

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:

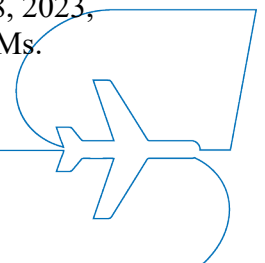
Mr. Jason Terreri – via Teams
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Jason Mehl
Chief Mark Werbeck
Mr. Cliff Pelton
Ms. Robin Watkins
Ms. Lexi Hull
Ms. Kristine Carson

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

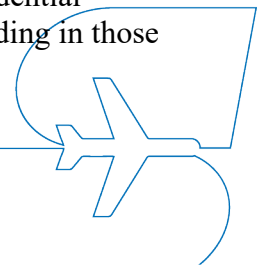
Director of Human Resources, Debi Marshall discussed the continued work being done regarding the requests to civil service to change some key positions to change their jurisdictional status. Over the last several years, 33 requests have been forwarded to the county for review to then send into the state 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 Director of Facilities, 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 Terrieri 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.

