



**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, January 19, 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 December 1, 2023 Regular Board Meeting**
 2. **Resolution Reaffirming Job Titles and Standard Workday Designations**
3. **Airport Scorecard**
4. **New Business/Discussion**
 1. Airport Activity update
 2. Legislative priority update
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
JANUARY 19, 2024 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”)¹ governs the procedural conduct of Authority Board meetings; and

WHEREAS, RONR authorizes the use of a Consent Calendar² for routine matters in order to expedite a meeting; and

WHEREAS, at a meeting of the Board held on January 19, 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 January 19, 2024 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: JANUARY 19, 2024

VOTE: *Ayes* ___ *Nays* ___ *Abstentions* ___

SIGNED:
Secretary

¹ Refers to the edition of Roberts Rules of Order currently in effect.

² RONR 12th edition 41:32.

SCHEDULE A

Consent Agenda

- 1. Approval of Minutes from the December 1, 2023 Regular Board Meeting**
- 2. Resolution Reaffirming Job Titles and Standard Workday Designations**



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

Friday, December 1, 2023

Pursuant to the notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, December 1, 2023, 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 - Teams
Ms. Latoya Allen
Mr. Nathaniel Stevens
Dr. Shiu-Kai Chin
Mr. Nick Paro
Mr. Robert Simpson
Mr. Michael Frame
Mr. Michael Lazar

Members Absent:

Mr. Kenneth Kinsey
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
Ms. Linda Ryan

Chair Gagliano started the SRAA Board meeting at 11:01 a.m.

Roll Call

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

Executive Session

Chair Gagliano invited a motion to go into Executive Session to discuss matters pertaining to the employment history and job performance of a particular person. A motion was made by Mr. Lazar and seconded by Mr. Stevens. The Executive Session began at 11:03 a.m. and ended at 11:23 a.m. No action was taken.

Chair Gagliano thanked Mr. Nick Paro for his service on the board and wished him well in the future. Mr. Paro said he feels fortunate to have been a part of the board.

Consent Agenda:

Chair Gagliano explained all items in the consent agenda which were all recommended by the SRAA committees previously. Having no objections or comments regarding this resolution, Chair Gagliano invited a motion. A motion was made by Mr. Lazar, seconded by Mr. Paro, and the consent agenda was unanimously approved.

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

Airport Scorecard

Director Terreri shared information on the scorecard updates. He stated the record-setting passenger numbers that the SYR airport is seeing compared to other airports. SYR is beating every national category for small, medium and large hub airports for growth rates and is one of the fastest growing small hub airports in the country.

CFO Watkins explained how that activity translates into the budgeted finances and cash on hand. She noted that many of the expenses that are up are affected by timing of projects. Director Terreri said the enplanement numbers are up 4% over budget and SYR is trending 21% above 2019 record numbers and 12% over last year. Overall, from an air service perspective, this is very good news. Chief Commercial Officer Mehl briefed the board on parking, rental car and concession transaction activities. He stated that SYR is running out of concessions to serve our passengers and looking into opportunities for expansion. Car rental budget forecast vs. current actual revenues were discussed and questions were answered. Dr. Chin asked further questions regarding enplanement numbers and Director Terreri explained additional catchment area markets who have lost service are now coming to SYR. Mr. Stevens asked about TSA checkpoint wait times. Director Terreri stated that the current checkpoint capacity is 800 people per hour and at peak holiday times, SYR is seeing 1200-1400 people per hour through the checkpoint. The longest wait time was 48 minutes, which is impressive given the amount of people going through. A blended lane process has been worked out with TSA to help with these back logs. The sixth lane for the checkpoint should be installed soon to help lower the throughput wait times.

Director Terreri noted that Aaron Harris has been promoted to Chief Operations Officer, having been the Deputy Director for a while. Aaron has shown incredible leadership, has excellent staff and tenant relationships and has elevated the SRAA to a higher level. Aaron has been integral in the success of the airport and is now in the number two role to make all decisions necessary when the Executive Director is unavailable.

New Business/Discussion

A discussion was held regarding the 2024 Board and committee schedule focusing on important dates

such as the SRAA Board retreat where there will be an in depth detailed discussion on planning and development as well as the June 28th final budgeting board meeting. Chair Gagliano noted that there is an opening in the Finance Committee and asked for volunteers to join that committee.

Resolution to approve the 2024 SRAA Committee Meeting schedule

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

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

Resolution accepting managements recommendation to negotiate a project labor agreement for the 2023 terminal expansion and enhancements project

Mr. Lazar asked a question regarding the procedure for when agreements need to come to the board. CFO Watkins clarified that this resolution would cover all of the union labor agreements and define rates as it relates to the terminal expansion projects. Having no further discussion regarding this resolution, a motion was made by Mr. Frame and seconded by Mr. Lazar.

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

Resolution to approve the formation of an operating subsidiary(s) to the SRAA

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

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

Resolution Approving Acceptance of Funds from New York State Capital Grant Program for Redesign of Deicing Pads and Related Construction Work

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

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

Committee Reports

Chair Gagliano asked if any of the committees had information to add and Ms. Clancy noted that Human Resource, Finance and Audit minutes were in the packet for review.

Adjournment

Chair Gagliano again recognized Mr. Paro for his two-year rotating term participation on the board and thanked him for his insights and service to the Syracuse Regional Airport Authority. Mr. Damian Ulatowski, Town of Clay, will be joining the board in January for a two-year term. Mr. Paro thanked everyone for this learning opportunity and stated that what the board and leadership are doing is fantastic and the future of the airport is bright.

Mr. Frame wanted to recognize and thank the airport for the community outreach given to the students

recently from Fowler High School. Ms. Marshall wanted to recognize several SRAA staff members for their assistance with the students, Bret Cullen, Matt Szwebjka, Chief Werbeck, Aaron Harris and Kristine Carson in particular. This is the second time the SRAA has hosted the Syracuse City School district for a tour of this type, and we love to partner with them and look forward to more opportunities in the future.

Having no other topics for discussion, a motion was made by Mr. Stevens and seconded by outgoing Board member, Mr. Paro, to adjourn the meeting. The meeting was adjourned at 11:46 a.m.

DRAFT

**RESOLUTION REAFFIRMING CERTAIN JOB TITLES AND STANDARD
WORKDAY DESIGNATIONS**

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

WHEREAS, Section 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, New York State Civil Service and the New York State and Local Employees' Retirement System requires certain specific language be included in resolutions concerning the title or re-titling or reclassifying of new/existing positions and the standard workday for such new positions; and

WHEREAS, a number of position titles now on the Authority's payroll were created prior to the creation of the Authority and came over from the City of Syracuse and as a result there is no formal resolution by the Authority Board creating or otherwise identifying these titles as Authority positions (the "**Pre-Existing Positions**"); and

WHEREAS, the Authority has sought to re-title a number of other position titles created by it (the "**Authority Positions**") with the Onondaga County and New York State Civil Service Commission, a number of which re-titling requests remain pending; and

WHEREAS, due to timing issues a number of both the Pre-Existing Positions and Authority Positions lack a Standard Workday designation; and

WHEREAS, in an effort to satisfy its Civil Service obligations and "close its books" on these matters, Authority management has recommended that the Authority adopt a "Reaffirming

Resolution” identifying the actions taken by the Authority and designating Standard Workdays for both the Pre-existing Positions and the Authority Positions and reaffirming and/or amending Authority resolutions as the case may be as set forth below.

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

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby reaffirms the following Pre-existing Positions and amends the resolutions for the Authority Positions and specifies Standard Workdays for both Pre-existing Positions and Authority Positions as set forth below:

Civil Service Title	SRAA Position Title	SRAA Resolution No.	Standard Workday Hours
Airport Operations Manager	Same	Pre-existing Position	7.25
Airport Operations Worker	Airport Operations Specialist	Authority Position	8.00
Airport Planner II	Airport Planner	Authority Position	7.25
Airport Police Captain	Same	Authority Position	7.25
Airport Security Manager	Same	Authority Position	7.25
Assistant Manager of Terminal Services	Same	Pre-existing Position	7.25
Carpenter	Same	Pre-existing Position	8.00
Custodial Crew Leader	Terminal Crew Leader	Pre-existing Position	8.00

Director of Personnel & Labor Relations	Director of Human Resources (originally HR Manager)	Authority Position	7.25
Electrician	Same	Pre-existing Position	8.00
Manager of Terminal Services	Same	Pre-Existing Position	7.25
Painter	Same	Pre-Existing Position	8.00
Plumber	Same	Pre-Existing Position	8.00
Security and Badging Specialist	Same	Pre-Existing Position	7.25
Steamfitter	Same	Pre-Existing Position	8.00

and that for each such position, the Authority shall report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body;

, and it is further

RESOLVED, that the Executive Director of the Authority, or his/her authorized designee, shall take any and all actions necessary to ensure these positions are properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: January __, 2024

VOTE: Ayes ____ Nays ____ Abstentions ____

SIGNED: _____
Secretary