



**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, May 17, 2024
11:00 a.m. – 1:00 p.m.
Syracuse Hancock International Airport
SRAA Board Room**

1. Roll Call
2. **Consent Agenda**
 1. **Approval of Minutes from the April 5, 2024 Regular Board Meeting**
3. Airport Updates
4. Executive Session
5. **New Business/Discussion**
 1. **2024/2025 Syracuse Regional Airport Authority Operating Budget and Capital Budget review**
 2. Legislative updates
 3. Power Supply Update
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
May 17, 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 May 17, 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 May 17, 2024 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: MAY 17, 2024

VOTE: *Ayes* 10 *Nays* 0 *Abstentions* 0

SIGNED:


Secretary

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

² RONR 12th edition 41:32.

SCHEDULE A

1. Consent Agenda

- 1. Approval of Minutes from the April 5, 2024 Regular Board Meeting**



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

Friday, April 5, 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, April 5, 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:

Dr. Donna DeSiato – (11:03am)
Mr. Tom Fernandez - Teams
Dr. Shiu-Kai Chin - Teams
Mr. Kenneth Kinsey
Mr. Robert Simpson
Mr. Michael Frame – Vice Chair
Mr. Michael Lazar

Members Absent:

Ms. Jo Anne Gagliano – Chair
Mr. Nathaniel Stevens
Mr. Damian Ulatowski
Ms. Latoya Allen

Also Present:

Mr. H. Jason Terreri
Ms. Robin Watkins
Ms. Joanne Clancy
Chief Mark Werbeck
Capt. Anthony Sobiech
Mr. Cliff Pelton
Ms. Debi Marshall
Mr. John Clark
Mr. Michael Chapman – Regional Advisory Board member

Vice Chair Frame 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 Chair Gagliano; Mr. Stevens
Mr. Ulatowski; and Ms. Allen.

Consent Agenda:

Vice Chair Frame welcomed Regional Advisory Board member, Michael Chapman to the meeting. Mr. Frame then explained items in the consent agenda. Having no objections or comments regarding this resolution, Mr. Frame invited a motion. A motion was made by Mr. Simpson, seconded by Mr. Kinsey, and the consent agenda was unanimously approved.

The resolution was adopted: 6 ayes, 0 nays, 0 abstain

New Business/Discussion and Airport Scorecard:

Director Terreri shared information on the scorecard and reviewed project priorities as well as the 2023 year end results of the audited data from the airlines. This data includes domestic and international information that helps SYR compare to other airports in the region as well as use for future planning. Positive trends in expenses and revenues are being achieved due to the higher level of passenger numbers. Some airlines have not brought back flights due to airplane shortages. Capacity is running at or above 90% for SYR. Additional frequency conversations have been had with the airlines and some have been implemented. Rental car transactions are down, due to not having the increase expected and parking revenues are not being tracked now while a new system is being implemented. 2022-2023 data for update New York was discussed and comparison results between regions and carriers was discussed. SYR airfares have increased by 1% year over year due to full capacity issues, which is lower than Albany and on par with Rochester. Passengers per day each way has increased 13% on all carriers. This is ahead of Albany and Rochester. Director Terreri reminded the board that he can break down the data to key markets or other ways to interpret the data.

A projects list discussion included both funded and unfunded projects for prioritization considerations. The SRAA Executive team has reviewed these lists to determine what the minimum investments are for operational readiness and compliance, life of the systems, and future-proofing the airport in line with the Master plan. The must-do projects for the next five years were decided and includes baggage claim replacement with increased capacity for the future needs of the airport. The North concourse roof must be replaced even though that area will not help with future-proofing due to future construction at the airport, yet still needs to be done. The center lower roof full replacement, new parking access system, maintenance building projects, installing a freight elevator, which the airport does not have currently and escalator and other equipment replacements were discussed. Some projects have been cut from the budget, such as demolition of the old hotel, some additional surface lots, adding a shipping and receiving facility, due to the expense of these items. Several projects such as the saw tooth roof replacement (a \$25M unfunded project, not approved for grants) and the landside projects were discussed to come up with solutions and further recommendations to bring to the next board meeting. There are some grant opportunities still being identified.

Legislative update – the Civil Service legislation passed unanimously in the Senate and will still need to go to the House. Once the New York state budget passes, the SRAA will start working on other initiatives.

Resolution providing Section 41(j) (The Allowance of Unused Sick Leave Credits)

HR Director Marshall informed the group that the Authority discovered that although this was approved when the Authority was created, it was not fully implemented or paid for, so this is correcting an issue from the past and if approved, will begin this process going forward. Having no further discussion regarding this resolution, a motion was made by Dr. DeSiato and seconded by Mr. Kinsey.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Resolution adopting policy and statement for Title VI of the Civil Rights Act of 1964 and related authorities for the SRAA

HR Director Marshall stated that the FAA is now requiring all airports to have a Title VI plan. This plan is renewed every three years. The Authority currently has a policy and procedure for complaints, but this is a more detailed plan required by the FAA. Having no further discussion regarding this resolution, a

motion was made by Mr. Lazar and seconded by Dr. DeSiato.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Executive Session

Vice Chair Frame invited a motion to go into Executive Session to discuss matters regarding public safety. A motion was made by Dr. DeSiato and seconded by Mr. Frame. The Executive Session began at 11:27 a.m. and ended at 12:06 p.m. No action was taken.

Committee Reports

Vice Chair Frame noted that minutes from the recent Human Resources and Finance Committees were in their packet. Mr. Frame asked if any of the committees had information to share with the group and there was none. The group was reminded that there is a Governance Committee and Audit Committee meeting on April 25th and a Finance Committee with Regular Board meeting on May 17th that will go into deep dive into budget discussions and approvals. Mr. Frame suggested adding additional time for the upcoming Finance Committee meeting. It was decided a poll will go out to the Board to determine if those meetings will be extended.

Adjournment

Having no other topics for discussion, a motion was made by Dr. DeSiato and seconded by Mr. Kinsey, to adjourn the meeting. The meeting was adjourned at 12:08 p.m.