



**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, April 5, 2024  
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 January 19, 2024 Regular Board Meeting**
  2. **Employee Relations and Compliance Specialist**
  3. **Marketing and Advertising Associate**
3. **Airport Scorecard**
4. **New Business/Discussion**
  1. **Project priorities**
  2. Legislative priority update
  3. **Resolution providing Section 41(j) (The Allowance of Unused Sick Leave Credits)**
  4. **Resolution adopting policy and statement for Title VI of the Civil Rights Act of 1964 and related authorities for the SRAA**
5. Executive Session
6. Committee Reports
  1. **HR committee**
  2. **Finance Committee**
  3. Audit Committee
  4. Governance Committee
7. Adjournment

\* **Bolded items = materials available**

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF  
DECEMBER 1, 2023 OF THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

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

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

**WHEREAS**, RONR authorizes the use of a Consent Calendar<sup>2</sup> for routine matters in order to expedite a meeting; and

**WHEREAS**, at a meeting of the Board held on April 5, 2024 a Consent Calendar was presented to the Board for approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby approves the April 5, 2024 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

**RESOLUTION ADOPTED DATE: APRIL 5, 2024**

**VOTE:**    *Ayes* \_\_\_ *Nays* \_\_\_ *Abstentions* \_\_\_

**SIGNED:**  
*Secretary*

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<sup>1</sup> Refers to the edition of Roberts Rules of Order currently in effect.

<sup>2</sup> RONR 12<sup>th</sup> edition 41:32.

## **SCHEDULE A**

### **1. Consent Agenda**

- 1. Approval of Minutes from the January 19, 2024 Regular Board Meeting**
- 2. Employee Relations and Compliance Specialist**
- 3. Marketing and Advertising Associate**



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

**Friday, January 19, 2024**

Pursuant to the notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, January 19, 2024, at 11:01 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  
Mr. Tom Fernandez  
Ms. Latoya Allen - Teams  
Mr. Nathaniel Stevens  
Dr. Shiu-Kai Chin  
Mr. Kenneth Kinsey – Teams  
Mr. Nick Paro  
Mr. Robert Simpson  
Mr. Michael Frame  
Mr. Michael Lazar

**Members Absent:**

Dr. Donna DeSiato

**Also Present:**

Mr. H. Jason Terreri  
Ms. Robin Watkins  
Ms. Joanne Clancy  
Mr. Jason Mehl  
Chief Mark Werbeck  
Capt. Anthony Sobiech  
Mr. Cliff Pelton  
Ms. Debi Marshall  
Mr. John Clark  
Mr. Matt Szwebjka

Chair Gagliano started the SRAA Board meeting at 11:01 a.m. and welcomed back Mr. Damian Ulatowski, Town of Clay Supervisor to the two-year rotational SRAA Board seat.

**Roll Call**

As noted above all members were present in person or via Teams other than Dr. DeSiato.

### **Consent Agenda:**

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

**The resolution was adopted: 10 ayes, 0 nays, 1 abstain** (Mr. Ulatowski abstained/was not present at the previous meeting)

### **New Business/Discussion and Airport Scorecard:**

Director Terreri shared information on the scorecard updates for the calendar year end, 2023. Passenger numbers continue to outpace the budgeted plans. Some of the budget items are timing delay issues for construction projects and will hit the budget at a later date. Enplanement numbers are 5% above budget. December load factor numbers are incredible and consistently running above 90%. Parking numbers continue to be above budget. Concessions will be added to assist with the increased passenger loads and demand. 2023 ended with 30 nonstop destinations with Sun Country Airlines inaugural flight in June, 2024. No airline carrier is dominant in this market. SYR exceeded all previous records for number of passengers by over 400,000 passengers at 2.8M for 2023. SYR is now the 4<sup>th</sup> busiest airport in the state of New York. Director Terreri thanked all staff members for their efforts during this growth period. January numbers show SYR being 30% busier over last year. SYR is on track to finish our fiscal year, July 1<sup>st</sup> to show a 25% year over year growth. The national average is 5.5%. SYR is at 12% compared to other airports such as Rochester, being down 12%. SYR's growth is also attributed to mainline carriers and business travelers, not just leisure and low-cost carriers. The previous Master Plan forecast created prior to this growth and the introduction to Micron has had to be completely revamped for priorities because the growth levels thought to be hit in 2030 are now going to be reality in 2025, a full 5 years prior to previous development plans. From a terminal perspective, significant upgrades are needed to accommodate this accelerated growth such as baggage systems which are at capacity and the system is so old, parts are not easily available. Director Terreri discussed initiatives for baggage, parking, and utilities. Air service focus is on adding additional service times to existing markets. The airport is looking at ways to connect our regional markets to SYR via bus services, etc. The airport will be under a lot of construction over the next few years, so making sure passengers are not negatively impacted is a focus as well as land development and partnerships with companies such as NUAIR.

The Annual report book will be given out at The State of the Airport meeting downtown. Director Terreri acknowledged Matt Szwejbka, Customer Experience Manager, for his hard work in putting the yearly report together. Each year, the SRAA chooses an Employee of the Year. This year it was a tie. Febes Robertson, Custodial Worker, who is always smiling and friendly and helps everyone and Cliff Pelton, Facilities Director, who directs critical projects with his team, were both voted as the winners by their peers for this well-deserved award, congratulations to both. The custodial team as a whole was recognized for the snow removal on the curb as well as their day to day assistance and representation of the airport to our passengers. What SYR is facing in the next 3-5 years is going to take a lot of work by everyone, to accomplish our mission and goals.

Legislative updates were discussed regarding improving the efficiency of civil service requirements and codes enforcement legislation.

### **Executive Session**

Chair Gagliano invited a motion to go into Executive Session to discuss matters pertaining to the current and future investigations into the hiring of particular persons. A motion was made by Mr. Lazar and seconded by Mr. Frame. The Executive Session began at 11:30 a.m. and ended at 11:50 a.m. No action was taken.

### **Committee Reports**

Chair Gagliano asked if any of the committees had information to share with the group and there was none.

### **Adjournment**

Having no other topics for discussion, a motion was made by Mr. Frame and seconded by Mr. Stevens, to adjourn the meeting. The meeting was adjourned at 11:53 a.m.

DRAFT

## **EMPLOYEE RELATIONS AND COMPLIANCE SPECIALIST (SRAA)**

### **DISTINGUISHING FEATURES OF THE CLASS**

Under the general supervision of an administrative supervisor, this position will perform professional level duties designed to manage and improve employee and labor relations, and diversity, equity, inclusion, and equal opportunity at the Syracuse Regional Airport Authority in recruitment, hiring, and retention practices, as well as to identify, evaluate and make recommendations to improve under-represented groups in certain job classifications, provide accommodations, and respond to complaints and conduct investigations. This position will also be responsible for compliance of a myriad of Federal, State and local regulations that have a direct impact on employees and passengers. This position will provide additional human resources support and related work as required. Supervision is not a function of this class.

### **TYPICAL WORK ACTIVITIES**

#### **Employee Relations**

Conducts investigations of complaints of alleged discrimination and harassment in the workforce and prepares written responses on the findings of such investigations with recommendations on the appropriate corrective action to be implemented or imposed.

Works with leadership, supervisors, and other human resources staff to determine ways to improve employee relations.

Provides interpretation or clarification of personnel rules, regulations, procedures, and benefits to employees and supervisors.

Assists with development, implementation, and analysis of employee surveys to improve employee relations.

#### **Labor Relations**

Assists in administration of collective bargaining agreements and employment policies.

Assists in preparation for and conduct of collective bargaining and negotiations.

Assists in discipline and grievance procedures, including investigation and preparation of background and fact gathering, and correspondence with management and union leadership.

#### **Compliance**

Develops, reviews, and updates the Authority's Affirmative Action Plan in accordance with Federal regulations.

Conducts pre-employment background checks, including police-officer background checks as required by DCJS.

Functions as the ADA coordinator for the Authority by chairing the Airport Accessibility Committee, investigating, and responding to complaints involving unequal access and/or disability issues, completing Authority's triennial ADA self-assessment, training employees on accessibility issues, and providing guidance to other staff and tenants on matters concerning accessibility.

Functions as the Title VI coordinator for the Authority by ensuring compliance with the Title VI, LEP, and CPP plans as required by the FAA Department on Civil Rights, including training employees and tenants

on Title VI requirements, and responding to complaints involving unequal access and/or discrimination issues.

Prepares the bi-annual EEO-4 Report and any Affirmative Action reports required by law or requested by management.

Prepares forms and documents to Civil Service to ensure compliance with county and state regulations.

Prepares, tracks, and renews 211 waivers for retirees.

Assists with compliance of New York State and Local Retirement System reporting.

Stays up to date on Federal, State and Local labor laws, and makes recommendations for updated policies, and updates posters as required.

#### Diversity, Equity, and Inclusion

Coordinates annual DEI training for all Authority employees, and may assist in annual harassment prevention training.

Liaison to the SRAA DEI committee, assisting in coordinating DEI and multi-cultural events at the Airport.

#### Other Human Resources Functions

Assists in developing hiring strategy designed to create a more diverse and inclusive workforce, working closely with department supervisor and other human resources staff in implementation.

Assists hiring managers and human resources staff in the recruitment and retention of employees.

Assists in employment policy development, creation of job descriptions, and development of succession planning.

Assists in general human resources correspondence to employees, including employee newsletter.

Establishes, coordinates, and participates in the assembly, analysis, and application of numerical and narrative data.

Manages records retention for human resources department

Conducts internal audits of human resources procedures.

Prepares various reports and related correspondence.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of the theory and practice relating to affirmative action, equal employment opportunity, and diversity, equity, inclusion and belonging.

Good knowledge of Federal, State and Local employment law.

Knowledge of NYS Civil Service law dealing with recruitment, testing and the hiring process.



Ability to plan, organize, and conduct investigations, including interviewing and analyzing complaint information.

Ability to organize and analyze facts, and to draw logical conclusions.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to understand and interpret various labor contracts, labor and employment laws, and employment policies.

Good knowledge of Microsoft 365, including SharePoint, Teams, Excel, Word, and Outlook.

Good knowledge of standard office terminology, procedures, and equipment.

Ability to establish and maintain effective professional relationships with diverse management, employees, tenants, and vendors.

Excellent people skills, including emotional intelligence and customer service.

Ability to identify and resolve personnel problems.

Ability to work independently and to organize workload efficiently and to meet critical deadlines.

Able to maintain confidentiality with the highest level of integrity.

Able to perform the physical requirements of the position with or without a reasonable accommodation, to include:

- remaining in a stationary position, often sitting or standing, for prolonged periods of time
- communicating with others to exchange information
- using a computer
- repeating motions that may include the wrists, hands and/or fingers
- operating office machinery such as copiers, telephones and printers
- assessing the accuracy, neatness and thoroughness of the work assigned
- may occasionally have to lift up to 25 lbs.

### **MINIMUM QUALIFICATIONS**

- A. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree and two (2) years of professional level work experience, or its part-time equivalent, in personnel management, human resources, employee/labor relations, DEI program development, affirmative action plan development, workforce development or a closely related field; or
- B. Graduation from a regionally accredited or New York State registered college or university with an associates degree and four (4) years of professional level work experience, or its part-time equivalent, in personnel management, human resources, employee/labor relations, DEI program development, affirmative action plan development, workforce development or a closely related field; or
- C. Six (6) years of professional level work experience, or its part-time equivalent in personnel management, human resources, employee/labor relations, DEI program development, affirmative action plan development, workforce development, or a closely related field; or
- D. An equivalent combination of education and experience as defined by the limits of (A), (B), and (C).

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## **Marketing and Advertising Associate (SRAA)**

### DISTINGUISHING FEATURES OF THE CLASS

The Marketing and Advertising Associate is responsible for the development and execution of various marketing campaigns and enhance the brand awareness of the Syracuse Hancock International Airport (SYR) and the Syracuse Regional Airport Authority (SRAA) across multiple platforms including but not limited to digital marketing, various social media, brochure development and website management. Other responsibilities include support for other Commercial Department initiatives including assistance with the administration of our in-house advertising program, event planning, and other duties as required. The position reports to the Chief Commercial Officer or designee.

### TYPICAL WORK ACTIVITIES

- Assist in the development and implementation of marketing strategies to promote our airport and the services offered.
- Create engaging content for marketing materials, including social media posts, email campaigns, blog articles, and advertisements.
- Manage social media accounts and engage with followers to increase brand visibility and audience engagement.
- Coordinate with external vendors and agencies to execute advertising campaigns across digital, print, and other media channels.
- Assists with website maintenance, including publishing and editing content
- Conduct market research and analyze consumer behavior to identify trends and opportunities.
- Provide support for our in-house advertising program including placement of purchase requisitions, communication with advertisers, preparation of contracts, and minor installations inside the terminal.
- Monitor and report on the performance of marketing campaigns, including key metrics.
- Stay up to date with industry trends and best practices in marketing and advertising.
- May perform other duties as assigned.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Proven experience in marketing or advertising roles, with a strong understanding of digital marketing channels and techniques.
- Excellent written and verbal communication skills, with the ability to create compelling content.
- Proficiency in social media management tools and analytics platforms.
- Strong analytical skills and the ability to interpret data to drive informed decisions.
- Creative thinking and problem-solving abilities.
- Ability to manage multiple projects simultaneously and meet deadlines in a fast-paced environment.

- Experience with graphic design software (e.g., Adobe Creative Suite) is a plus.
- Thorough knowledge of all media used in marketing, their characteristics and applicability
- Thorough knowledge of the principles and practices of effective written communications
- Good knowledge of writing style, vocabulary, spelling and grammar; technical writing skills preferred
- Good knowledge of newsletter design
- Ability to communicate clearly and effectively, both verbally and in writing, with individuals and groups from diverse backgrounds, including vendors, tenants, customers, management, and staff.
- Ability to establish and maintain effective interpersonal working relationships with others
- Ability to research and verify information
- Ability to proofread written publications and graphics
- Working knowledge of Microsoft 365, Word Press, Illustrator, Photoshop and Canva
- Ability to engage with online community on behalf of a brand
- Ability to work independently with minimal supervision
- Ability to use good judgment
- Tact and courtesy in dealing with staff and public
- Ability to meet the physical requirements of the position, which includes being stationary at a desk, utilizing a computer workstation, being mobile throughout the airport, and being able to speak clearly, with or without reasonable accommodation.
- Ability to work evenings, weekends, and holidays when necessary for airport events or emergencies
- Ability to manage and protect confidential information

#### MINIMUM QUALIFICATIONS

- A. Bachelor's degree in Marketing, Advertising, Communications, or related field from a regionally accredited or New York State registered College or University.
- B. Four (4) years of paraprofessional or professional level work experience, or its part-time equivalent, in marketing, advertising, communications, or a related field.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**RESOLUTION No. \_\_\_\_ 2024**

**RESOLUTION ADOPTING THE PROVISIONS OF SECTION 41(j) OF THE NEW YORK RETIREMENT AND SOCIAL SECURITY LAW**

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

**WHEREAS**, Section 2799-fff of the Enabling Act provides that the Authority is authorized, with the consent of the Mayor, to transfer any officer or employee of the City to the employ of the Authority and that any such transferred employees’ who are members of or benefit under any existing pension or retirement fund or system, shall continue to have all rights, privileges, obligations and status with respect to such fund or system; and

**WHEREAS**, the Section 41(j) of the New York Retirement and Social Security Law (“Section 41(j)”) provides for the granting of one day of additional service credit for each day of accumulated unused sick leave which an eligible employee has at time of retirement (the “Service Credits”); and

**WHEREAS**, the Authority is a local public employer eligible to adopt the provisions of Section 41(j) and wishes to encourage City employees to make and continue careers with the Authority by providing eligible employees Service Credits as provided under Section 41(j), to be credited towards an Authority employee’s retirement;

**WHEREAS**, the Authority Board previously approved the Service Credits by Resolution No. 30 of 2013 but the New York State and Local Retirement System was never notified of its adoption by the Board and such notification is required to be effective.

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

**RESOLVED**, that the Syracuse Regional Airport Authority hereby re-adopts the provisions of Section 41(j) of the New York Retirement and Social Security Law for the voluntary participation of all eligible employees; and it is further

**RESOLVED**, that the appropriate officials of the Syracuse Regional Airport Authority are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Service Credits as authorized by Section 41(j) of the New York Retirement and Social Security Law.

**RESOLUTION ADOPTED**

**DATE:** April \_\_\_\_, 2024

**VOTE:** *Ayes* \_\_\_\_ *Nays* \_\_\_\_ *Abstentions* \_\_\_\_

**SIGNED:** \_\_\_\_\_

*Secretary*



## ALLOWANCE FOR UNUSED SICK LEAVE

Subdivision (j) of Section 41 and Subdivision (j) of Section 341 of the Retirement and Social Security Law allows a participating employer to elect to provide additional service credit toward retirement for its employees who are entitled to accumulate sick leave.

### **This benefit applies to all tiers of membership.**

The additional service credit is available only for those members who are included in a plan established by law, rule, regulation, written order or written policy that provides for the regular earning and accumulation of sick leave.

For Employee Retirement System (ERS) members that are in Tier(s) 1, 2, 3, 4 and 5; the maximum additional service credit allowed under Section 41, subdivision (j) is one hundred sixty five (165) days. For Tier 6 members' credit is available for a maximum of one hundred (100) days.

For Police and Fire Retirement System (PFRS) members, all Tiers under Section 341, subdivision (j) are granted one hundred and sixty five (165) days.

The additional service credit is applied on a workday basis (260 days = one year).

Members who receive a cash payment based on their accumulated sick leave at retirement are **not eligible** for the additional service credit. Payments for unused sick leave cannot be considered in the calculation of a member's final average salary.

To provide this benefit, the employer must file a resolution with the Retirement System attesting to the election of this benefit, for its employees who are members of the Retirement System.

**RESOLUTION ADOPTING POLICY AND STATEMENT FOR TITLE VI OF  
THE CIVIL RIGHTS ACT OF 1964 AND RELATED AUTHORITIES 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**, as a recipient of Federal Aviation Administration grant monies, the Authority is obligated to adopt certain policies and procedures consistent with federal law, including but not limited to Title VI of the Civil Rights Act of 1964 and related authorities (“**Title VI**”); and

**WHEREAS**, management of the Authority has prepared a proposed policy governing Title VI activities, a copy of which is annexed hereto at Exhibit “A” (the “**Title VI Statement and Policy**”) and recommended its adoption by the Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby adopts the annexed Title VI Statement and Policy to govern Authority’s Title VI activities at the Syracuse Hancock International Airport.

**RESOLUTION ADOPTED DATE: APRIL 5, 2024**

**VOTE:**    *Ayes* \_\_\_\_\_ *Nays* \_\_\_\_\_ *Abstentions* \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*



### **1. Title VI Policy Statement<sup>1</sup>**

The Syracuse Regional Airport Authority (SRAA) assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

The SRAA further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the SRAA will take, actions to involve them and the general public in the decision-making process will be made.

The SRAA requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between the SRAA and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Debi Marshall, available at 315-455-3636 or at [marshall@syraairport.org](mailto:marshall@syraairport.org), is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

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*Signature*  
H. Jason Terreri  
Executive Director

April 5, 2024  
Effective Date

April 5, 2027  
3-Year Expiration Date

This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

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## 2. Administration

The SRAA Board of Directors has reviewed and adopted this Title VI Plan for SRAA. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Executive Director’s or Coordinator’s name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the Board of Directors and resubmittal to FAA.

In addition to the Coordinator and airport sponsor’s leadership, the following people also assist with our Title VI program requirements:

<b>Staff Supporting Title VI Program</b>	<b>Airport Sponsor Program / Office</b>
Debi Marshall	Director of Human Resources
John Clark	General Counsel
Linda Ryan	Director of Business Development
Matt Szwejbka	Customer Experience Manager
Robin Watkins	Chief Financial Officer
Dawn O’Shaughnessy	Accounting and Contract Specialist

The SRAA has the following airport program sub-recipients:

<b>Sub-Recipients</b>
None

As of the date of this plan, the SRAA has the following pending applications for Federal financial assistance:

<b>Federal Source</b>	<b>Grant Number</b>	<b>Amount</b>
FAA	SYR-EAG-3-36-0114-168-2023	\$7,965,000
FAA	SYR-EAG-3-36-0114-167-2023	\$118,800
FAA	SYR-EAG-3-36-0114-169-2023	\$3,151,554
FAA	SYR-EAG-3-36-0114-165-2022	\$359,325
FAA	SYR-EAG-3-36-0114-160-2021	\$360,500
FAA	SYR-EAG-3-36-0114-166-2022	\$431,234

In addition, the SRAA sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State DOT

<b>Federal Source</b>	<b>Grant Number</b>	<b>Amount</b>
<i>None</i>		

Updated information for pending and awarded grant applications will be available through the following methods:

Federal Source	Grant Award Information Available at:
DHS	<a href="http://www.DHSgrantinfo.gov">www.DHSgrantinfo.gov</a>
DOJ	<a href="http://www.USgrantsinfo.net">www.USgrantsinfo.net</a>
FAA AIP	<a href="https://www.faa.gov/airports/aip/">https://www.faa.gov/airports/aip/</a>

### **3. Grant and Procurement Assurances**

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

The SRAA will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/grant\\_assurances/#current-assurances](https://www.faa.gov/airports/aip/grant_assurances/#current-assurances).

#### Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/). Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. The SRAA requires, Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements. All contracts will be reviewed for required language prior to execution by Director of Business Development, General Counsel and/or Accounting and Contract Specialist.

#### **Description of Oversight Methods for Subcontracts**

*Prior to execution by SRAA, all agreements, contracts, leases, transfer agreements, solicitations, and similar instructions (collectively "agreements") are reviewed to ensure that such agreements contain all clauses and/or language required by FAA General Civil Rights Provisions and/or the Provisions of Title VI of the Civil Rights Act of 1964, as amended.*

### **4. Title VI Coordinator Responsibilities**

The Coordinator is responsible for ensuring that they and other staff supporting the Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to Director of Human Resources on the status of Title VI compliances.

- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding the response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods can include optional demographic questions in airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Works with the Director of HR to identify any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

### **5. Notice**

49 CFR Part 21 Appendix C(b)(2)(ii)

The SRAA will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible,<sup>2</sup> and maintained. The poster template is available at

[https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/) and a completed copy is attached. See Section 15 Appendix.

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<sup>2</sup> For more information about website accessibility, please visit ADA.gov.

The SRAA has posted the above Title VI policy statement at its staff offices.

The SRAA will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by April 8, 2024.

Posters are displayed in **each** terminal and other areas on airport property, including the following public locations:

<b>Terminal/FBO/Concessions/ Other Locations</b>	<b>Quantity in Pre-Security Area</b>	<b>Quantity in Post-Security Area</b>	<b>Additional Quantities</b>
Terminal A	2	3	
Terminal B	2	9	
Center	6	2	
Million Air (FBO)	1		
Freeman Jet Center	1		

Outreach to Affected Communities

The Customer Experience Manager ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcast, and any other appropriate options. The Customer Experience Manager contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities<sup>3</sup> and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

**The Syracuse Regional Airport Authority will create a detailed CPP by March 29, 2024.** A copy of the plan will be available at [www.flysyracuse.com](http://www.flysyracuse.com).

To ensure that the community is effectively informed of and able to participate in public hearings, the Customer Experience Manager includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

**6. Community Statistics**

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the SRAA will be able to identify,

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<sup>3</sup> We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

understand, and engage with communities. In doing so, the SRAA needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by the SRAA's airport program.

<b>Affected Communities<sup>4</sup></b>	<b>Population</b>
Town of Salina	33,372
Town of Dewitt	24,618
Town of Manlius	33,325
City of Syracuse	127,224
Town of Cicero	29,181

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

#### Low Income Communities<sup>5</sup>

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” The SRAA is collecting information about affected and potentially affected low-income communities. According to US Census the overall poverty level for the County of Onondaga is approximately 13.8%. The poverty rate remains **similar** compared with the rest of the state. The poverty rates for the specific Affected Communities are as follows:

<b>Affected Communities</b>	<b>Poverty Rate</b>
Town of Salina	10.4%
Town of Manlius	5.0%
Town of DeWitt	8.6%
<b>Town of Cicero</b>	8.6%
<b>City of Syracuse</b>	27.9%

#### Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows

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<sup>4</sup> “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

<sup>5</sup> Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

**Affected Community: Town of Salina**  
**Total Affected Community Population: 33,072**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
White	28,018	84.7%
Black or African American	1,072	3.2%
American Indian or Alaska Native	110	0.3%
Asian	1,340	4.0%
Native Hawaiian or Other Pacific Islander	5	
Hispanic or Latino	1,317	3.9%
More than one	2,020	6.1%

**Affected Community: Town of Dewitt**  
**Total Affected Community Population: 24,618**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
White	19,944	81%
Black or African American	1,719	6.9%
American Indian or Alaska Native	63	0.2%
Asian	1,009	4.0%
Native Hawaiian or Other Pacific Islander	26	0.1%
Hispanic or Latino	927	3.7%
More than one	1,643	6.6%

**Affected Community: City of Syracuse**  
**Total Affected Community Population: 127,224**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
White	62,064	48.7%
Black or African American	36,871	28.9%
American Indian or Alaska Native		
Asian	6,858	5.3%
Native Hawaiian or Other Pacific Islander		
Hispanic or Latino	15,323	12%
More than one	16,705	13.1%

**Affected Community: Town of Cicero**  
**Total Affected Community Population: 29,181**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
White	23,529	80.6%
Black or African American	1,771	6.0%
American Indian or Alaska Native	30	
Asian	823	2.8%
Native Hawaiian or Other Pacific Islander	0	
Hispanic or Latino	2,061	7.0%
More than one	2,674	9.1%

**Affected Community: Town of Manlius**  
**Total Affected Community Population: 33,325**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
White	29,413	88.2%
Black or African American	493	1.4%
American Indian or Alaska Native	38	0.1%
Asian	1,514	4.5%
Native Hawaiian or Other Pacific Islander	2	
Hispanic or Latino	1,043	3.1%
More than one	1,337	4.0%



Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that the SRAA communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages<sup>6</sup> that are spoken in LEP households in the Affected Communities. The data source is the U.S. Census Bureau.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>7</sup> The safe harbor for our community is [Calculate the safe harbor. If the total population in your area is 20,000 or greater, then the safe harbor is 1,000. If the total population in your area is less than 20,000, then the safe harbor will be 5% of the total population. For example, if your total population is 15,000, the safe harbor should be 750].

Please refer to the end of this document to find data for all languages in our community.

<b>Languages Spoken by LEP Population that Meet the Safe Harbor Threshold</b>	<b>Number</b>	<b>Margin of Error</b>
Onondaga County: Spanish	4280	497
Onondaga County: Indic Languages	1221	327
Onondaga County: Chinese	1958	311
Onondaga County: Other Asian Languages	1084	374
Oneida County: Spanish	2338	294
Oneida County: Serbo-Croatian	1744	276
Oneida County: Other Asian Languages	2638	601
Broome County: Spanish	1227	217

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages): N/A at this time. Will add language into customer surveys to obtain demographic information.

<b>Languages Spoken by LEP Persons</b>	<b>A few times a year (12 or less days a year)</b>	<b>Several times a month (13 to 51 days a year)</b>	<b>At least once a week (52 to 364 days a year)</b>	<b>Every day (365 days a year)</b>
<i>Spanish</i>				
<i>Indic Languages</i>				
<i>Chinese</i>				
<i>Serbo-Croatian</i>				
<i>Other Asian Languages</i>				

<sup>6</sup> Recommend using language groups from the U.S. Census, and using data for the "Speak English less than 'very well'" category for each language over the threshold.

<sup>7</sup> See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include:

**Additional Languages Spoken**

N/A

This information is updated annually<sup>8</sup> through checking the following resources:

<b>Data Sources for Languages Spoken in Affected Community</b>	<b>Website link to Data Source</b>
U.S. Census Bureau	<a href="https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001">https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001</a>
Local public-school data	<a href="https://data.nysed.gov/profile.php?instid=80000040902">https://data.nysed.gov/profile.php?instid=80000040902</a>

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

**Description of Beneficiary Demographic Information Collection Methods**

- *Airport conducts regular surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.*
- *Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.*
- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

**Description of Employee and Advisory Board Demographic Information Collection Methods**

- *Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application through the job application website.*
- *Every 3 years, the airport administration sends an email to all board members asking them to voluntarily and anonymously enter demographic information through an online survey.*

<sup>8</sup> Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan’s 3-year period.

## **7. Potential or Known Community Impacts**

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no SRAA activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.<sup>9</sup>

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

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<sup>9</sup> In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

<b>Existing Airport Facilities</b>	<b>Affected Community Impacted by Operation of the Facility</b>
<b>Admin Bldg, Terminal</b>	<b>None</b>
<b>Parking Garage, 3 elevators</b>	<b>none</b>
<b>6 Solar Panels</b>	<b>none</b>
<b>Former Fire Rescue (Storage)</b>	<b>none</b>
<b>Record Storage Bldg near former Fire Rescue</b>	<b>none</b>
<b>Sewage Treatment</b>	<b>none</b>
<b>Runway Elec Vault</b>	<b>none</b>
<b>Millionaire Facility</b>	<b>none</b>
<b>Fire Rescue Bldg.</b>	<b>none</b>
<b>Runway Elec Vault</b>	<b>none</b>
<b>Mohawk Global Logistics</b>	<b>none</b>
<b>Aeroterm Cargo Building</b>	<b>none</b>
<b>Aeroterm Cargo Building</b>	<b>none</b>
<b>Aeroterm Cargo Building</b>	<b>none</b>
<b>C&amp;S Companies</b>	<b>none</b>
<b>NYS Police Barracks</b>	<b>none</b>
<b>Property Maintenance &amp; Storage</b>	<b>none</b>
<b>Snow Removal Equip Storage</b>	<b>none</b>

<b>Fuel Tank &amp; Pumps</b>	<b>none</b>
<b>Snow Removal Equip Storage</b>	<b>none</b>
<b>Sand Storage</b>	<b>none</b>
<b>Fuel Farm</b>	<b>none</b>
<b>T Hangar</b>	<b>none</b>
<b>Hangar / Garage</b>	<b>none</b>
<b>Hangar / Office</b>	<b>none</b>
<b>Hangar / Office</b>	<b>none</b>
<b>Hangar / Office</b>	<b>none</b>
<b>Hangar / Office</b>	<b>none</b>
<b>GSE Storage / Maint</b>	<b>none</b>
<b>GSE Storage / Maint Fire Barn</b>	<b>none</b>
<b>Hangar / Office</b>	<b>none</b>
<b>MRO Hangar</b>	<b>none</b>
<b>FBO T Hangar West</b>	<b>none</b>
<b>FBO Terminal / Hangars</b>	<b>none</b>
<b>FBO T Hangar East</b>	<b>none</b>
<b>Hangar</b>	<b>none</b>

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

<b>Airport Facility Construction Projects</b>	<b>Affected Community Impacted by Construction of the Facility</b>
<i>Landside Improvement-CONRAC</i>	<i>none</i>
<i>North Terminal Expansion</i>	<i>none</i>
<i>South Terminal Expansion</i>	<i>none</i>
<i>Landside Improvement- Switchgear</i>	<i>none</i>

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts:

<b>Facilities or Construction Projects with Disparate Impacts</b>	<b>Affected Community Impacted</b>	<b>Impact Can Be Eliminated?</b>
None	<i>N/A</i>	<i>N/A</i>

**Justifications:**

*[Identify the justification for each existing facility or facility construction project with disparate impacts that cannot be eliminated. This step is only required for the Facilities or Construction Projects with Disparate Impacts where the impact is not eliminated (those with “No” in the right column, above). Note: You are required to provide a justification for proceeding with construction or use, not to cease construction or use. Alternatives and additional minimization, mitigation, or enhancements that were considered and rejected should be explained.]*

<b>Facilities or Construction Projects</b>	<b>Justification</b>
<i>None</i>	<i>N/A</i>

*[Note: in analyzing the justification, consider: (1) To what extent does the program or activity expand opportunity; (2) If persons or businesses are to be displaced, relocated or adversely affected, whether the displacement will be equitably shared by the Affected Communities; (3) The historical background of the program or activity over time, including its design, construction and/or modification; (4) Any related preexisting disadvantages impacting the Affected Community, and any action taken by the recipient or others to alleviate these disadvantages; and (5) An analysis of the comparative impacts of alternative approaches.]*

**8. Limited English Proficiency (LEP)**  
Executive Order 13166

In creating a Language Assistance Plan, the SRAA will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities

Language
Spanish
Indic Languages
Chinese

The SRAA also collects data for languages spoken by airport guests.<sup>10</sup> Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Survey added to wifi access	<a href="http://www.flysyracuse.com">www.flysyracuse.com</a> <a href="http://www.syraairport.org">www.syraairport.org</a>

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
N/A

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the SRAA of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

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<sup>10</sup> We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

**Translation Services:**

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

<b>Translation Vendors</b>	<b>Languages</b>
Universal Translation Services	All above languages

- Information regarding translation services can be obtained at:

<b>Location for Translation Assistance</b>	<b>Languages</b>
Airport website request form	All above languages
Airport website translate view	
Volunteer multi-lingual staff pool	

**Interpretation Services:**

The following vendors have been identified for interpretation services

<b>Interpretation Vendors</b>	<b>Languages</b>
Language Line, Inc.	All above languages
Liberty Translations & Interpreters, LLC	All Above Languages

- Information regarding interpretation services can be obtained at the SRAA website and airline check in counters.

<b>Location for Interpretation Assistance</b>	<b>Languages</b>
Airport Assistance page Language Tab	All above languages

**Description of Interpretation Assistance Processes**

- Title VI Coordinator will maintain a list of multilingual employees, the languages they speak, and their associated office telephone numbers. The list indicates whether each employee is proficient to provide interpretation and/or translation services. The list is updated annually in the Public Information Handbook and provided to all airport employees. Generally, these employee volunteers are available to assist members of the public with verbal real-time interpretation, during normal business hours.
- The airport will contract with the Language Line, Inc. or similar provider to provide on-



demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Airport Communications Center desk or Airport Volunteers use I-Speak cards to identify the language spoken by the airport guest. Staff contacts Language Line, Inc. and “parks” the request in the queue for the appropriate language. Language Line, Inc. operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the Language Line Service binder. This log is kept for one year.

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**9. Transportation**

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the airport but not within Affected Communities are also identified below.

We have coordinated with local transit authority or authorities or planning entities to encourage them to provide transit service access between the airport and these areas.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

<b>Minority and/or Disadvantaged Community Areas</b>	<b>Transit Service</b>	<b>Planned or Existing</b>
Onondaga County	Centro/ Call -a- Bus	Existing

**10. Minority Businesses- AWAITING RESPONSE FROM RW OR JM**

49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

<b>Airport Business Opportunity</b>	<b>Minority Business Outreach Methods</b>
Concessions	NYS Contract Reporter / posts on AAAE & ACI websites
Construction Projects	Various State sponsored outreach events
All projects and opportunities	Posted to Airport website

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with the SRAA.

### **11. Training**

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- What is the complaint procedure, where can it be found
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be made available the SRAA Learning Management System and should be trained every 3 years.

## **12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations**

FAA Notification. The Director of Human Resources and/or the Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements<sup>11</sup>
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements<sup>12</sup>

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, the SRAA must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Director of Human Resources and/or the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Director of Human Resources/ the Coordinator will also provide a statement about the outcome, unless previously provided.

### **13. Title VI Complaints**

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters<sup>13</sup>
3. Allege misconduct by the SRAA, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the SRAA including airport employees, contractors, concessionaires, lessees, or tenants.

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<sup>11</sup> Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

<sup>12</sup> Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

<sup>13</sup> Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the SRAA. Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the complaint and promptly send copies of the complaint to the Director of Human Resources, General Counsel and Executive Director.

Complaints must be filed within 180 calendar days of the discriminatory event, must be in writing, and must be delivered to:

Debi Marshall  
Title VI Coordinator  
Syracuse Regional Airport Authority  
1000 Col Eileen Collins Blvd  
Syracuse, NY 13212  
[CivilRights@syraairport.org](mailto:CivilRights@syraairport.org)

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 calendar days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The Coordinator, along with the Director of Human Resources, may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator or Director of Human Resources will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

### **Discrimination Complaint Referral Procedure**

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Coordinator within 15 calendar days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 calendar days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will upload the information to the FAA Civil Rights Connect System, which issues automated notifications to FAA staff. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

## Investigation Procedure

Assignment of Investigator. The Director of Human Resources along with the Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Director of Human Resources along with the Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against the SRAA, the Director of Human Resources along with the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Director of Human Resources along with the Coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Director of Human Resources along with the Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Director of Human Resources along with the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Director of Human Resources along with the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Director of Human Resources along with the Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through mediation or other appropriate options.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state the SRAA's conclusion regarding whether unlawful discrimination occurred and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the SRAA Executive Director.
- The written appeal must be received within 15 business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the

basis for the appeal.

- The Executive Director will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the SRAA will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. The SRAA employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact Debi Marshall.

This complaint procedure is shared with the public through the following methods:

### **Website, In-person, and Other Distribution Methods**

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**1** Airport website, Title VI page at <https://syraairport.org/assistance>

**2** SRAA Administrative Office – Title VI Coordinator or Human Resources office

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**14. Population / Language Data**[Insert the full B16001 and S1701 tables for your area from [www.census.gov](http://www.census.gov)]

	<b>Onondaga County, New York</b>	
<b>Label</b>	<b>Estimate</b>	<b>Margin of Error</b>
Total:	441,326	±40
Speak only English	395,199	±1,223
Spanish or Spanish Creole:	13,741	±664
Speak English "very well"	9,461	±615
Speak English less than "very well"	4,280	±497
French (incl. Patois, Cajun):	2,107	±369
Speak English "very well"	1,707	±313
Speak English less than "very well"	400	±147
French Creole:	143	±93
Speak English "very well"	103	±75
Speak English less than "very well"	40	±41
Italian:	2,867	±377
Speak English "very well"	2,098	±335
Speak English less than "very well"	769	±161
Portuguese or Portuguese Creole:	250	±119
Speak English "very well"	186	±98
Speak English less than "very well"	64	±40
German:	982	±218
Speak English "very well"	792	±168
Speak English less than "very well"	190	±95
Yiddish:	149	±118
Speak English "very well"	148	±118
Speak English less than "very well"	1	±2
Other West Germanic languages:	57	±33
Speak English "very well"	57	±33

Speak English less than "very well"	0	±27
Scandinavian languages:	68	±40
Speak English "very well"	60	±35
Speak English less than "very well"	8	±12
Greek:	514	±185
Speak English "very well"	382	±165
Speak English less than "very well"	132	±72
Russian:	1,377	±294
Speak English "very well"	758	±223
Speak English less than "very well"	619	±138
Polish:	984	±224
Speak English "very well"	676	±178
Speak English less than "very well"	308	±102
Serbo-Croatian:	1,256	±368
Speak English "very well"	625	±207
Speak English less than "very well"	631	±212
Other Slavic languages:	2,013	±436
Speak English "very well"	1,181	±287
Speak English less than "very well"	832	±208
Armenian:	46	±30
Speak English "very well"	14	±18
Speak English less than "very well"	32	±24
Persian:	178	±135
Speak English "very well"	108	±83
Speak English less than "very well"	70	±63
Gujarati:	102	±67
Speak English "very well"	62	±56
Speak English less than "very well"	40	±35
Hindi:	942	±300
Speak English "very well"	671	±229
Speak English less than "very well"	271	±162



Urdu:	501	±273
Speak English "very well"	289	±127
Speak English less than "very well"	212	±182
Other Indic languages:	2,065	±414
Speak English "very well"	844	±255
Speak English less than "very well"	1,221	±327
Other Indo-European languages:	604	±222
Speak English "very well"	444	±171
Speak English less than "very well"	160	±98
Chinese:	3,890	±539
Speak English "very well"	1,932	±467
Speak English less than "very well"	1,958	±311
Japanese:	232	±96
Speak English "very well"	131	±67
Speak English less than "very well"	101	±72
Korean:	1,114	±255
Speak English "very well"	689	±178
Speak English less than "very well"	425	±129
Mon-Khmer, Cambodian:	173	±96
Speak English "very well"	67	±46
Speak English less than "very well"	106	±68
Hmong:	92	±104
Speak English "very well"	80	±92
Speak English less than "very well"	12	±17
Thai:	348	±159
Speak English "very well"	195	±117
Speak English less than "very well"	153	±96
Laotian:	149	±80
Speak English "very well"	62	±42
Speak English less than "very well"	87	±67
Vietnamese:	1,650	±393

Speak English "very well"	654	±201
Speak English less than "very well"	996	±266
Other Asian languages:	2,058	±525
Speak English "very well"	974	±323
Speak English less than "very well"	1,084	±374
Tagalog:	400	±180
Speak English "very well"	343	±156
Speak English less than "very well"	57	±41
Other Pacific Island languages:	74	±53
Speak English "very well"	26	±29
Speak English less than "very well"	48	±35
Navajo:	35	±52
Speak English "very well"	35	±52
Speak English less than "very well"	0	±27
Other Native North American languages:	160	±90
Speak English "very well"	154	±88
Speak English less than "very well"	6	±9
Hungarian:	85	±57
Speak English "very well"	54	±42
Speak English less than "very well"	31	±29
Arabic:	2,488	±495
Speak English "very well"	1,671	±372
Speak English less than "very well"	817	±228
Hebrew:	141	±72
Speak English "very well"	101	±60
Speak English less than "very well"	40	±37
African languages:	2,027	±417
Speak English "very well"	1,163	±279
Speak English less than "very well"	864	±279
Other and unspecified languages:	65	±61

Speak English "very well"	65	±61
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<b>Oneida County, New York</b>		
<b>Label</b>	<b>Estimate</b>	<b>Margin of Error</b>
Total:	220,162	±59
Speak only English	193,875	±1,185
Spanish or Spanish Creole:	7,580	±490
Speak English "very well"	5,242	±415
Speak English less than "very well"	2,338	±294
French (incl. Patois, Cajun):	685	±183
Speak English "very well"	516	±164
Speak English less than "very well"	169	±65
French Creole:	128	±122
Speak English "very well"	100	±110
Speak English less than "very well"	28	±22
Italian:	1,256	±265
Speak English "very well"	979	±216
Speak English less than "very well"	277	±105
Portuguese or Portuguese Creole:	133	±148
Speak English "very well"	133	±148
Speak English less than "very well"	0	±27
German:	751	±251
Speak English "very well"	640	±211
Speak English less than "very well"	111	±64
Yiddish:	23	±22
Speak English "very well"	20	±22
Speak English less than "very well"	3	±5
Other West Germanic languages:	89	±106
Speak English "very well"	76	±99
Speak English less than "very well"	13	±13

Scandinavian languages:	6	±7
Speak English "very well"	0	±27
Speak English less than "very well"	6	±7
Greek:	146	±99
Speak English "very well"	125	±86
Speak English less than "very well"	21	±21
Russian:	1,702	±593
Speak English "very well"	720	±287
Speak English less than "very well"	982	±357
Polish:	1,209	±260
Speak English "very well"	904	±214
Speak English less than "very well"	305	±127
Serbo-Croatian:	3,487	±502
Speak English "very well"	1,743	±294
Speak English less than "very well"	1,744	±276
Other Slavic languages:	534	±176
Speak English "very well"	174	±76
Speak English less than "very well"	360	±138
Armenian:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Persian:	140	±103
Speak English "very well"	94	±70
Speak English less than "very well"	46	±38
Gujarati:	45	±42
Speak English "very well"	33	±31
Speak English less than "very well"	12	±17
Hindi:	100	±70
Speak English "very well"	89	±73
Speak English less than "very well"	11	±18
Urdu:	386	±323
Speak English "very well"	189	±179

Speak English less than "very well"	197	±241
Other Indic languages:	649	±347
Speak English "very well"	410	±214
Speak English less than "very well"	239	±176
Other Indo-European languages:	146	±78
Speak English "very well"	79	±40
Speak English less than "very well"	67	±53
Chinese:	479	±153
Speak English "very well"	290	±113
Speak English less than "very well"	189	±108
Japanese:	57	±47
Speak English "very well"	0	±27
Speak English less than "very well"	57	±47
Korean:	158	±72
Speak English "very well"	90	±56
Speak English less than "very well"	68	±42
Mon-Khmer, Cambodian:	684	±342
Speak English "very well"	348	±215
Speak English less than "very well"	336	±207
Hmong:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Thai:	119	±75
Speak English "very well"	26	±25
Speak English less than "very well"	93	±69
Laotian:	15	±23
Speak English "very well"	0	±27
Speak English less than "very well"	15	±23
Vietnamese:	937	±302
Speak English "very well"	472	±204

Speak English less than "very well"	465	±175
Other Asian languages:	2,930	±604
Speak English "very well"	292	±129
Speak English less than "very well"	2,638	±601
Tagalog:	68	±41
Speak English "very well"	56	±40
Speak English less than "very well"	12	±16
Other Pacific Island languages:	124	±104
Speak English "very well"	116	±104
Speak English less than "very well"	8	±10
Navajo:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Other Native North American languages:	66	±62
Speak English "very well"	20	±22
Speak English less than "very well"	46	±42
Hungarian:	43	±33
Speak English "very well"	29	±25
Speak English less than "very well"	14	±22
Arabic:	973	±324
Speak English "very well"	526	±214
Speak English less than "very well"	447	±231
Hebrew:	138	±126
Speak English "very well"	136	±125
Speak English less than "very well"	2	±5
African languages:	288	±143
Speak English "very well"	167	±102
Speak English less than "very well"	121	±79
Other and unspecified languages:	13	±14
Speak English "very well"	4	±5

Speak English less than "very well"	9	±13
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	<b>Broome County, New York</b>	
<b>Label</b>	<b>Estimate</b>	<b>Margin of Error</b>
Total:	187,978	±59
Speak only English	170,361	±918
Spanish or Spanish Creole:	4,304	±443
Speak English "very well"	3,077	±345
Speak English less than "very well"	1,227	±217
French (incl. Patois, Cajun):	678	±222
Speak English "very well"	552	±211
Speak English less than "very well"	126	±62
French Creole:	219	±125
Speak English "very well"	103	±64
Speak English less than "very well"	116	±86
Italian:	1,060	±217
Speak English "very well"	714	±159
Speak English less than "very well"	346	±127
Portuguese or Portuguese Creole:	151	±116
Speak English "very well"	124	±110
Speak English less than "very well"	27	±28
German:	309	±103
Speak English "very well"	267	±100
Speak English less than "very well"	42	±35
Yiddish:	169	±228
Speak English "very well"	112	±146
Speak English less than "very well"	57	±84
Other West Germanic languages:	44	±27
Speak English "very well"	44	±27

Speak English less than "very well"	0	±27
Scandinavian languages:	24	±34
Speak English "very well"	24	±34
Speak English less than "very well"	0	±27
Greek:	239	±120
Speak English "very well"	144	±89
Speak English less than "very well"	95	±76
Russian:	818	±340
Speak English "very well"	385	±204
Speak English less than "very well"	433	±186
Polish:	254	±106
Speak English "very well"	238	±104
Speak English less than "very well"	16	±20
Serbo-Croatian:	467	±187
Speak English "very well"	269	±132
Speak English less than "very well"	198	±109
Other Slavic languages:	571	±189
Speak English "very well"	435	±170
Speak English less than "very well"	136	±76
Armenian:	115	±102
Speak English "very well"	98	±92
Speak English less than "very well"	17	±28
Persian:	169	±157
Speak English "very well"	93	±88
Speak English less than "very well"	76	±73
Gujarati:	274	±142
Speak English "very well"	224	±127
Speak English less than "very well"	50	±47
Hindi:	521	±417
Speak English "very well"	476	±388
Speak English less than "very well"	45	±56



Urdu:	442	±208
Speak English "very well"	280	±151
Speak English less than "very well"	162	±101
Other Indic languages:	606	±221
Speak English "very well"	522	±191
Speak English less than "very well"	84	±74
Other Indo-European languages:	823	±486
Speak English "very well"	602	±361
Speak English less than "very well"	221	±152
Chinese:	2,216	±395
Speak English "very well"	1,233	±247
Speak English less than "very well"	983	±299
Japanese:	93	±69
Speak English "very well"	82	±69
Speak English less than "very well"	11	±17
Korean:	524	±107
Speak English "very well"	223	±100
Speak English less than "very well"	301	±96
Mon-Khmer, Cambodian:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Hmong:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Thai:	32	±32
Speak English "very well"	32	±32
Speak English less than "very well"	0	±27
Laotian:	483	±152
Speak English "very well"	151	±72
Speak English less than "very well"	332	±114
Vietnamese:	422	±198

Speak English "very well"	207	±124
Speak English less than "very well"	215	±120
Other Asian languages:	447	±196
Speak English "very well"	329	±154
Speak English less than "very well"	118	±93
Tagalog:	286	±118
Speak English "very well"	236	±105
Speak English less than "very well"	50	±36
Other Pacific Island languages:	6	±13
Speak English "very well"	6	±13
Speak English less than "very well"	0	±27
Navajo:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Other Native North American languages:	12	±14
Speak English "very well"	6	±11
Speak English less than "very well"	6	±9
Hungarian:	2	±3
Speak English "very well"	2	±3
Speak English less than "very well"	0	±27
Arabic:	533	±269
Speak English "very well"	305	±216
Speak English less than "very well"	228	±129
Hebrew:	139	±76
Speak English "very well"	94	±58
Speak English less than "very well"	45	±40
African languages:	146	±80
Speak English "very well"	126	±74
Speak English less than "very well"	20	±20
Other and unspecified languages:	19	±18

Speak English "very well"	9	±9
Speak English less than "very well"	10	±16

## 15. Completed Unlawful Discrimination Poster

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### **Unlawful Discrimination**

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

ADA Coordinator: Debi Marshall  
ADA Coordinator Phone: 315-455-3636  
Title VI Coordinator Phone: 315-455-3646  
Email: [CivilRights@syrairport.org](mailto:CivilRights@syrairport.org)  
Address: 1000 Col. Eileen Collins Blvd.  
Syracuse, NY 13212

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### **Discriminacion Ilegal**

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

ADA Coordinador: Debi Marshall  
ADA Coordinador Teléfono: 315-455-3636  
Title VI Coordinador Teléfono: 315-455-3646  
Email: [CivilRights@syrairport.org](mailto:CivilRights@syrairport.org)  
Dirección: 1000 Col. Eileen Collins Blvd.  
Syracuse, NY 13212



U.S. Department of Transportation  
Federal Aviation Administration

HQ-101088

## Human Resources Committee Meeting Minutes

Thursday, February 22, 2024

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, February 22, 2024, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:08 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  
Mr. Ulatowski

**Absent:**

**Other attendees:**

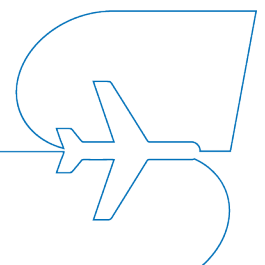
Mr. Michael Frame  
Mr. Jason Terreri  
Ms. Joanne Clancy  
Ms. Debi Marshall  
Mr. Jason Mehl  
Ms. Robin Watkins

**Roll Call**

As noted above all members were present.

**Approval of Minutes from Previous Meetings**

As there were no further comments regarding the HR Committee minutes from the October 26, 2023, meeting, Ms. Gagliano made a motion to approve, and Ms. Allen seconded. Vote was carried unopposed.



## **New Business**

### **Review of the Human Resources Committee Charter:**

Director of Human Resources, Debi Marshall mentioned there is some language regarding the Human Resources committee being in charge of hiring and feedback regarding hires, that may need to be updated. She stated that she would discuss with the General Counsel if updates should be made. No other comments were made. Mr. Lazar stated that it would be discussed again at the next HR Committee meeting.

### **Management Report:**

Ms. Marshall discussed KPIs and metrics. 19 people have been hired since October, with 9 people, mostly resignations. Mr. Lazar asked if transferring from one department to another counts towards this and it does not. Ms. Marshall said the Authority now has approximately 148 employees. Union grievances are down. Requests for accommodation are being tracked and for the last quarter, only one additional request. An Environmental Health and Safety Manager has been hired and will start mid-April. A discussion ensued regarding various types of accommodations that have been requested and what safety training is being provided to help prevent injuries. DEI and demographics are being tracked via self-reporting. The Learning Management System (LMS) implementation is on-going with the hope that it will be up and running soon. Title VI plan information will be provided at the April Board meeting. This is required for all airports and includes a Community Participation Plan (CPP). Demographics will be tracked for all public meetings on a voluntary basis. The NY State Retirement reporting process has been enhanced regarding pension information.

Ms. Allen asked questions about the RFP concessions process for local vendors. She stated it is difficult for small businesses to be able to comply with all of the requirements in only 30 days and asked if the deadline could be extended, and if opportunities could be shared sooner to give more time to smaller businesses. Dr. Chin inquired about the efforts to prepare people for bid-day and made suggestions. Ms. Marshall stated that many of the RFPs have regulations for various types of bids, but that she will speak with the General Counsel and the Commercial Department about these concerns. The Title VI plan covers how things affect and impact the surrounding communities. Ms. Clancy noted that all of the RFPs are listed on the airport's website, a form can be filled out in advance for people to sign up to be notified via email automatically of new opportunities to bid on various projects.

Ms. Marshall provided a Civil Service update, specifically for the SRAA Police Department. At the February meeting for NYS Civil Service, they disapproved the airports' request for the second time for a vote regarding competitive or non-competitive positions. This determined which officers would be considered provisional and which would have to take a civil service test. Twelve police officers, including the Captain were deemed eligible for reinstatement or transfer, but eight provisional police officers and any who were previously NYS Troopers were not considered police officers by civil service and will need to test. The Civil Service Commission ruled that all police officer positions should be competitive. At least six of our officers will need to test and be reachable on the list to remain in their positions. The main issue that the SRAA has is that the Authority is not in a position to hire entry-level police officers who have not completed all of their trainings and certifications and that we want to retain and permanently appoint the

officers that we already have in place who are performing well since last year. Discussions and correspondence regarding legislative action regarding this issue and all of the long-term provisional positions continues.

A discussion was held regarding the changes to the SRAA Drug testing policy based on information received that shows that the airport falls under the federal guidelines instead of NY State guidelines, therefore, small changes in the policy were made as a result. All questions were answered. A conversation was held regarding a nepotism policy. Some language covers these situations in an annual conflict of interest form, but management wanted to bring this topic back to the committee to see if there were any comments and how any such policy would impact the union employees. Currently, these are handled on a case-to-case basis if there are related individuals in the same department or reporting structure. Dr. Chin shared his experience with this and stated that disclosure is the most important piece and the group suggested adding a question to the application process. Ms. Marshall thanked the group for those ideas.

Two positions were being brought to the committee for support to recommend to the SRAA Board. Employee Relations and Compliance Specialist is a new role in the Human Resources department in order for both the Talent Development specialist and Payroll administrator to be able to focus on their own roles and move the compliance issues piece, background checks, civil service, workers comp and other compliance related issues in order to restructure the HR department to fully support the growing employee base. The second position is for a Marketing and Advertising Associate. Recently one position was eliminated due to the changing support needs of the Commercial department. Ms. Marshall shared the current organization chart that was in the packet. Mr. Lazar noted the importance of having the right structure to support management and projects. Mr. Stevens described and recommended expanded internship programs he has been involved with at the county level. Mr. Ulatowski, Ms. Gagliano and others described similar programs that have been utilized with a positive result. Ms. Marshall explained the upcoming temporary intern and summer positions at the airport and the effect that the current civil service requirements would have on an expanded program such as Mr. Steven's described. The committee agreed to put forth both positions to the SRAA Board. Mr. Lazar made a motion and Ms. Gagliano seconded. Vote was carried unopposed.

**Adjournment:**

A motion to adjourn was made by Mr. Lazar and seconded by Ms. Gagliano, the meeting adjourned at 12:09 p.m.



**Finance Committee Meeting Minutes  
Thursday, February 22, 2024**

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, February 22, 2024, 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 9:32 a.m.

**Members Present:**

Ms. Jo Anne Gagliano  
Dr. Shiu-Kai Chin  
Mr. Michael Lazar  
Mr. Nathaniel Stevens  
Mr. Michael Frame - Teams  
Ms. Latoya Allen

**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.

CFO Watkins welcomed and introduced new members of the Finance Department. Julie Barfield, Finance Manager, and Dawn O'Shaughnessy, Accounting & Contract Specialist to the committee and explained their roles and responsibilities in the department. A pre-meeting was held with Dr. Chin and Ms. Allen to discuss all agenda items and adjust today's presentation.

**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 October 26, 2023, Finance Committee Meeting. Having no comments or



adjustments, Ms. Gagliano made a motion and Mr. Lazar seconded the motion. Motion carried unanimously.

### **Review SRAA Finance Committee Charter**

The committee reviewed the charter in their packets to discuss any changes or updates needed. Hearing none, Ms. Gagliano made a motion to approve the current charter and Mr. Lazar seconded that motion. Motion carried unanimously.

### **New Business:**

#### **CFO Report:**

Committee Chair Chin noted that the presentation was distributed to the committee previously. CFO Watkins went on to review the current financial metrics. Landed weights were down, but still trending above last year at this time. Aircraft size impacts the landed weights. Better than average performance for the year currently for our budget with passenger loads increasing in February, March and April. These fluctuations are forecasted using Diio schedules for planning purposes, which are accurate up to 3 months out. Passenger enplanements are ahead of budget with a double digit, 12.3% growth. This growth is mainly due to realignment in our catchment areas with those passengers coming to SYR. A discussion was held regarding fees. Load factors are at 83% on average, with the morning bank flights being over 90%. Some airlines experienced a slight decrease in load factors, but only because that aircraft had been up-gauged to a larger size. Mr. Stevens initiated a conversation regarding what the limits are at SYR to increase passengers and market growth regarding up-gauging aircraft and how that would affect baggage, etc. CFO Watkins stated that SYR is already at capacity for baggage claim which is critical to fund a baggage project as soon as possible. Timelines and the ability to execute critical projects with the amount of funding available is a challenge. Pilot shortages were discussed. Gate turns are billed for common use, and with the new software installed, we've expanded the ability for multiple airlines to use the same gate. Remain Over Night (RON)s are billed as well when aircraft are parked overnight and that process was fully explained to the committee. Parking revenues are up as the garage and open lots are near capacity during peak travel times. Revenue is down slightly for January due to the enplanement activity. Concessions and transportation were also slightly down, as expected in January, however is still running approximately \$500k ahead of budget. The SRAA budget is running about \$4M ahead of budget mainly due to timing differences with the deferral of construction projects such as HVAC, windows, siding, parking garage repairs delayed until the second half of the year for a variety of reasons. Some projects will now shift into the next fiscal year (July 1<sup>st</sup>). Utility rates are lower than expected, partly because of energy efficiencies, a lower snow pattern and weather conditions. Net income YTD is up 4.8%. No federal or state grant revenue has been received. Other fees and revenue items were discussed. Operating cash is at 337 days. Federal and state grant matching requirements will lower that amount as the cash is outlaid awaiting reimbursements during various projects which can take a long time for that process to complete. Cyber security and banking issues were discussed along with the RFP process. Dr. Chin

discussed lowering the level of number of days allowed within the budget for the cash on hand during these fluctuations and that will be discussed further at the SRAA Board offsite. Other projects with external sources of funding were discussed as well as unfunded projects through 2030. The formula for federal project funding such as pavement, is federal pays 90%, the airport pays 5% and the state pays 5% for small hub airports. Some projects such as HVAC and windows have a much larger share that the airport must pay. The Customs and Border Protection (CBP) Federal Inspection Station (FIS) project grant vs. actual cost was discussed along with the benefits of the new international flight service potential for the future. Ordered snow equipment has still not been received yet, over a year later, so the order was canceled and will be reordered from another company. Mr. Steven asked questions regarding capital projects and all questions were answered. CFO Watkins went over prioritization of projects and the budget and noted that a more in depth discussion on bonding, funding sources, timelines and rates will take place at the offsite and important decisions will need to be made because there are not enough funds to cover all of the needed projects. Mr. Stevens requested more photos and videos to better visualize the various projects. Dr. Chin discussed having a cash flow status statement and Mr. Lazar asked further questions regarding TSA queuing.

CFO Watkins let the committee know that Frasca and Associates will join the SRAA Board retreat to assist with the funding discussions and the Executive Team will provide white papers

**Adjournment:**

With no Executive session held or further questions, Ms. Gagliano made a motion to adjourn, and Dr. Lazar seconded that motion. The meeting was adjourned at 10:59 a.m.