



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

Friday, December 13, 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, December 13, 2024, at 11:00 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by SRAA Board Vice Chair Mr. Michael Frame.

Members Present:

Ms. Jo Anne Gagliano – Chair, Teams
Mr. Michael Frame – Vice Chair
Ms. Latoya Allen
Dr. Shiu-Kai Chin
Dr. Donna DeSiato – (11:23am)
Mr. Tom Fernandez
Mr. Kenneth Kinsey
Mr. Robert Simpson
Mr. Damian Ulatowski

Members Absent:

Mr. Michael Lazar
Mr. Nathaniel Stevens

Also Present:

Mr. Jason Terreri
Mr. Aaron Harris
Ms. Robin Watkins
Ms. Joanne Clancy
Chief Justin Baum
Ms. Debi Marshall
Mr. John Clark

Vice Chair Frame started the SRAA Board meeting at 11:06 a.m.

Roll Call

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

Consent Agenda:

Vice Chair Frame referenced the September 20, 2024 meeting minutes in the consent agenda and asked for any changes or comments. Having no objections or comments regarding this resolution, Vice Chair

Frame invited a motion. A motion was made by Dr. Chin, seconded by Mr. Simpson, and the consent agenda was unanimously approved.

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

Airport Updates:

Director Terreri reviewed the operating expenses and revenues compared to budget. The trends are headed down due to the airlines not up gauging aircraft and the enplanement numbers are down by 2.5% at the moment with the big driver being Frontier Airlines reducing their seat capacity by about 50% nationwide and reductions in seats by Southwest Airlines departure. The new parking system, Designa, is up and operational with the reservations component to go online in January. He thanked Chief Commercial Officer Mehl and the IT team for their phenomenal job on this difficult project. Landed weights are down since the beginning of the year, but concessions are up. The SRAA does expect to be closer or at budget in Q3 and Q4 of the fiscal year ending June 30, 2025. Jet Blue announced the extension of the double daily service to Orlando, and other conversations with airlines have been positive and we are in communication with them frequently. With the Chips Act signed, and data given to the airlines, we are hoping the capacity will soon increase.

CFO Watkins discussed the Consolidated Rental Car Facility (CONRAC) which is at 60% design and expected to move forward to RFP for construction with shovels in the ground beginning in the June timeframe for an 18-month build. This will be financed through bonds (\$35M) and Rental car fees (CFC) those revenues have restrictions to only use those funds for rental car purposes. A new lot will be built along with a shuttle service to offset the need for parking spaces once the overflow lot closes. Frasca is the financial advisor that the SRAA works with, and Hancock Estabrook is the bond counsel. An underwriter RFP will be issued. The concept drawings, design and traffic pattern were shared with the group which includes a covered walkway from the terminal to the CONRAC.

Director Terreri gave an update on the ACI ASQ program survey. This survey is to benchmark SYR against other airports through Airports Council International (ACI) and this entails people out in the airport conducting surveys from passengers on every amenity, concession, gates, etc., creating a comprehensive look at how things are going at SYR with results in the spring, 2025.

New Business/Discussion:

Resolution approving the Fiscal Year 2025 SRAA Board and Committee Schedule

Vice Chair Frame asked if there were any further changes or questions. Having no further discussion or objections regarding this resolution, a motion was made by Dr. DeSiato and seconded by Ms. Allen.

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

Resolution creating the position of Airport Police Administrative Lieutenant (SRAA)

HR Director Marshall briefed the group on the need for this new role after some restructuring needs were identified by the SRAA Police Department Chief. Chief Baum addressed the group to explain the day-to-day needs for this administrative role which will create efficiencies to eliminate one full time position along with a part time position and this role will be salaried with no overtime. 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

Committee Reports

HR Director Marshall noted that there are slides in the Teams folder with updates on Human Resource Committee activities and notified them of the new employee survey going out in January. Dr. Chin, Chair of the Finance Committee, talked about reviewing the models and impact of large, upcoming projects. Ms. Clancy noted for the group that minutes were attached for each of the committees from each of their respective most recent meetings: Human Resources; Finance; Governance and Audit Committees. There were no further comments.

Executive Session

Vice Chair Frame invited a motion to go into Executive Session to discuss matters pertaining to the proposed lease of real property by the Authority and the financial and employment history of particular persons or corporations. A motion was made by Dr. DeSiato and seconded by Dr. Chin. The Executive Session began at 11:33 a.m. and ended at 12:15p.m. No action was taken.

Adjournment

Having no other topics for discussion, a motion was made by Vice Chair Frame and seconded by Ms. Allen, to adjourn the meeting. The meeting was adjourned at 12:16 p.m.