement who experience a pregnancy loss due to miscarriage, ectopic pregnancy, molar pregnancy or stillbirth shall be permitted five (5) consecutive work days off without loss of pay. Documentation by a health care provider may be required.

ARTICLE 16
VACATIONS

16.1 VACATION SCHEDULE

16.1.1 The vacation to which an eligible employee is entitled shall be determined by his/her seniority as of July 1st of the vacation period in question, in accordance with the following schedule:

| Seniority as of July 1 | Vacation |
|------------------------|--------------------|
| Less than 6 months | 0.5 weeks |
| 6 months to 1 year | 1 week |
| 1 year or more | 2 weeks |
| 4 years or more | 2.5 weeks |
| 5 years or more | 3 weeks |
| 10 years or more | 3.5 weeks |
| 15 years or more | 4 weeks |
| 19 years or more | 4 weeks + 2 days |
| 20 years or more | 4 weeks + 3 days |
| 24 years or more | 4 weeks and 4 days |
| 25 years or more | 5 weeks |

16.1.2 One (1) weeks' vacation shall consist of five (5) working days off. One (1) weeks' vacation pay shall equal forty (40) hours off. One (1) weeks' vacation pay shall equal forty (40) hours pay at the employee's regular straight-time rate of pay.

16.2 CHOICE OF VACATION PERIOD

16.2.1.A The vacation period shall begin on July 1 of a given year and end on June 30 of the following year. At the discretion of the Authority, an employee may be permitted to take some or all of the vacation prior to July 1 that s/he would be entitled to as of July 1. To be eligible for a vacation, an employee must have had earnings in at least half (1/2) the payroll periods in the twelve (12) months prior to the July 1 in question. In the case of an employee with less than twelve (12) months of continuous service, this requirement will

be met if the employee has had earnings in at least half (1/2) of the payroll periods since the commencement of his/her employment.

16.2.1.B Notwithstanding the above, in the event that an employee is out on Worker's Compensation, whether with or without a supplemental sum, for more than half the payroll periods in the twelve (12) months prior to July 1st in question, vacation accrual shall be pro-rated based on the actual time worked.

16.2.2 Insofar as practicable, vacations will be granted at the time most desired by the employee. Where it is necessary to limit the number of employees on vacation at a given time, preference will be given on the basis of seniority.

16.2.3 If an employee has not had or scheduled his/her vacation prior to April 1, it shall be scheduled for him by the Authority for some time prior to the end of the vacation period unless other mutually satisfactory arrangements are made between the Division Head and the employee involved.

16.2.4 The Authority will post a vacation entitlement schedule once each year prior to July 1.

16.2.5 An employee may carry over up to twenty (20) days of unused days of vacation to the following vacation period. An employee on the active payroll as of June 30 may elect to be paid out for up to ten (10) of the twenty (20) unused days of vacation.

16.3 VACATION CREDITS UPON LAY-OFF, SEPARATION OR DEATH

An employee, except a probationary employee, who is laid off, discharged, retired or separated from service of the Authority for any reason after July 1st, but prior to taking his/her vacation, shall be compensated in cash for the unused vacation s/he has become entitled to on July 1st. In the case of a death of such an employee, such payment shall be made to his/her estate.

ARTICLE 17
SICK LEAVE

17.1 SICK LEAVE ACCRUAL

All employees shall accrue one (1) day of sick leave for each month of service from their date of hire and they shall continue to accumulate sick leave on that basis for as long as they are in the service of the Authority. Sick leave shall be accrued by an employee for any month in which the employee is compensated for twenty-four (24) or more hours of work.

ARTICLE 18
MEDICAL, DENTAL AND VISION PLANS

18.1 AMOUNT OF PAYMENT

18.1.1 All employees covered by this Agreement shall contribute to healthcare coverage in accordance with the rates set forth in Appendix B of this Agreement.

18.1.2 It is understood that the Authority's obligation is limited to making required payments for those eligible employees who have actually enrolled in an Authority health plan. Employee contributions for medical, dental, and vision coverage shall be deducted on a pre-tax basis and shall be deducted weekly.

18.1.3 Active employees who are not receiving a paycheck for more than one month will be required to pay healthcare contributions through monthly direct bill in order to continue coverage.

18.2 NOTIFICATION

The Authority agrees that it will send during the annual enrollment period of each year a letter or payroll notice to each eligible employee. This letter or payroll notice will advise the employee of the existence of the Plan, and the current cost to the employee under the Plan. The Authority will furnish the Union with a list of employees to whom the letters or notices were sent.

18.3 COVERAGE UNDER THE PLAN

Coverage under the Plan will commence on the ~~earliest date allowable by the carrier under the terms of the Medical, Dental, and Vision Plans following completion of the employee's ninetieth (90th) calendar day of employment~~ employee's date of hire. Coverage will terminate upon one of the following occurrences:

- (1) At the end of the month following the employee's final paycheck following a quit, termination or discharge;
- (2) Absence of the employee from the active payroll for thirty (30) consecutive days or more for any reason other than absence because of sickness or disability. In the case of sickness or disability, coverage will be continued for up to a maximum of two (2) years.

18.4 CHANGE OF CARRIER OF HOSPITALIZATION, MEDICAL, DENTAL AND VISION PLANS

18.4.1 The OCEBA Plan M Medical, Dental, and Davis Vision plans will be made available to all bargaining unit employees.

Effective January 1, 2024, the OCEBA Medical Plan M, Plan K and Plan H2 will be made available to all bargaining unit employees, along with the OCEBA Dental and Vision plans offered through UnitedHealthcare. An employee electing coverage under the high deductible OCEBA Plan H2 will be given the opportunity to establish a Health Savings Account which the SRAA will fund at the following levels: Individual Coverage - \$2,000 per year (\$500 per quarter); Family Coverage - \$4,000 per year (\$1,000 per quarter).

18.4.2 The Authority retains the right to change the carrier and/or the Medical Plan, Dental Plan, and/or Vision plan during this contract term provided that:

- (1) the Union is first consulted, and;
- (2) the replacement Medical Plan, Dental Plan, and/or Vision plan offers benefits which are, on an overall basis, equal to those of the present plan.

18.4.3 In the event of disagreement between the Authority and the Union, the latter will go directly to Step 4 of the Grievance and Arbitration Procedure and no change in carrier or plan shall be made until the arbitrator resolves the question of whether or not the benefits of the proposed new plan, on an overall basis, are equal to the present plan.

18.4.4 This Section shall not apply to changes of carrier and/or plan benefits which are outside the control of the Authority.

18.5 RETIREE MEDICAL INSURANCE

18.5.1 Bargaining unit members who retire from employment with the Authority during the term of this collective bargaining agreement and who satisfy the eligibility criteria contained in Section 18.5.2 shall be eligible to participate in the Authority's medical insurance plan for retirees.

18.5.2 Eligibility Criteria: The following are the eligibility criteria for participation in the

Authority's medical insurance plan for retirees:

1. he/she must have ten (10) years of employment (full or part-time) with the Authority;
2. he/she must be eligible to retire with a pension from the NYS Employees Retirement System;
3. he/she must immediately apply for and thereafter collect the pension upon leaving Authority payroll; and
4. he/she must be currently enrolled in the Authority's medical plan.

18.5.3 Retiree Contributions: A retiree shall contribute to the cost of health insurance coverage in an amount equal to that paid by an active employee of the bargaining unit. The parties recognize that a retiree's contribution toward the cost of health insurance may change and is not fixed. Whenever an active employee's contribution toward the cost of health insurance changes (provided such changes are negotiated, effected in accordance with the collective bargaining agreement then in effect, or mandated by state or federal law), including any such changes in future years beyond the expiration of this collective bargaining agreement, the retiree's contribution shall also change to an equivalent amount.

18.5.4 Plan Design Changes/Adjustments in Co-Payments, Deductibles and Out-of-Pocket Costs: The Authority retains the right to implement retiree health insurance plan design changes and to adjust co-payments and deductibles and out-of-pocket costs on terms that are commensurate with plan design changes and co-payments, deductibles, and out-of-pocket costs for active employees (provided that such changes are effected in accordance with the collective bargaining agreement, negotiations, or mandated by state or federal law). The Union acknowledges that actives and retirees may have different plans and, therefore, these provisions shall be broadly construed to give the Authority the right to make changes that are similar to those made for actives under the active health insurance plan in effect for active employees; such changes do not have to mirror the active plan or plans in areas where the plans differ as long as the plan design changes for both actives and retirees are commensurate on the whole. Retiree health benefits under this provision will also be coordinated with Medicare eligibility and any other governmental health insurance program that may subsequently replace, supplement, or coordinate with Medicare, with Medicare and any other such health insurance being primary at all times. Upon becoming Medicare eligible, retirees must elect and obtain Medicare and any other governmental

health insurance program that may subsequently replace, supplement, or coordinate with Medicare to continue participation in the Authority's health insurance plan.

{H5228485.1}

ARTICLE 23
TERMINATION AND MODIFICATION

This Agreement shall be effective as of the 1st day of July 2023, and shall remain in full force and effect until the 30th day of June 2026. It shall be automatically renewed from year to year thereafter, unless either party shall notify the others in writing at least one hundred and eighty (180) days prior to the termination date that it desires to modify this Agreement. In the event that such notification is given, negotiations shall begin not later than one hundred and fifty (150) days prior to the termination date. This Agreement shall remain fully in force and effect during the period of negotiations and until notice of termination of this Agreement is provided the other party in the manner set forth in the following paragraph: In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date, which shall not be before the anniversary date set forth above.

APPENDIX C

Sick Leave Conversion

1. Upon separation from Authority employment, unless terminated for cause, an employee will receive a cash payment for unused accumulated sick time at a rate of \$15/day.
2. Upon retiring from employment with the Authority employees have the option, under Section 41-j of the NYS Retirement and Social Security Law, to utilize up to 165 days of unreimbursed sick days to be calculated as service credit. In addition, an employee may receive cash payment of \$20 per day up to maximum of 65 unused sick days in excess of 165 days for a maximum of \$1,300. Payment shall be made in the employee's final paycheck. Inclusion in the employee's final average salary for retirement benefit purposes shall be determined by the NYS Employees' Retirement System rules and regulations. If an employee has enough time to both convert into cash and apply to the 41-j provision, the above conversions can run concurrently.

~~If an employee has enough time to both convert into cash and apply to the 41-j provision, the above conversions can run concurrently.~~

Agreed
JTM 8/18/23
KML 8/18/23

Resolution No.

2023

**RESOLUTION APPROVING THE FISCAL YEAR END
2023 DRAFT AUDIT 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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, Section 2799-vvv of the Enabling Act requires that the accounts of the Authority be subject to the supervision of the State Controller and that an annual audit be performed by an independent certified public accountant; and

WHEREAS, in compliance with said provision of the Enabling Act, the Authority engaged the independent certified public accounting firm of Fust Charles Chambers to audit the Authority's accounts and prepare a draft audit for the fiscal year ending June 30, 2023; and

WHEREAS, Fust Charles Chambers performed such audit and prepared a draft audit for Fiscal Year End 2023; and

WHEREAS, Fust Charles Chambers further presented the draft audit for Fiscal Year End 2023 to the Audit Committee of the Board at its September 21, 2023 meeting and responded to questions posed by Audit Committee members; and

WHEREAS, the Audit Committee has recommended to the Board that it adopt and accept the draft Audit for Fiscal Year End 2023.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, by the Board of the Syracuse Regional Airport Authority that it hereby approves and adopts the draft audit for the Authority's Fiscal Year End 2023 prepared by Fust Charles Chambers; and

BE IT FURTHER, RESOLVED, that this Resolution shall take effect immediately.

Resolution Adopted Date: September __, 2023

Vote: Ayes: __ Nays: __ Abstentions: .

Signed: _____
Secretary