



**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 1st). 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.