



**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, December 1, 2023
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
SRAA Board Room**

1. Roll Call
2. Executive Session
3. **Consent Agenda**
 1. **Approval of Minutes from the September 21, 2023 Regular Board Meeting**
 2. **Resolution to approve the position of SRAA Environmental, Health and Safety Manager including the Standard Workday Resolution**
 3. **Resolution to approve the position of SRAA Airport Communications Center Supervisor including the Standard Workday Resolution**
 4. **Resolution to approve the SRAA Advertising Policy**
 5. **Resolution to Reappoint Executive Director of the Syracuse Regional Airport Authority**
4. **Airport Scorecard**
5. **New Business/Discussion**
 1. **Resolution to approve the 2024 SRAA Committee Meeting schedule**
 2. **Resolution accepting managements recommendation to negotiate a project labor agreement for the 2023 terminal expansion and enhancements project**
 3. **Resolution to approve the formation of an operating subsidiary(s) to the SRAA**
 4. **Resolution Approving Acceptance of Funds from New York State Capital Grant Program for Redesign of Deicing Pads and Related Construction Work**
6. **Committee Reports**
 1. **HR committee**
 2. **Finance Committee**
 3. **Audit Committee**
 4. **Governance Committee**
7. Adjournment

*** Bolded items = materials available**



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

Thursday, September 21, 2023

Pursuant to the notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Thursday, September 21, 2023, at 11:00 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
Ms. Latoya Allen
Dr. Shiu-Kai Chin (11:02 a.m.)
Mr. Kenneth Kinsey
Dr. Donna DeSiato
Mr. Nick Paro
Mr. Robert Simpson - Teams
Mr. Michael Frame
Mr. Michael Lazar

Members Absent:

Mr. Tom Fernandez
Mr. Nathaniel Stevens

Also Present:

Mr. H. Jason Terreri
Ms. Robin Watkins
Ms. Joanne Clancy
Mr. Jason Mehl
Chief Werbeck
Mr. Cliff Pelton
Ms. Debi Marshall
Mr. John Clark

Chair Gagliano started the SRAA Board meeting at 11:00 a.m.

Roll Call

As noted above all members were present in person or via Teams other than Mr. Fernandez and Mr. Stevens.

Consent Agenda:

Chair Gagliano explained all items in the consent agenda which were all recommended by the SRAA committees previously. Having no objections or comments regarding this resolution, Chair Gagliano

invited a motion. A motion was made by Mr. Frame, seconded by Dr. DeSiato, 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 since the fiscal year kicked off in July. Both in terms of operating expenses and revenue, the airport is almost 4% above the mid-level forecasted budget which is due to the number of passengers and load factors which affect all transactions at the airport such as parking, car rentals and food/beverage sales. At the most recent Governance Committee meeting, the airport's legislative priorities were discussed, and the Hill East Group is engaged to assist SYR on these matters. The landside development is the most critical project, and the airport needs funding from the Federal and State governments. The CONRAC will be paid for through the Car Rental Facility Fees (CFCs), but the financing for these large landside projects is a critical need. Dr. DeSiato discussed the Micron impact and how many construction and transportation needs there will be locally with the same timing and where grants may be available to align with those projects as well. Civil service continues to be a legislative priority as a large percentage of the SRAA workforce is still provisional and not permanent in employment status. Dr. DeSiato stated that other organizations have also been working with the Governors office regarding this antiquated system and that this impacts all towns, villages, school districts in New York state as well as airports and that changes need to be made particularly in this tight labor market. Candidates are unwilling to join organizations provisionally, and current employees remaining in provisional statuses indefinitely, may leave for more secure employment opportunities.

Director Terreri informed the board of challenges regarding delays in permitting through the Codes dept. The timing and volume of work coming up in the future will be a challenge under the current system. Options were discussed regarding what other airports do under these circumstances and this will be a continuing conversation. Director Terreri discussed the land leasing process at the airport and discussions he has had with the mayor regarding assets that are funded federally here at the airport, and the subsequent transfer process of that asset to the City of Syracuse instead of it staying fully in control of the Airport Authority and the issues that the FAA auditors have with that process. A change to the Authority structure would need to be updated via legislation and legal opinions have been formed for action. A land exchange with the 174th ATKW was discussed for use by them for training purposes only, (no structures being built), and the airport also cannot build on that section due to proximity to the runway. The 174th ATKW has other land that would be useful to the airport for future growth expansion that they would transfer for this exchange, which is beneficial to both parties, with no cost to either party and helps in future airport development plans. Coordination with Advanced Air Mobility (AAM) continues with the NuAir offices now on-site at the airport. The Inter-agency Working Group (IWG) will bring the FAA and other government entities for a visit to SYR in October to learn more about integrating drones within commercial space both airside and landside. SYR has become a think-tank and is on the way to becoming an AAM Center of Excellence. This will support and align with everything happening in our community.

New Business/Discussion

A discussion was held in detail during the Finance Committee meeting regarding financing large projects at the airport. These projects consist of grant monies with matching requirements by the airport, but they also must be completed first, reimbursement requests are submitted, and there are often long wait-times until reimbursements are sent. Therefore, the SRAA is researching options for having a line of credit in place with banks and investment companies to utilize that process under the legislative rules that can be implemented as needed for these short- and longer-term fluctuations awaiting reimbursement to minimize

impact to cash flow and have an additional safety net for these large future projects.

Resolution approving the Fiscal Year End 2023 Draft Audit of the Syracuse Regional Airport Authority

Dr. DeSiato explained the clean finding audit results review the Audit Committee had and recommended to move forward the Board for vote. Having no further discussion regarding this resolution, a motion was made by Mr. Frame and seconded by Mr. Paro.

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

The 2024 SRAA Board and Committee meetings calendar draft was reviewed for the board's consideration to see if there are any major known conflicts with the dates and noted that there will be a resolution vote on the final 2024 calendar at the December Board meeting. Director Terreri thanked the board and stressed the importance of participation and engagement of the full board for the critical decisions in the next year that will need to be made.

Executive Session

Chair Gagliano invited a motion to go into Executive Session to discuss matters pertaining to the collective negotiations pursuant to Article 14 of the Civil Service Law.

Mr. Lazar made a motion and Mr. Paro seconded the motion. The Executive Session began at 11:37 a.m. and ended at 12:29 p.m. No action was taken.

Resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 400A

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

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

Committee Reports

Chair Gagliano noted that Human Resource, Finance and Governance minutes were in the packet. Dr. DeSiato complimented the Employee newsletter. Ms. Marshall let the group know all the different things the SRAA DEI committee were working on.

Adjournment

Having no other topics for discussion, a motion was made by Mr. Paro and seconded by Dr. Chin to adjourn the meeting. The meeting was adjourned at 12:31 p.m.

**RESOLUTION CREATING THE POSITION OF ENVIRONMENTAL,
HEALTH AND SAFETY MANAGER FOR 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-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 Environmental, Health and Safety Manager which position will develop, implement and manage policies and programs to ensure a safe and healthy work environment. The Environmental, Health, and Safety Manager is responsible for ensuring compliance with all safety rules and regulations with the goal of establishing a safety culture that strives to protect employees/customers, the work environment and business operations. This position is responsible for ensuring that the Syracuse Regional Airport Authority (SRAA) is in compliance with all agencies (DOT, OSHA, NFPA, PESH and EPA) regulations, trainings, and any other requirements by such agencies, our insurance companies, and organization's requirements. This position will serve as a subject matter expert on all safety, compliance, regulatory and related insurance requirements. General supervision is received from an administrative superior who allows the incumbent latitude for independent action and initiative in the area of environmental, health, and safety. Does related work as required.; and

WHEREAS, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

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

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard workdays for such position and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Environmental, Health and Safety Manager	7.25 hours

, and it is further

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

RESOLUTION ADOPTED

DATE: December __, 2023

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

ENVIRONMENTAL, HEALTH, AND SAFETY (EHS) MANAGER (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The Environmental, Health, and Safety Manager (EHS) will develop, implement and manage policies and programs to ensure a safe and healthy work environment. The Environmental, Health, and Safety Manager is responsible for ensuring compliance with all safety rules and regulations with the goal of establishing a safety culture that strives to protect employees/customers, the work environment and business operations. This position is responsible for ensuring that the Syracuse Regional Airport Authority (SRAA) is in compliance with all agencies (DOT, OSHA, NFPA, PESH and EPA) regulations, trainings, and any other requirements by such agencies, our insurance companies, and organization's requirements. This position will serve as a subject matter expert on all safety, compliance, regulatory and related insurance requirements. General supervision is received from an administrative superior who allows the incumbent latitude for independent action and initiative in the area of environmental, health, and safety. Does related work as required.

TYPICAL WORK ACTIVITIES

Develop, implement, monitor a comprehensive employee occupational environmental, health and safety program for all areas of the organization to ensure compliance with SRAA, OSHA, PESH, National Air Transportation Association, and FAA requirements, along with any other applicable federal or state regulations.

Develops and implements inspection policies and procedures to identify safety, health, and environmental risks, and schedules routine inspections of airport property, inclusive of work areas and sites, to reduce hazards to airport property, employees and the traveling public, including internal compliance audits.

Draft inspection reports to document inspection findings, and conduct corrective actions, including but not limited to:

1. Train and direct SRAA employees to inspect facilities, work sites, and equipment for violations and hazards
2. Provide direction to SRAA employees on correcting identified problems in a timely manner
3. Follow up to make sure all corrective actions were taken and completed

Ensure material safety data sheets (MSDS) are maintained and readily accessible when needed

Develops and oversees FAA Safety Management System program as required.

Responsible for FAA compliant Safety Risk Assessments (SRAs) and Safety Risk Management (SRM) programs in accordance with FAA Order 8040.4B, U.S. DOT FAA National Policy, Safety Risk Management Policy.

Plans, recommends and implements programs designed to limit risk of loss to properties, physical assets and human resources as they apply to claims management, insurance and self-insurance plans and programs.

Conducts meetings with department heads to develop and implement recommendations to foster employee safety.

Reviews claims procedures, including investigations, and makes recommendations regarding disposition.

Develops, implements, and facilitates trainings with employees in the areas of emergency procedures, workplace safety, workplace violence prevention, and other relevant topics

Assists with training for new hires and provides ongoing training for all employees.

Serves at the Chair of the SRAA Safety Committee and holds monthly safety committee meetings with designated staff, keeps meeting records to track and report progress.

Serves on the Airport-wide Safety Committee that meets quarterly.

Coordinates with department heads and human resources to write and review Job Hazard Analysis (JHA), job safety analysis, and identify the physical requirements of each position, in an effort to implement safe work practices

Investigates all incidents, accidents, near-miss events, and hazardous conditions reported, including root cause analysis and ensures implementation of corrective actions to mitigate risks.

Monitor and address indoor air quality issues, and work with applicable resources to facilitate remediation.

Identifies need for and manages hearing conservation program.

Identifies need for and manages light duty work program in collaboration with Human Resources.

Participates in emergency drills and actual emergency responses as required.

Administrator of Environmental, Health and Safety Management System

Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Extensive knowledge of principles and practices of occupational, environmental, health and safety regulations and policies, including but not limited to local, New York State (PESH) and federal legislation (OSHA) particularly as they apply in an aviation/airport environment.

Good knowledge of applicable legislation relating to aeronautical and non-aeronautical property, casualty and workers compensation losses.

Good knowledge of principles and practices of risk management and asset protection programs for airport environments, including self-insured programs.

Excellent analytical and problem-solving skills.

Excellent written and verbal communication skills, including public speaking.

Ability to read, understand, interpret, and apply technical, legal and financial data pertaining to risk management.

Ability to interpret and evaluate statistical data.

Ability to complete and organize records in an accurate and efficient manner, and in compliance with Federal, State, and organizational records management requirements.

Ability to communicate effectively orally and in writing, and to prepare reports as needed.

Ability to manage comprehensive claim management and safety and health programs.

Ability to work professionally and respectfully with a diverse staff, vendors, contractors, insurance representatives, federal and state regulators, and the public.

Proficient in technology and equipment used in environmental inspections.

Proficient in use of a personal computer, and Microsoft Office Suite products, including Word, Excel, PowerPoint, Teams, and Outlook.

Excellent organizational skills and attention to detail.

Ability to perform the essential functions of the position without or without a reasonable accommodation including:

Ability to stand, walk, and sit for long periods of time, including prolonged periods of sitting at desk working at a computer, and conducting extensive site walks in different environments and facilities

Ability to perform work in all weather conditions.

Physically able to conduct inspections and carry equipment uses for inspections

Must be able to lift up to 25 lbs.

PREFERRED QUALIFICATIONS

Experience in airports/aviation is preferred.

OSHA General Industry 10 or 30 hour training course preferred.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in Environmental Safety, Occupational Safety and Health or related field, and five(5) years of professional level work experience, or its part time equivalent, in developing and implementing programs for occupational safety and health or in the administration, verification and processing of property, casualty, fire, disability or workers compensation claims; or,
- B. Nine (9) years of paraprofessional or professional level work experience, or its part time equivalent, five (5) years of which must have been professional level work experience in developing and implementing programs for occupational safety and health or in the administration, verification and processing of property, casualty, fire, disability or workers compensation claim; or,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Special Requirements:

- A. Must have a valid NYS driver's license
- B. Must complete the 30 hour OSHA class within first 12 months of employment
- C. Must obtain and maintain Security Identification Display Area (SIDA) clearance

11/2023 rev.

Resolution No.

2023

**RESOLUTION CREATING THE POSITION
OF AIRPORT COMMUNICATIONS CENTER SUPERVISOR**

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 Communications Center Supervisor which is a first line supervisory position which is responsible for the oversight of 24/7 Airport Communications Center (ACC) at Syracuse Hancock International Airport. This position reports to the Airport Operations Manager, and is responsible for supervising communications center specialists and ensuring the efficient operations of the ACC.; and

WHEREAS, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

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

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard workdays for such position and will report days worked to the New York State and Local

Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Airport Communications Center Supervisor	8.00 hours

, and it is further

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

RESOLUTION ADOPTED

DATE: December __, 2023

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary

AIRPORT COMMUNICATIONS CENTER SUPERVISOR (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

This is first line supervisory position which is responsible for the oversight of 24/7 Airport Communications Center (ACC) at Syracuse Hancock International Airport. This position reports to the Airport Operations Manager, and is responsible for supervising communications center specialists and ensuring the efficient operations of the ACC.

TYPICAL WORK ACTIVITIES:

- Manages the operations of the Airport Communications Center
- Trains, plans, schedules, organizes, administers, oversees, mentors, and supervises ACC staff
- Evaluates employee performance on regular basis, provides feedback, and coaching and discipline as needed
- Monitors both surveillance and access control systems for infractions of airport security, law violations, or other emergencies.
- Reviews major incidents involving internal and external customers such as aircraft emergencies, security breaches, and medical incidents.
- Serves as a liaison with outside governmental agencies, and medical service providers
- Creates copies of audio and video recordings for the purposes of risk management, law enforcement, and safety.
- Set up new users in databases, Everbridge emergency communication system, and the remote Closed Circuit Television (CCTV)
- Digital signage control, including flight information display (FIDS)
- Prepares required training materials and conducts on-the-job training for new employees and ongoing training for existing employees.
- Maintains a Quality Assurance/Quality Improvement program for all levels of ACC operations.
- Conducts preliminary diagnosis of equipment failure in ACC, and reboots or replaces recording media as needed.
- Maintains Continuity of Operations Plans for ACC.
- Maintains computer-aided dispatch database, and grants access to new personnel as needed.
- Work order management
- Enters purchase requisitions into Enterprise Resource Planning (ERP) system for approval
- Assists with the development and updating of policies and procedures of the ACC
- Implements changes in ACC computer programs where appropriate
- Prepares, enters, and makes recommendations for operating and capital improvement budgets for ACC.
- Performs other related work assignments and tasks as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of Authority's mission, values, and vision.
- Thorough knowledge of appropriate state and federal regulations and labor practices including, but not limited to: Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Family Medical and Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), Occupational Health and Safety Administration (OSHA), Equal Employment Opportunity Commission (EEOC), and any other applicable labor agreements.
- Thorough knowledge of laws concerning accessibility and distribution of criminal history information and sensitive information.
- Thorough knowledge of Federal Communications Commission (FCC) rules and regulations as they apply to radio receivers and transmitters involving emergency dispatching equipment.
- Knowledge of related standards and regulations governing airport operations, including FAA, TSA, and NFPA.
- Able to perform calmly and effectively in high stress situations
- Experience using emergency communications software and telecommunications, including cell phones and radios
- Working knowledge of office methods and procedures and familiarity with the use of standard office equipment, including personal computer/laptop, Windows and Microsoft Office Suite, and the internet resources.
- Ability to enter data in a timely and accurate manner.
- Ability to follow complex oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Skilled in communicating effectively at all levels of the organization and with stakeholders and outside agencies, both orally and in writing.
- Ability to speak effectively in front of small and large groups.
- Ability to interpret, analyze, and present data from various sources
- Ability to work independently and prioritize tasks
- Ability to stay well-organized and meet deadlines
- Strong analytical and problem-solving skills
- Skilled in preparing and producing timely and accurate oral and written reports
- Ability to supervise and develop staff to high level of performance
- Ability to work professionally and respectfully with a diverse staff, contractors, vendors, public agents, and the general public.
- Ability to perform the physical requirements of the position with or without a reasonable accommodation, which may include but are not limited to:
 - Sedentary work that involves sitting/standing at a desk

- Occasional bending, lifting, pulling, pushing
- Moving from one work area to another to accomplish tasks
- Repeating motions that may include eyesight, wrists, hands and/or fingers.
- Communicating with others, using various medias, to exchange information
- Lifting up to 25 lbs. on occasion

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a associates degree in public safety, public administration, criminal justice, emergency management, aviation management, business administration, or another related area; and two (2) years of experience in commercial airport communication center, airport security office, or emergency communications center.

C. Four (4) years of experience working in commercial airport communications center, airport security office and/or an emergency communications center.

C. An equivalent combination of education and experience as defined by the limits of (A) and (B)

Rev. 11/2023

**RESOLUTION ADOPTING ADVERTISING POLICY FOR THE SYRACUSE
REGIONAL AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the “**Authority**”) is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the “**Enabling Act**”) and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, under the Enabling Act and the Public Authorities Law, the Authority is required to adopt certain policies regarding its operations and the conduct of its business; and

WHEREAS, historically commercial advertising in the Airport Terminal has been done through a third party advertising/marketing company which solicited advertising from businesses in the region;

WHEREAS, in recent years the Authority has brought such advertising “in house” and it has become a significant source of revenue for the Authority; and

WHEREAS, in order to protect and enhance such revenue source, Authority management has recommended that the Authority adopt a formal policy governing advertising at the Airport; and

WHEREAS, management of the Authority has prepared a proposed policy for advertising, a copy of which is annexed hereto at Exhibit “A” (the “Advertising Policy”).

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby adopts the annexed Advertising Policy to govern advertising activities at the Airport.

RESOLUTION ADOPTED DATE: DECEMBER __, 2023

VOTE: *Ayes* ____ *Nays* ____ *Abstentions* ____ ____

SIGNED: _____
Secretary



Advertising Policy

Syracuse Regional Airport Authority

1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
(315)454-3263
www.flysyracuse.com
12.01.2022

POLICY: The primary purpose of advertising at the Syracuse Regional Airport Authority (“SRAA”) is to generate non-aeronautical revenue to make the airport self-sustaining through commercial advertising and the enhance travel and business in the State of New York. The display of advertising is not intended to provide a public forum for communication and debate, but rather to utilize the SRAA in a proprietary capacity to generate revenue. The SRAA’s advertising program shall be operated in a manner that does not negatively affect the goodwill of the Airport’s passengers and tenants and does not diminish the reputation of the Authority.

PREMISES: The SRAA grants Advertiser/Agency's a license to use a particular advertising space at Syracuse Hancock International Airport as identified in the SRAA's Advertising Agreement.

AGREEMENT/CONTRACT: The SRAA will prepare a contract for Advertiser/Agency to sign to include the following: Advertiser/Agency information, signage location(s), size, cost, term of contract, terms and conditions and signature page. See sample agreement attached labeled Exhibit A.

TERM OF CONTRACTS: Term of contracts can range from a minimum of 6 months up to 3 years unless otherwise noted by the SRAA. There is a discount identified with a two-year agreement of 5% and with a 3-year agreement of 10%. This will be identified on Page 1 of the Advertiser/Agency's agreement. Upon the expiration or other termination of the Agreement, the Advertiser/Agency's right to use the Licensed Space and its privileges herein granted shall cease and the Advertiser/Agency shall forthwith upon such expiration or termination surrender the same. The Advertiser/Agency has the right of first refusal on their current advertising location providing that the contract is renewed in writing before the expiration date. The contract may continue a month-to-month basis if agreed to by the Authority.

FEE: Monthly fees shall be set by the SRAA and may change periodically. Production cost of signage will be set by the Authority per signage quotes received. There will be a 15-20% administration fee tacked on production cost which is passed on to the Advertiser/Agency. The administration fee is to cover the cost of the staff's time and effort in coordinating with the Advertiser/Agency and the Production Companies. Staff coordination entails requesting quotes, templates, approval of artwork, coordination of companies to erect the signs, working with SRAA staff to add outlets, signatory training for badging of production companies, etc.

The SRAA will bill for the monthly license fee and payment is due in full no later than 30 days after invoice date. Production Fees are due immediately. Except as may or expressly be provided in the Agreement, no event or situation during the term of the Agreement, whether foreseen or unforeseen, and however extraordinary, shall relieve Advertiser/Agency from its obligations hereunder to pay the monthly license fee, or entitle Advertiser/Agency to an abatement or offset of the monthly license fee; and Advertiser/Agency waives any rights now or hereafter available at law or in equity to any abatement, diminution, reduction, offset, or suspension of the monthly license fee for any reason. All monthly license fees are for use of Licensed Space only, and do not include cost of designing, producing, delivering, installing and uninstalling of material.

TRADE AGREEMENT: All Trades are subject to the approval of the SRAA. Both parties agree to furnish proof of performance in the form of a memo, billing or invoice. Trades received by the SRAA can be used for Business Development or Employee Appreciation purposes.

NOT-FOR-PROFIT ORGANIZATIONS: The SRAA will have a certain number of locations for Not-For-Profit Groups. The SRAA will offer Not-For-Profit Groups a discounted rate for advertising. These locations will be available in 3-month increments unless otherwise mutually agreed upon between the Advertiser/Agency and the SRAA

NO HOLDING OVER: Advertising Agreements will not automatically renew. Agreements will only be renewed in writing. Advertiser/Agency must indicate its intention to renew, in writing, no more than sixty (60) days and no less than thirty (30) days prior to the expiration of this contract. By doing so it will guarantee its license to use the same Licensed Space in this agreement in its renewal agreement. If notice of intent to renew is not received by thirty (30) days prior to expiration date of this agreement, then the Advertiser/Agency's license to use this space shall be deemed abandoned as of the expiration date of this agreement unless otherwise noted by the SRAA.

LATE PAYMENT OR FINANCE CHARGE: If any payment required hereunder by Advertiser/Agency is not made within thirty (30) days of the invoice due date, Advertiser/Agency shall pay monthly finance charges on the unpaid amount of one-and-one-half percent (1.5%) per month until paid in full. If any check tendered by Advertiser/Agency in payment of fees or charges under this Agreement is not paid upon presentment by Advertiser/Agency bank, the SRAA may, upon written notice to Advertiser/Agency, require all future payment to be made by certified check, money order or other means to ensure payment of good funds. A penalty of forty dollars (\$40) will be assessed for returned check. Unpaid balances outstanding 60 days from invoice date subject the Advertiser/Agency to collection efforts which may result in notice of default. The Advertiser/Agency will be responsible for all cost associated with the event of default.

ASSIGNMENT: Advertiser/Agency may not assign any interest in the Licensed Space or its Agreement with SRAA without the express written permission of the SRAA.

DISPLAY CONTENT AND APPROVAL: Advertiser/Agency is responsible for preparing the artwork file per the template size and style provided by the SRAA. All advertisements, including the text, content, and graphics, shall be approved by the SRAA prior to production, installation, or placement of the advertisement in the Licensed Space. Advertisements shall not contain material which the SRAA deems inappropriate, immoral, offensive, or objectionable. Political and religious messages are not allowed. Advertiser/Agency warrants that the advertisement does not contain any material that shall infringe or violate any copyright, trademark or any other personal or proprietary right of any person/entity or render the SRAA liable to any claims or proceedings whatsoever. The advertisement must comply with all federal, state, and local laws and regulations. The SRAA has the right to deny signage for any reason.

DISPLAY MATERIAL, INSTALLATION AND DEINSTALL: Advertiser/Agency will be responsible for preparation and delivery of the electronic files/artwork required to produce the display material to designated SRAA representative without expense to the SRAA at the required minimum time communicated by the SRAA before the date of commencement of Agreement or desired date of change. Artwork must come ready to use. If Advertiser/Agency needs help with Artwork, the SRAA can refer Advertiser/Agency to a Graphic Designer that would be a separate contract between said Advertiser/Agency and Graphic Designer. If Advertiser/Agency's materials are not received by the required date, the SRAA is authorized at its sole option to leave vacant or use substitute display material in Licensed Space until Advertiser/Agency's materials are received and installed, and Advertiser/Agency agrees it will pay for such use of the Licensed Space. If signage becomes worn due to length of time displayed or for other reasons, it is the responsibility of the Advertiser/Agency to replace the signage in a timely manner. The SRAA will advise Advertiser/Agency of the need for replacement and current cost

and allow 1 month for artwork and production. Once Signage is on display at the Airport, the SRAA will take photos of the area and send them to the Advertiser/Agency.

EQUIPMENT AND MAINTENANCE: Kiosks, vitrines, fabric boxes and monitors are the property of the SRAA unless otherwise noted in this Agreement. Routine cleaning and maintenance of displays is included by the SRAA in the license fee. Advertiser/Agency shall supply replacements for any damaged or defaced display materials and provide for the installation/uninstallation of any defective materials.

SRAA NOT LIABLE FOR DAMAGE: The SRAA shall not be liable to Advertiser/Agency for any damage either to person or property, sustained by Advertiser/Agency or by other persons, due to the SRAA or any Airport improvements or any parts thereof, or due to the happening of any accident in or about the Airport, or due to any act or neglect of any lessee or occupant of the Airport, or of any other person. Without limiting the generality of the foregoing, the SRAA shall not be liable for damage caused by water, steam, sewerage, gas, bursting or leaking of pipes or plumbing or electrical causes, or the negligence of contractors, employees, agents, or licensees of SRAA, unless the damage is proved to be the result of the willful misconduct of the SRAA.

INDEMNIFICATION: Advertiser/Agency shall indemnify, defend (at Advertiser/Agency's sole expense) and hold harmless the SRAA, its board members, employees, agents, successors and assigns ("Indemnified Parties"), from and against any and all claims, demands, damages, actions, causes of action, suits, losses, obligations, judgments and any liabilities, costs and expenses (including attorneys' fees) which arise or are in any way connected with the Advertiser/Agency's activities, items or advertisements displayed, or services provided under this Agreement, including but not limited to claims or allegations that Advertiser/Agency's activities, items or advertisements infringe upon or violate the copyright, trademark or any other personal or proprietary rights of another person/entity.

DEFAULT: In the event of a default by Advertiser/Agency in the performance of any covenant, term, condition or obligation or violation of any term of this Agreement and such default is not corrected within fifteen (15) days after written notice to Advertiser/Agency by the SRAA, the SRAA may pursue any and all legal remedies available, including termination of this Agreement. As part of recovery, Advertiser/Agency shall pay all costs including, but without limitation, cost associated with removal of material and attorney fees incurred by the SRAA in enforcing the terms of this Agreement.

TERMINATION: The SRAA may terminate Advertising Agreement at will, with or without cause, at any time, upon thirty (30) days written notice of termination from the SRAA to the Advertiser/Agency. In the event the SRAA terminates the Agreement, Advertiser/Agency shall pay the monthly license fee, prorated through the day of termination, within thirty (30) days after the date of billing.

Resolution No. ____ 2023

**RESOLUTION TO REAPPOINT EXECUTIVE DIRECTOR 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-ggg (12) & (14) 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 to make plans, surveys, and studies necessary, convenient, or desirable to the effectuation of the purposes and powers of the Authority and to prepare recommendations in regard thereto; and

WHEREAS, by Resolution No. 12 of 2019 the Board appointed H. Jason Terreri as Executive Director of the Authority and authorized a five (5) year employment agreement; and

WHEREAS, Mr. Terreri’s employment agreement is set to expire on May 12, 2024 and in order to determine whether Mr. Terreri intended to continue with the Authority, the Human Resources Committee began discussions with Mr. Terreri to determine his intentions and in connection therewith negotiations ensued between Mr. Terreri and the Committee regarding a new five (5) year employment agreement to be effective upon the end of the current agreement; and

WHEREAS, the Committee has advised the Board that it has reached an agreement in principle with Mr. Terreri whereby he would continue his employment with the Authority for another five-year term; and

WHEREAS, the Board finds and determines that a second five (5) year Employment Agreement with Jason Terreri as Executive Director on such terms and conditions as presented to the Board this date for approval to be in the best interests of the Authority,

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority that the Board hereby reappoints Jason Terreri as Executive Director of the Authority effective immediately following the expiration of his current contract, on or about May 12, 2024; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Chair of the Authority to enter into a second five (5) year Employment Agreement with Mr. Terreri as Executive Director on such terms and conditions as presented this date to the Board for approval.

Resolution Adopted Date: December ____, 2023.

Vote: Ayes _____ Nays: _____ Abstentions: _____

Signed: _____

Secretary of the Board

**RESOLUTION ADOPTING THE 2024 REGULAR
BOARD AND COMMITTEE MEETING SCHEDULE FOR
THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the "**Authority**") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "**Enabling Act**") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 5.2 of the Organizational By-Laws of the Authority grants the Board of the Authority the power to hold regular meetings at such times and places as from time- to-time may be determined by resolution of the Board; and

WHEREAS, a proposed 2024 regular Board and Committee meeting schedule has been proposed and submitted to the Board by Authority management and has been duly considered by the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby adopts the 2024 regular Board and Committee meeting schedule as attached to and made a part of this Resolution, as the regular meeting schedule of the Board and its Committees of the Authority for 2024; and

BE IT FURTHER RESOLVED, that the Syracuse Regional Airport Authority hereby authorizes and directs the Secretary of the Authority to publish the 2024 regular Board and Committee meeting schedule, and to revise and republish any subsequent changes to the 2024 regular Board and Committee meeting schedule as the Board and/or Committees may require; and

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

Resolution Adopted Date: December 01, 2023

Vote: Ayes ___ Nays: ___ Abstentions: ___

Signed: _____
Secretary

2024 SRAA COMMITTEE MEETING SCHEDULE

DATE	COMMITTEE	TIME
Friday, January 19th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Friday, February 2nd	STATE OF THE AIRPORT	8:00 A.M. - 10:00 A.M.
Thursday, February 22nd	FINANCE MEETING	9:30 A.M. - 11:00 A.M.
Thursday, February 22nd	HR MEETING	11:00 A.M. - 12:00 P.M.
Thursday, March 7th	RETREAT - DINNER/OVERNIGHT	6:00 P.M. - 8:30 P.M.
Friday, March 8th	RETREAT	8:00 A.M. - 3:00 P.M.
Friday, April 5th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, April 25th	GOVERNANCE COMMITTEE	10:00 A.M. - 11:00 A.M.
Thursday, April 25th	AUDIT MEETING	11:00 A.M. - 12:30 P.M.
Friday, May 17th	FINANCE MEETING	9:30 A.M. - 11:00 A.M.
Friday, May 17th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, June 6th	HR COMMITTEE	11:00 A.M. - 12:00 P.M.
Thursday, June 28th	FINANCE COMMITTEE	9:30 A.M. - 11:00 A.M.
Friday, June 28th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, September 12th	HR COMMITTEE	10:00 A.M. - 11:00 A.M.
Thursday, September 12th	GOVERNANCE COMMITTEE	11:00 A.M. - 12:00 P.M.
Friday, September 20th	FINANCE COMMITTEE	8:30 A.M. - 9:30 A.M.
Friday, September 20th	AUDIT COMMITTEE	9:30 A.M. - 11:00 A.M.
Friday, September 20th	BOARD MEETING	11:00 A.M. - 12:00 P.M.
Thursday, October 24th	FINANCE COMMITTEE	9:30 A.M. - 11:00 A.M.
Thursday, October 24th	HR COMMITTEE	11:00 A.M. - 12:00 P.M.
Friday, December 6th	BOARD MEETING	11:00 A.M. - 12:00 P.M.
Color Coding:		
BOARD MEETING	HR COMMITTEE	BOARD RETREAT
FINANCE COMMITTEE	GOVERNANCE COMMITTEE	
AUDIT COMMITTEE	ANNUAL MEETING	

11/21/2023

*Notes - Only Sept will have 3 meetings on same day, State of the Airport moved out 1 week to accommodate State of the City
No meetings July, August or November*

**RESOLUTION ACCEPTING MANAGERMENTS RECOMMENDATION TO
NEGOTIATE A PROJECT LABOR AGREEMENT FOR THE 2023 TERMINAL
EXPANSION AND ENHANCEMENTS PROJECT**

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 (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the Authority has been identified as a recipient of an approximately \$22 million grant from the State of New York (the "Grant") for the expansion and enhancement of the terminal at Syracuse Hancock International Airport (the "2023 Terminal Expansion and Enhancement Project" or "Project"); and

WHEREAS, the Authority Board, by Resolution 16 of 2023 previously authorized the Executive Director to execute an Aviation Project Funding Agreement in order to fund and implement the 2023 Terminal Expansion and Enhancements Project; and
and

WHEREAS, Authority management commissioned a project labor agreement ("PLA") study by Seeler Engineering, P.C. to determine whether a PLA would be beneficial to the Project, and Seeler in a draft PLA study determined that a PLA could have a significant beneficial impact on the project

**RESOLUTION AUTHORIZING THE FORMATION OF OPERATING SUBSIDIARY(S)
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, the Authority previously sought amendment of the Enabling Act to allow it to form subsidiary corporations in order to perform desired and/or necessary functions and services in connection with its operation of the Airport; and

WHEREAS, the Enabling Act was amended by Assembly Bill 5781 on or about March 23, 2023 (the “Subsidiary Amendment”) to authorize the Authority to form up to two (2) wholly owned subsidiary corporations subject to the provisions of Subsidiary Amendment which is annexed hereto at Exhibit “A”.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, by the Board of the Syracuse Regional Airport Authority, that Authority management, with the advice of counsel, may take such action as is necessary to form up to two (2) wholly owned subsidiary corporations of the Authority and appoint such officers and engage such employees for such subsidiary(s) operations as authorized by the Subsidiary Amendment; and it is further

RESOLVED, that Authority management shall take such other actions, including but not limited to obtaining appropriate insurance coverages and maintenance of records, and regularly report to the Board on at least a quarterly basis, on the operational activities and financial status of such Authority subsidiaries.

Resolution Adopted Date: December ____, 2023.

Vote: Ayes _____ Nays: _____ Abstentions: _____

Signed: _____

Secretary of the Board

Exhibit A

Subsidiary Amendment

A05781 Text:

STATE OF NEW YORK

5781

2023-2024 Regular Sessions

IN ASSEMBLY

March 23, 2023

Introduced by M. of A. MAGNARELLI -- read once and referred to the Committee on Corporations, Authorities and Commissions

AN ACT to amend the public authorities law, in relation to the Syracuse regional airport

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

- 1 Section 1. Section 2799-hhh of the public authorities law is amended
2 by adding a new subdivision 8 to read as follows:
- 3 8. The authority may acquire, hold, own, lease, establish, construct,
4 effectuate, operate, maintain, renovate, improve, extend or repair any
5 of its facilities through, and cause any one or more of its powers,
6 duties, functions or activities to be exercised or performed by, no
7 more than two wholly owned subsidiary corporations of the authority
8 for the purposes of operating parking and concessions including food,
9 beverage, and retail services, and airline and aircraft services includ-
10 ing ticketing, baggage and fueling services and other services for the
11 operation of the airport. The authority may transfer to or from any
12 such corporation, or between such corporations, any moneys, real proper-
13 ty or other property or the services of any officers, employees
14 or consultants for any of the purposes of this title. The directors
15 or members of each such subsidiary corporation shall be the same persons
16 holding the offices of members of the authority. Each such subsidiary
17 corporation and any of its property, functions and activities shall have
18 all of the privileges, immunities, tax exemptions and other exemptions
19 of the authority and of the authority's property, functions and activ-
20 ities. Each such subsidiary corporation shall be subject to the
21 restrictions and limitations to which the authority may be subject. Each
22 such subsidiary corporation shall be subject to suit in accordance with
23 section twenty-seven hundred ninety-nine-ww of this title. The employ-
24 ees of any such subsidiary corporation, except those who are also
25 employees of the authority, shall not be deemed employees of the author-
26 ity.
- 27 § 2. This act shall take effect immediately.

EXPLANATION--Matter in *italics* (underscored) is new; matter in brackets
[-] is old law to be omitted.

LBD10104-01-3

RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND ENTERING INTO AGREEMENT FOR NEW YORK STATE AVIATION CAPITAL GRANT PROGRAM FOR REDESIGN OF DEICING PAD(S) AND RELATED CONSTRUCTION WORK

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 (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the Authority has a need to increase the efficiency and throughput of its deicing operations in order to accommodate anticipated increases in commercial deicing operations at the Airport (the "Deicing Improvements"); and

WHEREAS, in anticipation of the Deicing Improvements the Authority is in the process of assembling potential funding sources for the Deicing Improvements which are anticipated to require approximately \$12 Million to accomplish; and

WHEREAS, the Authority was eligible to apply for a \$2.5 Million Aviation Capital Grant Program grant from the State of New York (the "Grant") under its Aviation Capital Grant Program to be administered through its Department of Transportation ("NYSDOT") in

WHEREAS, the Authority previously made application for the Grant and has been advised by New York State that the Grant has been awarded to the Authority.

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

RESOLVED, by the Board of the Syracuse Regional Airport Authority, that the acceptance of the Grant is hereby approved, and it is further

RESOLVED, that the Authority is authorized to accept all such Grant funds, and with the advice of Counsel, to enter into such documentation as may be required in order to finalize the Grant and proceed with the Deicing Improvements.

Resolution Adopted Date: December __, 2023

Vote: Ayes ____ Nays: ____ Abstentions: ____

Signed: _____
Secretary

Human Resources Committee Meeting Minutes

Thursday, October 26, 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, October 26, 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 11:10 a.m. by Chair Michael Lazar.

In Attendance:

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

Absent:

Staff/Other:

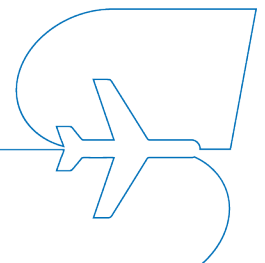
Mr. Michael Frame
Mr. Jason Terreri
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Jason Mehl
Ms. Robin Watkins

Roll Call

As noted above all members were present.

Approval of Minutes from Previous Meetings

Ms. Clancy will adjust a title in the minutes that was incorrect. As there were no further comments regarding the HR Committee minutes from the September 7, 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 and turned the meeting over to HR Director Marshall.

Old Business

HR Director Marshall reviewed Key Performance Indicators (KPIs) for the first full quarter in the 23/24 fiscal year. Turnover and retention rates, with the target being less than 20% turnover, calendar year is approx. 18% due to retirements and resignations and The Authority is still above the 90% retention rate which is healthy for an organization. Training continues for all employees, including custodial and trades, such as forklift training, emergency preparedness, homeland security training, and all mandatory training needs. The Learning Management System will be utilized for some of these training courses as well as in person meetings with employees and also tenants. The summer internship programs, and summer vacation schedules can affect these turnover percentage rates. There are approximately 140 SRAA employees currently. Diversity, Equity and Inclusion (DEI) Strategic Planning is at a foundational level and will increase over the next year including an employee survey to help us improve our diversity levels in all areas, generationally, by gender, backgrounds and other demographics. Gaining Centro bus services and connecting with other organizations throughout the city will help with these goals.

New Business

Director of Human Resources, Debi Marshall discussed the updated changes with Dental/Vision benefits and Drug Testing policies. Onondaga County Employee Benefits Administration (OCEBA) recently went out to market, and it resulted in a positive change with enhancements in the Dental Plan, such as orthodontia, which will now be Guardian beginning January 1, 2024. Open enrollment is in November and information sessions will be provided for all three shifts. The Vision plan is also being improved by adding lenses every 12 months vs. 24 months, therefore increasing the coverage for this as well. Drug testing has been previously partnered with Five Star/Well Now for several years. There have been issues with wait times, especially for random testing, therefore we will be going out to market to look for other providers including ones that may have a mobile option for the later shifts. Customer service, reliability and accessibility are the goals to meet for a new contract.

Executive Session

Mr. Lazar invited a motion to go into executive session to discuss matters pertaining to the financial and employment history of a particular person(s) or corporation(s).

Ms. Gagliano approved the motion with a second from Mr. Lazar, the motion was carried unopposed.

Executive session began at 11:31 a.m. Executive session ended at 11:58 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 11:59 a.m.



**Finance Committee Meeting Minutes
Thursday, October 26, 2023**

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, October 26, 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 9:30 a.m.

Members Present

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

Members Absent:

Mr. Robert Simpson

Also Present:

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 September 21, 2023, Finance Committee Meeting. Having no comments or adjustments, Mr. Lazar made the motion and Mr. Paro seconded that motion. Motion carried unanimously.

CFO Report:

Committee Chair Chin noted that the presentation was distributed to the committee previously. CFO Watkins apprised the group regarding a recent security system breakdown, due to the

age/end of life issues of that system and it shut itself down. During this short time, the SRAA Staff monitored the secured doors in the terminal until our IT department could bring the system back on-line. A debrief and course of action identified issues and next steps to shore up the system. Bringing in an SRAA employee as the expert to be dedicated to these issues is suggested. The TSA checkpoint was not affected. CFO Watkins stated that Aaron Harris, Deputy COO was instrumental with communication and assisting with traffic direction during this process. Dr. Chin inquired where the IT department falls under organizationally, and CFO Watkins let the group know that IT reports to the Finance Department.

CFO Watkins reviewed the scorecard and recent numbers and showed that we are within our current budget despite some realignments and timing issues. Historical enplanement growth is above budget and shows a 20% increase in traffic pre-pandemic and 12% increase in the past year. The average is 5,000 plus passengers per day and has reached several all-time high enplanement numbers. Peak hours are the busiest and a sixth lane is planned to be added to handle the increase in passengers to lower wait times. Dr. Chin stated that moving to the more optimistic level of budgeting was a good move. Key operating statistics were reviewed including gate turns, common use gates, for both signatory and non-signatory airlines. New gates are going to be added and others will be utilized more fully with the common use system. CFO Watkins reminded the group that negotiations will begin for the new Airline Use and Lease agreement soon and that the new SRAA Master Plan will be utilized during this process. Parking activities continued at a high level with Uber/Lyft maintaining consistent levels. The Centro bus service continues to be successful, in particular, for airport-wide employees. Centro also provides shuttles from the employee lots to/from the terminal as well on a limited basis. The bus service is advertised on our website and is discussed at the monthly tenant meetings.

The revenue numbers for landing and parking fees are up, airline terminal fees are trending on par and overall revenue is up, right where we wanted to be. Operating expenses are favorable, but are affected by timing in construction, invoicing and RFP activities. Federal and state grant arrival of funds timing was also discussed on payment reimbursements for each entity and the current price of borrowing money. Days cash on hand remains stable overall. Operating cash is \$42M, approx. 300 days. However, a number of cash outlays are on the horizon in the next few years for infrastructure which will tap this resource before reimbursements come through from grants. Both State and Federal Grants have a match requirement and timing differences are anticipated. \$19.7M is in investments that the SRAA does not plan to utilize. The SRAA is still working with CBP on final design and construction costs. The RFP package for construction included Gate 11, giving the companies the option to work simultaneously or complete the work back to back. Mr. Stevens strongly suggested doing as much construction work as possible as quickly as possible due to the local demands on the construction industry due to the I-81 and Micron projects. CFO Watkins said that the deadline dates are included in the RFP, but due to a number of issues discussed and the complexity of the various projects, the process takes time. The CONRAC is at 15% design and is currently in process for 100% design with likely breaking ground spring, 2025. During this design process, several safety and cost savings measures were discovered and will now be implemented, showing again, this process cannot be rushed. This CONRAC will be financed through CFCs (Car rental Facility Charges). The switch gear is being

moved from the parking garage to the North side of the terminal, an RFP process is complete. This must be moved before any other work can be done with the parking garage or CONRAC and will be sized for capacity. The SRAA does not have the funding to proceed with the parking garage, therefore that critical project is on hold until other funding sources are identified. A conversation regarding repairs to extend the life of the current garage another 10 years vs. replacement was held and all options were discussed.

Mr. Mehl acknowledged the challenges of all of the opportunities at the airport. Mr. Lazar stated that having an open mind for change with all these items is important. Mr. Paro shared his concern regarding whether the need for the garage will be the same in ten or thirty years. CFO Watkins continued reviewing other projects including projected use of electricity. A few options are that the SRAA build a sub-station or go with a micro-grid system. Several grants may be available for either option to meet the increasing power needs of the airport for electrification purposes. Replacement of windows, siding and HVAC will utilize an \$8.6M grant, \$5-6M will be the match for the SRAA to fund. A new roadway signage plan is in process for improved wayfinding as well as a new parking network revenue system replacement is in progress. \$21M is currently the expected out of pocket costs for SRAA in the next year for various projects.

Mr. Lazar congratulated the airport on the new airline, Sun Country coming to SYR in summer, 2024 with service from SYR-Minneapolis, MN (MSP).

Dr. Chin summarized the most important milestones discussed in the meeting, parking garage and the CONRAC and continued funding source questions and reiterated if possible, starting construction projects in 2024 would be optimal, if possible.

Adjournment:

With no Executive session held or further questions, Mr. Frame made a motion to adjourn, and Dr. Chin seconded that motion. The meeting was adjourned at 10:58 a.m.



**Minutes of the Audit Committee Meeting
of the Syracuse Regional Airport Authority
Thursday, September 21, 2023**

Pursuant to the notice duly given and posted, the Audit Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, September 21, 2023, at 9:37 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by the Audit Committee Chair Dr. DeSiato.

Members Present:

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

Members Absent:

Also Present:

Mr. Jason Terreri
Ms. Robin Watkins
Mr. Brian Meyer
Ms. Joanne Clancy
Mr. Jason Mehl
Mr. John Clark
Fust Charles Chambers

Roll Call

Chair DeSiato started the Audit Committee Meeting at 9:37 a.m. by welcoming everyone. As noted, all Committee members were present.

Approval of Minutes from the Previous Meeting

A motion was made by Mr. Lazar and seconded by Ms. Gagliano to accept the April 25, 2023, meeting minutes. The minutes were unanimously approved.

New Business

The committee was given additional materials and was briefed on the outcome of the

audit for Fiscal Year ending June 30, 2023.

Dr. DeSiato introduced the Fust Charles Chambers auditors to the committee. Director Terreri introduced Brian Meyer, Finance Manager who oversaw the audit to the members.

Fust Charles Chambers reviewed all the material findings from the audit and shared and explained the documents and letters contained within to the group. Accounting policies and practices were explained and discussed. Estimations to evaluation assumptions for accounts receivable and pensions were pointed out. No material statements were found, and no disagreements were had with SRAA management. No significant findings or issues were found. Supplementary information and schedules required were included in the materials. A procedures report related to Customer Facility Charges (CFCs) indicates compliance with all regulations. Fust Charles Chambers included opinion papers and other required government documentation. Management discussion analysis gives a snapshot of the year in review including future economic development information. Audit results regarding investments, restricted and unrestricted disclosures were explained as well as payments, revenue, benefits, and income net worth statements. No major findings with grant compliance were discovered. The floor was opened for questions. Chair Gagliano asked about the process of providing information to the auditors. CFO Watkins explained the checklist procedure and that Mr. Meyers takes care of the majority of that part of the audit, then on-site sampling work is completed that is tracked through the system and throughout the year there are many discussions. Mr. Lazar inquired if there is an impact due to the amount of work it takes the auditors because of the many construction projects and that was acknowledged to be true.

Audit Committee Chair DeSiato thanked the auditors for the comprehensiveness of this audit and stated that there was a lot of diligence and highly ethical work done throughout the year. CFO Watkins attributed the successes to the great finance team in place now at SRAA.

Executive Session

Chair Dr. DeSiato invited a motion to go into Executive Session to discuss the employment history of particular persons or corporations. The SRAA Authority management left the room for the committee and auditors to have private discussions.

Mr. Lazar made the motion and Mr. Kinsey seconded the motion. Executive session began at 9:58 a.m. Executive session ended at 10:20 a.m. No action was taken.

Mr. Lazar made the motion to recommend the draft audit to the SRAA Board for action and Mr. Kinsey seconded the motion. The motion was unanimously approved.

Audit Chair DeSiato reiterated that an audit of this magnitude and the work that goes into it is greatly appreciated and that it was at a high level and outstanding work. Further support

for the work necessary with the anticipated growth and development of the airport in the future will be provided.

Adjournment

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

The meeting was adjourned at 10:22 a.m.

DRAFT