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Human Resources Committee Meeting Minutes

Thursday, June 6, 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, June 6, 2024, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:02 a.m. by Chair Michael Lazar.

In Attendance:

Michael Lazar - Chair
Ms. Jo Anne Gagliano
Ms. Latoya Allen
Mr. Thomas Fernandez – via Teams
Mr. Nathaniel Stevens – via Teams
Mr. Ulatowski

Absent:

Dr. Shiu-Kai Chin

Other attendees:

Mr. Jason Terreri
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Cliff Pelton

Roll Call

As noted above all members were present, other than Dr. Chin.

Executive Session:

Chair Lazar invited a motion to go into executive session to discuss matters pertaining to the employment history of particular persons or corporations and collective negotiations pursuant to Article 14 of the civil service law. Ms. Allen seconded the motion. Executive session began 11:04 a.m. and ended at 11:53 a.m. No action was taken.

Approval of Minutes from Previous Meetings

As there were no further comments regarding the HR Committee minutes from the February 22, 2024, meeting, Ms. Gagliano made a motion to approve, and Ms. Allen seconded. Vote was carried unopposed; Mr. Ulatowski abstained.

New Business

Management Report:

Human Resources Director, Debi Marshall discussed the status of the civil service and Help program updates with the committee. The legislation has passed in the Assembly and the Senate headed to the Governor's desk for signature. Thirty titles have been categorized as Unclassified. Further research will be done regarding details of changes in language that were made. The Help program information and title approvals are in process and will be considered at the July meeting. HR Director Marshall relayed the score card metrics and organizational updates for turnovers, current and future openings. 153 positions are currently filled. An Engineering and Trades Intern will join the SRAA for the summer. A recent tour with Liverpool High School was hosted by the airport and MACNY and NuAir as a community outreach.

Old Business

Human Resources Committee Charter – At the last meeting in February there was a question regarding the language of the charter and those changes were made, an updated charter is included in the packet and will be posted to the website. A motion to approve these changes was made by Mr. Ulatowski and seconded by Ms. Allen. Vote carried unopposed.

SRAA positions for a Construction Project Coordinator, Airport Police Officer and Airport Police Sergeant roles were discussed. All questions were answered. Mr. Ulatowski made a motion and Ms. Allen seconded the motion to bring position and changes to the June 28th board meeting for resolution, vote carried unopposed.

Updates to the SRAA Employee Handbook were discussed which includes a new policy on nepotism, a Call-in policy, an Employee Resource Group policy and minor changes in alignment with current practices and language along with referencing laws for public authority's. The Diversity Equity and Inclusion (DEI) program/group is being restructured and the new policy for Employee Resource Groups will help with the formation of these types of groups that will be formed from time to time by employees. The new handbook will be brought to the unions and the employees for acknowledgement in June prior to the fiscal year start, July 1st.

Ms. Clancy reminded the group that Director Terreri was at the gate for the inaugural flight and press event for Sun Country Airlines and that the Triennial Full-Scale Exercise will be conducted on August 10th if anyone wanted to volunteer.

Adjournment:

A motion to adjourn was made by Ms. Gagliano and seconded by Mr. Ulatowski, the meeting adjourned at 12:32 p.m.