



**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, September 20th, 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 June 28, 2024 Regular Board Meeting**
  2. **Resolution approving the New York State Police and Fire Retirement System (PFRS) Plan 384d**
  3. **New York State Voluntary Defined Contribution Program (VDC)**
  4. **Authority Mission Statement and Performance Measurements goals (ABO required)**
  5. **Governance Charter update**
3. **Airport Management Report**
4. Executive Session
5. **New Business/Discussion**
  1. Airline Use and Leage Agreement (AULA) update
  2. **Resolution approving the Fiscal Year End 2024 Draft Audit of the Syracuse Regional Airport Authority**
  3. **Review of the 2024 SRAA Board and Committee Calendar Draft**
6. **Committee Reports**
  1. **HR committee**
  2. Finance Committee
  3. **Governance Committee**
  4. Audit Committee
7. Adjournment

\* **Bolded items = materials available**

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF  
SEPTEMBER 20, 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”)<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 September 20, 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 September 20, 2024 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

**RESOLUTION ADOPTED DATE: SEPTEMBER 20, 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**

### **Consent Agenda**

1. Approval of Minutes from the June 28, 2024 Regular Board Meeting
2. Resolution approving the New York State Police and Fire Retirement System (PFRS) Plan 384d
3. New York State Voluntary Defined Contribution Program (VDC)
4. Authority Mission Statement and Performance Measurements goals (ABO required)
5. Governance Charter update



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

**Friday, June 28, 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, June 28, 2024, at 11:12 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  
Ms. Latoya Allen  
Dr. Donna DeSiato – Teams  
Mr. Tom Fernandez  
Dr. Shiu-Kai Chin  
Mr. Kenneth Kinsey  
Mr. Robert Simpson  
Mr. Michael Frame – Vice Chair  
Mr. Michael Lazar  
Mr. Damian Ulatowski

**Members Absent:**

Mr. Nathaniel Stevens

**Also Present:**

Mr. Aaron Harris  
Ms. Robin Watkins  
Mr. Jason Mehl  
Ms. Joanne Clancy  
Capt. Anthony Sobiech  
Ms. Beth Cooper  
Mr. Cliff Pelton  
Ms. Debi Marshall  
Mr. John Clark

Chair Gagliano started the SRAA Board meeting at 11:12 a.m.

**Roll Call**

As noted above all SRAA Board members were present in person or via Teams other than Mr. Stevens.

### **Consent Agenda:**

Chair Gagliano referenced the May meeting minutes and documents in the consent agenda and asked for any changes or comments. Having no objections or comments regarding this resolution, Ms. Gagliano invited a motion. A motion was made by Mr. Frame, seconded by Mr. Kinsey, and the consent agenda was unanimously approved.

**The resolution was adopted: 10 ayes, 0 nays, 0 abstain**

### **Airport Updates:**

Director Terreri gave an update on scorecard metrics and status on various projects and financial, budget and revenue performance for May, 2024 including passenger and airline activities. The load factors remain high, some over 90% on a consistent basis. The parking garage system improvements are continuing, currently the old system is back online and working toward installation of the new system. The SRAA continues to hold a solid financial rating. Director Terreri congratulated Arron Harris, COO, regarding the recent inspection with no significant findings. Master plan has been submitted for final approval and other project updates were provided. Director Terreri discussed air service development information and opportunities for the future. The TSA checkpoint wait times have improved and remained steady. CFO Watkins provided further financial and budget reporting based on current marketplace data.

### **Executive Session**

No Executive Session was held.

### **New Business/Discussion:**

#### **Resolution adopting the 2024/2025 SRAA operating budget**

CFO Watkins asked if there were any further comments or questions. Having no further discussion regarding this resolution, a motion was made by Mr. Frame and seconded by Dr. DeSiato.

**The resolution was adopted: 10 ayes, 0 nays, 0 abstain**

#### **Resolution adopting the 2024/2025 SRAA capital budget**

CFO Watkins asked if there were any further comments or questions. Having no further discussion regarding this resolution, a motion was made by Dr. DeSiato and seconded by Mr. Ulatowski.

**The resolution was adopted: 10 ayes, 0 nays, 0 abstain**

Director Terreri provided legislative updates, all questions were answered. He gave an update regarding civil service legislation including information on the HELP program. Further budget item and funding source option discussions ensued regarding the SYR airport having more project needs, such as the parking garage project, than the Authority can fund on its own.

## **Committee Reports**

Chair Gagliano asked if there were any updates from the various committees. HR Director Marshall briefed the group on HR Committee updates.

## **Adjournment**

Having no other topics for discussion, a motion was made by Dr. Chin and seconded by Ms. Allen, to adjourn the meeting. The meeting was adjourned at 11:49 a.m.

DRAFT

**RESOLUTION APPROVING AND AUTHORIZING PARTICIPATION IN THE  
NEW YORK STATE VOLUNTARY DEFINED CONTRIBUTION PROGRAM BY  
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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, by Resolution No. 6 of 2023 the Board previously approved the participation in the New York State and Local Retirement System-Police and Fire Retirement System ("PFRS") for members of its newly formed independent Police Department; and

WHEREAS, at the time of enrolling in the PFRS, Authority management was advised of the New York State Voluntary Defined Contribution Program ("VDC Program") which allows eligible employees of public benefit corporations to enroll in a rapid vesting alternative to the defined benefit plans otherwise available to such employees; and

WHEREAS, under the VDC Program eligible employees<sup>1</sup> are vested on the 366<sup>th</sup> day of their enrollment; may contribute up to 4%<sup>2</sup> of their gross annual salary and their employer contributes 8%<sup>3</sup> of a participating employee's gross annual salary to the VDC Program, and

WHEREAS, Authority management has been collecting information on the VDC Program for approximately the past year.<sup>4</sup>

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<sup>1</sup> An eligible employee must have been hired on or after July 1, 2013; have an annual salary of at least \$75,000; and be employed in an unrepresented position.

<sup>2</sup> Current employee contribution rate.

<sup>3</sup> Current employer contribution rate.

<sup>4</sup> The Authority can not at this time project the cost of the VDC Program. However, as it will only be available for new hires going forward, who are not represented by a union, and who's annual salary is more than \$75,000, the anticipated cost is expected to be relatively low.

NOW, THEREFORE, after due deliberation having been had thereon,

BE IT RESOLVED, that the Board of the of the Syracuse Regional Airport Authority does hereby authorize the Authority's participation in the VDC Program on behalf of enrolled and eligible Authority employees, and be it further

RESOLVED, that Authority management is hereby authorized to take the appropriate action to offer the VDC Program to eligible Authority employees.

**Resolution Adopted Date: September \_\_, 2024.**

**Vote: Ayes \_\_\_\_ Nays: \_\_\_\_ Abstentions: \_\_\_\_.**

**Signed: \_\_\_\_\_.**  
**Secretary**





Received Date

[Empty box for Received Date]

# Resolution providing Section 384-d

(20-year Retirement Plan for Police Officers)

Please type or print clearly in blue or black ink

Employer Location Code

5 1 4 8 2

At a meeting of the\* \_\_\_\_\_ of the Syracuse Regional Airport Authority held at \_\_\_\_\_, New York, on \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ offered the following resolution: (person)

"BE IT RESOLVED: that the \* \_\_\_\_\_ of the Syracuse Regional Airport Authority does hereby elect to provide the pension benefit of Section 384-d of the Retirement and Social Security Law, as presently or hereafter amended, for any member who duly elects to enroll in this plan."

"BE IT FURTHER RESOLVED: that the effective date of such shall be the \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_." \*\*

**\*\* The effective date of the benefit cannot be prior to the date this resolution is "filed" with the Comptroller. Documents mailed by the United States Postal Service registered or certified mail return receipt requested or express mail and ultimately received by the Retirement System will be considered received as of the postmark date.**

STATE OF NEW YORK, )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

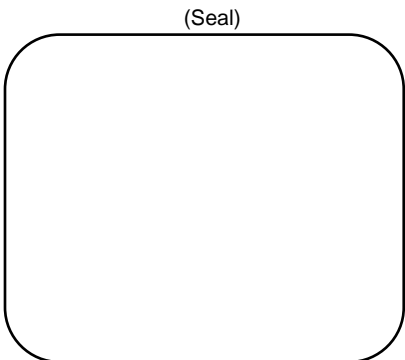
I, \_\_\_\_\_, clerk of the \* \_\_\_\_\_ of the Syracuse Regional Airport Authority of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such \_\_\_\_\_, at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that the same is a true copy thereof and the whole of such original. I further certify that the full \_\_\_\_\_ consists of \_\_\_\_\_ members, and that \_\_\_\_\_ of such members were present at such meeting and that \_\_\_\_\_ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the

Syracuse Regional Airport Authority  
(name of employer)

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(signature of clerk)



\* Legislative body.

The resolution must be adopted by the legislative body and be approved by any other body or officer required by law to approve resolutions of such legislative body.





Received Date

Please type or print clearly in blue or black ink

Employer Location Code 5 1 4 8 2

Affidavit providing Section 384-d, a 20-year retirement benefit for Police Officers and/or Firefighters.

STATE OF NEW YORK, )
) SS:
COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_ being duly sworn, deposes and says:

- 1. That (s)he is the chief fiscal officer of the Syracuse Regional Airport Authority.
2. That the regular fiscal year of said employer begins on \_\_\_\_\_ and ends on \_\_\_\_\_.
3. That, by action of its governing body, the participating employer has elected to provide the following retirement plan described in Section 384-d of the Retirement and Social Security Law for its Police Officers.
(Police Officers and/or Firefighters)
4. That (s)he has been advised by the Retirement System that the estimated additional annual cost to the System of all additional obligations created by such benefit(s) or improvement(s) is \$ 22,371.
5. That said sum has been appropriated in the budget for said fiscal year, and is available for such payment.
6. That payment of said sum will be made to the Retirement System during said fiscal year.

Signature of Chief Fiscal Officer \_\_\_\_\_

ACKNOWLEDGEMENT TO BE COMPLETED BY A NOTARY PUBLIC

State of \_\_\_\_\_ County of \_\_\_\_\_ On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC (Please sign and affix stamp)



Office of the New York State Comptroller  
Thomas P. DiNapoli



New York State and Local Retirement System  
110 State Street, Albany, New York 12244-0001

Phone: 518-474-0167  
Fax: 518-474-8357  
Email: RTEmpSer@osc.ny.gov  
Web: www.osc.state.ny.us/retirement

Kimberly Zeto, Director, Member & Employer Services Bureau

July 26, 2024  
Location Code: 51482

Debra Marshall  
HR Manager  
Syracuse Regional Airport Authority  
1000 Col. Eileen Collins Blvd.  
Syracuse, NY 13212

Re: Section 384-d cost request  
Police Officers

Dear Debra Marshall:

This letter is in response to the request for information regarding the retirement benefit plan improvement of Section 384-d, and the cost associated with the possible adoption of this plan, for eligible police officers with the Syracuse Regional Airport Authority.

[Section 384-d](#) of the Retirement and Social Security Law allows firefighters and/or police officers to retire after rendering at least 20 years of creditable service, regardless of age. The benefit will equal 50% of the member's final average earnings (FAE). This plan requires the member to be separated from service on the last day of the month following the month in which they turn 65.

Please note employees whose date of membership is between July 1, 2009 and January 8, 2010, may be eligible for the benefits of this plan (Chapter 751, Laws of 2019).

Based on the salaries reported by the Authority and applicable billing rates for the New York State fiscal year, the *estimated additional annual* cost will be **\$22,371**.

The amount(s) quoted in this letter is valid through **March 31, 2025**.

If the Authority is interested in providing this benefit to eligible employees, the enclosed resolution and affidavit must be completed and submitted to NYSLRS.

Benefit adoptions cannot become effective until certified copies of the resolution and affidavit are filed with the Retirement System. Language in these documents may not be altered or amended.

Once elected, the benefit can never be rescinded. Submit completed documents to the Retirement System to the attention of: **'Member & Employer Services Bureau, Mailstop 5-3'**.

If adopted, an invoice for the estimated annual cost will be sent prior to the end of the Authority's fiscal year in which the plan becomes effective.

The most current information regarding plans available, or any retirement related information, may be found on our website at [www.osc.state.ny.us/retirement](http://www.osc.state.ny.us/retirement).

If you have any questions or require additional information, contact our office at (518) 474-0167, or by email at [RTEmpSer@osc.ny.gov](mailto:RTEmpSer@osc.ny.gov).

Regards,

Member & Employer Services Bureau  
New York State & Local Retirement System

Enclosures

cc: Robin Watkins, CFO – Syracuse Regional Airport Authority

**RESOLUTION AMENDING SYRACUSE REGIONAL AIRPORT  
AUTHORITY GOVERNANCE COMMITTEE CHARTER TO  
REQUIRE MINIMUM OF SINGLE ANNUAL MEETING**

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

**WHEREAS**, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

**WHEREAS**, the New York State Authorities Budget Office recommends that public authorities, such as the Authority, adopt a charter for their Governance Committee; and

**WHEREAS**, by Resolution \_\_ of 2016 the Authority adopted a charter for its Governance Committee and such Charter was last amended by Resolution No. \_\_ of 202\_\_; and

**WHEREAS**, after its most recent annual review of the Authority’s standing committee charters, the Governance Committee has determined that the Governance Committee should be required to meet at least annually rather than twice annually and that that Governance Committee Charter be amended to reduce the required number of annual meetings from twice to once per year.

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

**RESOLVED** that the Authority hereby amends the Section 4.1 Governance Committee Charter to require a minimum of a single annual meeting as shown on the draft Governance Committee Charter attached to and made a part of this Resolution, effective immediately.

**Resolution Adopted Date: September \_\_, 2024.**

**Vote: Ayes \_\_\_\_ Nays: \_\_\_\_ Abstentions: \_\_\_\_.**

**Signed: \_\_\_\_\_.**

**Secretary**



## **GOVERNANCE COMMITTEE CHARTER**

This Governance Committee Charter was adopted by the **Syracuse Regional Airport Authority** (the “Authority”), a public benefit corporation established under the laws of the State of New York, on the 9th day of September, 2011.

### **ARTICLE I PURPOSE**

**Section 1.1** Pursuant to Article VI, Section 6.3.2 of the Authority’s By-Laws, the purpose of the Governance Committee is to assist the Authority by:

1. Keeping the Authority informed of current best practices in corporate governance;
2. Reviewing corporate governance trends for their applicability to the Authority;
3. Updating the Authority’s corporate governance principles and governance practices;
4. Advising those responsible for appointing members to the Authority on the skills, qualities and professional or educational experiences necessary to be effective Authority members; and
5. Any other tasks assigned to it by this Charter or Section 2824(7) of New York Public Authorities Law, as amended.

### **ARTICLE II ORGANIZATION OF THE COMMITTEE**

#### **Section 2.1 Composition of Committee; Appointment of Members.**

The Governance Committee shall be established as set forth in and pursuant to Article VI, Section 6.3.2 of the Authority’s By-Laws. The Governance Committee shall consist of at least three (3) members of the Authority who are independent members, as defined in Section 2825(2) of New York Public Authorities Law, as amended. The Authority will appoint the Governance Committee members and the Chair of the Authority will designate the Governance Committee Chair.

## **Section 2.2 Qualifications of Committee Members.**

Governance Committee members shall be prohibited from being an employee of the Authority or an immediate family member of an employee of the Authority. In addition, Governance Committee members shall not engage in any private business transactions with the Authority or receive compensation from any private entity that has material business relationships with the Authority, or be an immediate family member of an individual that engages in private business transactions with the Authority or receives compensation from an entity that has material business relationships with the Authority.

Ideally, all members on the Governance Committee shall be knowledgeable or become knowledgeable in matters pertaining to governance.

## **ARTICLE III DUTIES AND RESPONSIBILITIES OF THE GOVERNANCE COMMITTEE**

### **Section 3.1 Responsibilities.**

To accomplish the objectives of good governance and accountability, the Governance Committee has responsibilities related to: (a) the Authority's corporate governance principles and practices; (b) evaluation of the Authority's policies; and (c) other miscellaneous issues.

### **Section 3.2 Duties.**

The Authority has delegated to the Governance Committee the power and authority necessary to discharge its duties, including the right to:

1. Meet with and obtain any information it may require from Authority staff.
2. Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the Committee deems necessary.
3. Solicit at the Authority's expense, persons having special competencies, including legal, accounting or other consultants as the Committee deems necessary to fulfill its responsibilities. The Governance Committee shall have the authority to negotiate the terms and conditions of any contractual relationship subject to the Authority's adopted procurement guidelines per Section 2879 of New York Public Authorities Law, as amended, and to present such contracts to the Authority for its approval.

### **Section 3.3 Corporate Governance Principles and Practices.**

The Governance Committee shall:

1. Develop and recommend Corporate Governance Principles for adoption by the Authority.



2. After the Authority's adopts Corporate Governance Principles, develop the Authority's governance practices based upon the adopted Authority Corporate Governance Principles. These practices should address transparency, independence, accountability, fiduciary responsibilities and management oversight.
3. Develop and recommend to the Authority the number and structure of committees to be created by the Authority.

### **Section 3.4 Member Training and Self-Evaluations.**

The Governance Committee shall:

1. Develop and provide recommendations to the Authority regarding member education, including new member orientation and regularly scheduled member training to be obtained from state-approved trainers.
2. Develop and provide recommendations to the Authority on member performance evaluations, including coordination and oversight of such evaluations and self-evaluations of members, the Authority, Authority senior management and the Authority's committees in the Authority's overall governance process.
3. Develop the competencies and personal attributes required of members to assist those authorized to appoint members to the Authority in identifying qualified individuals.

### **Section 3.5 Evaluation of the Authority's Policies.**

The Governance Committee shall:

1. Review on a regular basis, and recommend to the Authority and the City of Syracuse updates as necessary to the City of Syracuse code of ethics, which is applicable to the Authority per the Authority's enabling statute and addresses conflicts of interest.
2. Develop and recommend to the Authority any required revisions to the Authority's written policies regarding the protection of whistleblowers from retaliation.
3. Develop and recommend to the Authority any required revisions to the Authority's equal opportunity and affirmative action policies.
4. Develop and recommend to the Authority any required updates on the Authority's written policies regarding procurement of goods and services, including policies relating to the disclosure of persons who attempt to influence the Authority's procurement process.
5. Develop and recommend to the Authority any required updates on the Authority's written policies regarding the disposition of real and personal property.

6. Develop and recommend to the Authority any other policies or documents relating to the governance of the Authority, including rules and procedures for conducting the business of the Authority, such as the Authority's By-Laws. The Governance Committee will oversee the implementation and effectiveness of the By-Laws and other governance documents and recommend modifications as needed.

### **Section 3.6 Other Duties and Responsibilities of the Governance Committee.**

The Governance Committee shall:

1. Present annually to the Authority a written report of how it has discharged its duties and met its responsibilities as outlined in this Charter.
2. Obtain any information and training needed to enhance the Governance Committee members' understanding of the current best practices in corporate governance and corporate governance trends.
3. Review the Governance Committee's Charter annually, reassess its adequacy, and recommend any proposed changes to the Authority. The Governance Committee Charter will be updated as applicable laws, regulations and corporate governance standards change.
4. Annually review, assess and make necessary changes to the Corporate Governance Principles and governance practices.
5. Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the Charter.

### **Section 3.7 Reports**

The Governance Committee shall:

1. Report its actions and recommendations to the Authority at regular meetings of the Authority.
2. Report to the Authority, at least annually, regarding any proposed changes to the Governance Committee Charter, Corporate Governance Principles and governance practices.
3. Provide a self-evaluation of the Governance Committee's duties and responsibilities on an annual basis.

### **Section 3.8 Resources.**

The Authority will ensure that the Governance Committee has sufficient resources to carry out its duties and responsibilities.

## **ARTICLE IV MEETINGS**

### **Section 4.1 Number.**

The Governance Committee will meet at least once each year, with the expectation that additional meetings may be required to adequately fulfill all the duties and responsibilities outlined in the Charter.

### **Section 4.2 Attendance.**

Members of the Governance Committee are expected to attend each committee meeting, in person or via videoconference. The Audit Committee may invite other individuals, such as members of management, in-house or outside counsel and technical experts to attend meetings and provide pertinent information, as necessary.

### **Section 4.3 Meeting Agendas.**

Meeting agendas will be prepared for every meeting and provided to the Governance Committee members along with briefing materials five (5) business days before the scheduled Governance Committee meeting. The Governance Committee will act only on the affirmative vote of a majority of the members at a meeting or by unanimous consent. Minutes of these meetings will be recorded.

### **Section 4.4 Rules of Procedure.**

All meetings of the Governance Committee shall be conducted in accordance with Roberts Rules of Order, current edition.

### **Section 4.5 Open Meetings Law.**

Meetings of the Governance Committee are subject to the provisions of the Open Meetings Law of the State of New York and shall be conducted in compliance therewith.

**Original Charter Adopted by Resolution No. 3 of 2011**

**Amended by Resolution No. 25 of 2020**

**Amended by Resolution No. \_\_ of 2024**



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## Authority Mission Statement and Performance Measurements

**Name of Public Authority:** Syracuse Regional Airport Authority

**Public Authority's Mission Statement:**

**Mission**

The Syracuse Regional Airport Authority serves Upstate New York, providing a safe, convenient, seamless passenger experience while enhancing economic opportunity, development, and growth in the region.

**Vision**

To be recognized as a best-in-class airport elevating the customer experience and exceeding stakeholder expectations, while using innovative technology and optimizing the economic prosperity of the region we serve.

**Values**

The Syracuse Hancock International Airport holds these values and beliefs as core to its culture, mission, and vision for its customers, staff, partners, and stakeholders:

- We believe in safety & security.
- We believe in health & wellness.
- We believe in community relationships.
- We believe in trust & transparency.
- We believe in reliability & responsiveness.
- We believe in innovation & technology.
- We believe in environmental sustainability.
- We believe in independent financial stability.
- We believe in diversity & inclusion.

**Date Adopted:** March 26, 2021

**List of Performance Goals (If additional space is needed, please attach):**

- Provide safe, efficient and low-cost air transportation service
- Stimulate air service, economic development, trade and tourism by focusing in the shared goals of stakeholders
  - More service to more destinations
  - Lower operating costs
  - Increased non-aeronautical revenue
- Optimize customer service
- Continuous improvements to the terminal building and public-use facilities
- Development and implementation of a new Strategic Plan
- Development and implementation of a new Master Plan
- Complete build and establish a Federal Inspection Station (FIS)

**Additional questions:**

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

Yes.

2. Who has the power to appoint the management of the public authority?

The 11 voting members of the Syracuse Regional Airport Authority are responsible for appointing the management.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

The Syracuse Regional Airport Authority does not currently have a formal policy regarding management. Other management employees are hired by the Executive Director, with certain positions (CFO, COO and General Counsel) requiring the Board's concurrence.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board's role includes:

- Management Oversight and Evaluation
- Financial Oversight
- Understanding Statutory Requirements
- Deciding, Implementing, and Monitoring Authority Policies
- Self-Evaluation
- Participation on certain RFP committees, projects

Management's Role:

Meet the goals and objectives of the Authority, specifically as described in the mission statement, recruit and retain employees, manage and oversee day-to-day operations of the airport, prepare and present annual budget and capital plans, air service development, and act as the liaison between the airport/SRAA the public and other government agencies.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

Yes.

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE  
 FOR SYRACUSE REGIONAL AIRPORT AUTHORITY FOR CALENDAR YEAR 2024  
 LEVEL I OFFICERS, EMPLOYEES, AND APPOINTED OFFICIALS

1. Your Name: \_\_\_\_\_

2. (a) Title of Onondaga County Position: \_\_\_\_\_

(b) County Department, County Agency, or other County Government Affiliation:

\_\_\_\_\_

(c) Present Business or Home Address: \_\_\_\_\_

(d) Present Business or Home Telephone Number: \_\_\_\_\_

3. (a) Your Present Marital Status: If married, please give spouse's full name, including maiden name where applicable:

\_\_\_\_\_

\_\_\_\_\_

(b) List the names and ages of any child. For purposes of completing this statement "child" is defined as a son, daughter, stepson or stepdaughter under 18 years of age, or a dependent as defined by the Internal Revenue Code:

<u>Name</u>	<u>Age</u>
_____	_____
_____	_____
_____	_____

4. (a) "Reporting Category." For the purpose of completing the statement of financial disclosure, no exact dollar amounts are to be included. Rather, whenever a value or amount is required to be reported herein, such value or amount shall be reported as being within one (1) of the following categories:

- Category A: \$0 - \$10,000
- Category B: \$10,001 - \$50,000
- Category C: Over \$50,000

(b) List the location of any real property within the County or within five miles of the County in which he or she, or his or her spouse, or his or her dependent child, has an ownership or other financial interest:

<u>Family Member</u>	<u>Location</u>	<u>Reporting Category</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(c) List the name of any partnership, unincorporated association, or other unincorporated business, of which he or she, or his or her spouse, or his or her dependent child, is a member, officer or employee, or in which he or she, or his or her spouse's position, or his or her dependent child's position has a proprietary interest, if any, with the partnership, association, or business:

<u>Family Member</u>	<u>Name and Address of Organization</u>	<u>Position</u>	<u>Reporting Category</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(d) List the name of any corporation of which he or she, or his or her spouse, or his or her dependent child, is an officer, director, or employee, or of which he or she, or his or her spouse, or his or her dependent child, legally or beneficially owns or controls more than five percent of the outstanding stock, and his or her position, and his or her spouse's position, or his or her dependent child's position, if any, with the corporation:

<u>Family Member</u>	<u>Name and Address of Organization</u>	<u>Position</u>	<u>Reporting Category</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(e) List the name and description of any outside employment from which he or she, or his or her spouse, or his or her dependent child, has derived, during the previous calendar year, gross income in excess of two thousand dollars (\$2,000):

<u>Family Member</u>	<u>Name and Address of Organization</u>	<u>Position</u>	<u>Reporting Category</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(f) List each source of gifts, excluding campaign contributions, in excess of \$1,000, received during the reporting period for which this statement is filed, by the reporting individual or such individual's spouse or dependent child from the same donor < excluding gifts from a relative. Include the name and address of the donor. The term "gifts" does not include reimbursements, which term is defined in item (g) herein. Indicate the value and nature of each such gift:

<u>Family Member</u>	<u>Name and Address of Organization</u>	<u>Position</u>	<u>Reporting Category</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(g) Identify and briefly describe the source of any reimbursements for expenditures, excluding campaign expenditures and expenditures in connection with official duties reimbursed by the political subdivision, for which this statement has been filed, in excess of \$1,000 from each such source. For purposes of this item, the term "reimbursements" shall mean any travel-related expenses provided by non-governmental sources and for activities related to the reporting of individual's official duties such as, speaking engagements, conferences, or fact-finding events. The term "reimbursements" does not include gifts reported under item (f) herein:

Source	Description	Reporting Category
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. If a reporting officer, employee or appointed official is not able, after reasonable efforts, to obtain some or all of the information required by paragraph four of this section, which relates to his or her spouse or household member, he or she shall so state, as part of the annual disclosure statement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. If a reporting officer, employee or appointed official practices law, is licensed by the Department of State as a real estate broker or agent, or practices a profession licensed by the Department of Education, his or her annual disclosure statement shall include a general description of the principal subject areas of matter undertaken by such officer, employee or appointed official in his or her licensed practice. If such officer, employee or appointed official practices with a partnership, unincorporated association or corporation, and is a partner or shareholder of the firm or corporation, his or her annual disclosure statement shall include a general description of the principal subject areas of matters undertaken by such firm or corporation. The disclosure required by this section shall not include the names of individual clients, customers or patients.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify under penalty of perjury, that the information disclosed on this form is true and complete.

\_\_\_\_\_

Name

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_.

\_\_\_\_\_

Notary Public



## DRAFT - 2025 SRAA COMMITTEE MEETING SCHEDULE

DATE	COMMITTEE	TIME
Friday, January 17th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Friday, January 31st	STATE OF THE AIRPORT	8:00 A.M. - 10:00 A.M.
Thursday, February 27th	FINANCE MEETING	9:30 A.M. - 11:00 A.M.
Thursday, February 27th	HR MEETING	11:00 A.M. - 12:00 P.M.
Thursday, March 6th	RETREAT - DINNER/OVERNIGHT	6:00 P.M. - 8:30 P.M.
Friday, March 7th	RETREAT	8:00 A.M. - 3:00 P.M.
Friday, April 11th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, April 24th	AUDIT MEETING	11:00 A.M. - 12:30 P.M.
Friday, May 16th	FINANCE MEETING	9:00 A.M. - 11:00 A.M.
Friday, May 16th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, June 12th	HR COMMITTEE	11:00 A.M. - 12:00 P.M.
Friday, June 20th	FINANCE COMMITTEE	9:30 A.M. - 11:00 A.M.
Friday, June 20th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, September 11th	HR COMMITTEE	10:00 A.M. - 11:00 A.M.
Thursday, September 11th	GOVERNANCE COMMITTEE	11:00 A.M. - 12:00 P.M.
Friday, September 19th	FINANCE COMMITTEE	8:30 A.M. - 9:30 A.M.
Friday, September 19th	AUDIT COMMITTEE	9:30 A.M. - 11:00 A.M.
Friday, September 19th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, October 23rd	FINANCE COMMITTEE	9:30 A.M. - 11:00 A.M.
Thursday, October 23rd	HR COMMITTEE	11:00 A.M. - 12:00 P.M.
Friday, December 12th	GOVERNANCE COMMITTEE	10:00 A.M. - 11:00 A.M.
Friday, December 12th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
<b>Color Coding:</b>		
BOARD MEETING	HR COMMITTEE	BOARD RETREAT
FINANCE COMMITTEE	GOVERNANCE COMMITTEE	
AUDIT COMMITTEE	ANNUAL MEETING	