



**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, December 13, 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 September 20, 2024 Regular Board Meeting**
3. **Airport Management Report**
4. **New Business/Discussion**
  1. Bond update (CONRAC)
  1. PFC Amendment
  2. ACI ASQ program survey discussion
  3. **Resolution to approve the 2025 SRAA Board and Committee schedule**
  4. **Resolution creating the position of Airport Police Administrative Lieutenant (SRAA)**
5. **Executive Session**
6. **Committee Reports**
  1. **HR committee**
  2. **Finance Committee**
  3. **Governance Committee**
  4. **Audit Committee**
7. Adjournment

**\* Bolded items = materials available**



**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.

**RESOLUTION ADOPTING THE 2025 REGULAR  
BOARD AND COMMITTEE MEETING SCHEDULE FOR  
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**, 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**, Section 5.2 of the Organizational By-Laws of the Authority grants the Board of the Authority the power to hold regular meetings at such times and places as from time- to-time may be determined by resolution of the Board; and

**WHEREAS**, a proposed 2025 regular Board and Committee meeting schedule has been proposed and submitted to the Board by Authority management and has been duly considered by the Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby adopts the 2025 regular Board and Committee meeting schedule as attached to and made a part of this Resolution, as the regular meeting schedule of the Board and its Committees of the Authority for 2025; and

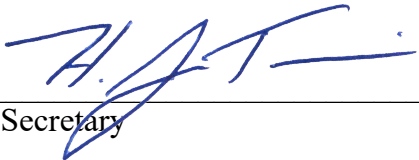
**BE IT FURTHER RESOLVED**, that the Syracuse Regional Airport Authority hereby authorizes and directs the Secretary of the Authority to publish the 2025 regular Board and Committee meeting schedule, and to revise and republish any subsequent changes to the 2025 regular Board and Committee meeting schedule as the Board and/or Committees may require; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

Resolution Adopted Date: December 13, 2024

Vote: Ayes 9 Nays: 0 Abstentions: 0

Signed:

  
Secretary

## 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 30th	FINANCE MEETING	9:00 A.M. - 11:00 A.M.
Friday, May 30th	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 5th	GOVERNANCE COMMITTEE	10:00 A.M. - 11:00 A.M.
Friday, December 5th	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	

**RESOLUTION CREATING THE POSITION  
OF AIRPORT POLICE ADMINISTRATIVE LIEUTENANT (SRAA)**

**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**, the Authority desires to create the position of Airport Police Administrative Lieutenant, which position is under the general direction of the Airport Police Chief or other higher-ranking officers, performs complex functions involving departmental administration, enforcement of laws, regulations, policies and procedures in the jurisdiction of the Syracuse Regional Airport Authority; and

**WHEREAS**, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

**WHEREAS**, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

**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 creates the following position with the following as standard workdays for such position and will 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:

Position Title	Standard Work (Hrs/Day)
Airport Police Administrative Lieutenant	7.25 hours

, and it is further

**RESOLVED**, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

**RESOLUTION ADOPTED**

**DATE:** December \_\_, 2024

**VOTE:** *Ayes* \_\_\_\_ *Nays* \_\_\_\_ *Abstentions* \_\_\_\_

**SIGNED:** \_\_\_\_\_  
*Secretary*

## **AIRPORT POLICE ADMINISTRATIVE LIEUTENANT (SRAA)**

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a position at the Syracuse Regional Airport Authority, operator of Syracuse Hancock International Airport, which under general direction from Airport Police Chief or other higher-ranking officers, performs complex functions involving departmental administration, enforcement of laws, regulations, policies and procedures in the jurisdiction of the Syracuse Regional Airport Authority.

### **TYPICAL WORK ACTIVITIES**

- Performs Police Department administrative functions including schedule management, records maintenance, technical services, and oversight of the training program.
- Collects Department statistics, compiles data, and transmits information to relevant stakeholders and agencies.
- Conducts aviation security related tasks in coordination with the Airport Badging Office and the Transportation Security Administration.
- Supervises department vehicle fleet, Body Worn Camera, and TASER Programs.
- Maintains inventory of and issues department equipment to Officers.
- Reviews and amends department policy in accordance with accreditation and industry standards.
- Performs other assigned administrative duties as assigned by the Captain or Chief of Police.
- Directs and performs criminal and employee background investigations when assigned.
- Answers questions from the public and renders assistance as necessary.
- Transmits orders to Police Officers personally, in writing, or by telephone.
- Checks Police Officers in the performance of duties and makes suggestions for better execution of work.
- Responds to aircraft emergency situations and security related incidents at the airport as directed by radio, observation, or other form of communication
- Reports any breach of duty or inefficiency of subordinates.
- Provides training, coaching, and direct supervision of Airport Police Officers.
- Prepares periodic performance evaluations of subordinates.
- Performs other tasks including but not limited to administrative and patrol related to law enforcement and the other safety and security of the airport as deemed necessary.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Thorough knowledge of accepted principles and practices of law enforcement as applied to airport and aviation security practices.
- Good knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and other relevant state and local laws.
- Good knowledge of accepted principles and practices of administration and supervision as applied to police work, including hiring staff, creating schedules, professional development/training, accreditation, and discipline.
- Good knowledge of FAA and TSA policies, including 49 CFR Part 1542 and practices governing security at commercial airports.
- Good knowledge of 14 CFR Part 139 – Certification of Airports
- Good knowledge of the modern methods and techniques employed in airport safety and security.
- Proficient in use of a personal computer, and Microsoft Office Suite products, including Word, Excel and Outlook.
- Proficient in use of radio communications technology.
- Ability to supervise and effectively command others in emergencies.
- Ability to communicate effectively both orally and in writing in English (bilingual is a plus)
- Ability to maintain positive professional relationships with a diverse staff, including management, employees, tenants, vendors, regulatory agents, and other law enforcement and emergency management agencies.
- Ability to exercise good judgment and make effective decisions in alignment with the mission and values of Syracuse Regional Airport Authority.
- Ability to work independently or as a team in a high stress and life-threatening situation.

- Good knowledge of the principles, practices and methods employed in investigation work.
- Ability to obtain information through interview, interrogation, and observation, and to prepare and submit comprehensive activity and case reports.
- Ability to be courteous and firm with the general public, focused both on customer service and safety and security.
- Ability to exercise good judgment and appropriately determine when issues are a police matter or civil matter
- Physical strength and agility sufficient to perform police work.
- Ability to maintain records and prepare reports in an organized and clear manner.
- Ability in the use and care of firearms.
- Ability to plan, assign, and supervise the work of subordinates in a manner conducive to full performance and high morale.
- Able to work primarily in doors in office setting and occasionally outdoors on foot or in vehicle in all weather conditions.
- Ability to perform lifesaving procedures.
- Must meet the physical, mental, and certification requirements of New York State statutes for law enforcement, including hand and arm steadiness, ability to use a keyboard and telephone, occasional lifting/pushing/pulling up to 50 lbs., walking, standing, balancing, kneeling, bending, feeling, climbing, smelling, twisting, sufficient hand-eye coordination and position mobility in ankles, knees, hips, and back, vision, speech, and hearing necessary to perform the essential tasks and maintain proficiency standards and positions for the “gun” and “non-gun” hand. Must have physical stamina to chase and subdue fleeing persons and arrest suspects and rescue victims.

### **MINIMUM QUALIFICATIONS**

#### **PROMOTIONAL**

1. Three (3) years of previous full-time work experience as a Police Sergeant or higher rank (experience in other agencies will be considered).
2. Must have prior Law Enforcement experience performing complex administrative tasks and investigations (experience in other agencies will be considered).
3. Must have valid NYS Basic Police Officer Certificate (BPOC)
4. Must have a valid driver's license.

#### **OPEN/COMPETITIVE**

1. Three (3) years of previous full-time work experience as a Police Sergeant or higher rank.
2. Must have prior Law Enforcement experience performing complex administrative tasks and investigations.
3. Must have valid NYS Basic Police Officer Certificate (BPOC)
4. Must have a valid driver's license.

#### **Special Requirements:**

- Must obtain and maintain security clearance as required by role and TSA regulations.
- Subject to Syracuse Regional Airport Authority drug and alcohol testing policy for safety-sensitive positions.
- If retired, must be retired in good standing with previous agency



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## Human Resources Committee Meeting Minutes

Thursday, September 12, 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, September 12, 2024, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 10:05 a.m. by Chair Michael Lazar.

**In Attendance:**

Michael Lazar - Chair  
Ms. Jo Anne Gagliano  
Dr. Shiu-Kai Chin  
Ms. Latoya Allen  
Mr. Thomas Fernandez  
Mr. Ulatowski (10:45am)

**Absent:**

Nathaniel Stevens

**Other attendees:**

Mr. Jason Terreri  
Ms. Joanne Clancy  
Ms. Debi Marshall  
Ms. Kristine Carson  
Mr. Aaron Harris  
Ms. Lexi Hull

**Roll Call**

As noted above all members were present, other than Mr. Stevens.

**Approval of Minutes from Previous Meetings**

As there were no further comments regarding the HR Committee minutes from the June 6, 2024, meeting, Ms. Gagliano made a motion to approve, and Dr. Chin seconded. Vote was carried unopposed.

**New Business/Discussion:**

## **Management Report:**

Human Resources Director, Debi Marshall welcomed the group and gave an update on civil service and benefit improvements. The NYS Civil Service legislation status has not changed, it is waiting for the Governor's approval. The HELP program though the county was approved which resulted in approximately 40 employees being approved permanently from their provisional status after a one-year probationary period. The HELP program currently expires at the end of 2024. Director Terreri stated that there has been a lot of positive feedback on the program, so he hopes that program will be extended. Goals and priorities for the next fiscal year were discussed including the new Learning Management System; safety training rollouts; Title VI approved plan rollout; onboarding improvements; employee engagement survey Q2-3 2025; Trades contract negotiations beginning; benefits, compensation and payroll systems options reviews; and other plan reviews as required. Turnover, tenure and retention numbers are all within industry standards. The SRAA Police Department has moved to a full-time model with Sergeant positions on each shift. The trainings, standards, procedures and programs implemented by our new EHS manager, Robb Dionne were discussed and how they have made an impact by lowering the number of injuries reported. The SRAA demographics report remained similar with goals in place to improve diversity, equity and inclusion. Recruitment efforts continue and there are many new employees in the process and many new employees recently on-boarded, including bringing aboard one of our summer interns into a full-time SRAA position. Full training and tours are provided for the new employees to become acclimated to the airport. Education and development opportunities are provided to employees depending on their positions and goals to help with their current roles and provide succession opportunities for promotions to other departments or roles along with financial incentive/bonuses. Committee members requested information regarding the percentage of employees who complete certified trainings.

NYS Voluntary Defined Contribution Program (VDC) is a requirement for non-union employees to determine if employees prefer to enroll in the VDC vs. the NYS Retirement System. The option is completely voluntary. The NYS Police and Fire Retirement System (PFRS) Plan 384d was discussed along with the issues with vesting in the current plan vs. this new plan which is a comparable plan that employees can roll over/transfer into from previous employers, if they choose to do so.

## **Executive Session:**

Committee Chair Lazar invited a motion to go into Executive Session to discuss matters pertaining to the financial and employment history of a particular persons or corporations. A motion was made by Dr. Chin and seconded by Ms. Gagliano. The Executive Session began at 10:45 a.m. and ended at 10:54 a.m. No action was taken.

## **Adjournment:**

A motion to adjourn was made by Ms. Gagliano and seconded by Dr. Chin, the meeting adjourned at 10:55 a.m.



**Finance Committee Meeting Minutes  
Friday, October 25, 2024**

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, October 25, 2024, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by committee Chair, Dr. Shiu-Kai Chin.

The meeting was called to order by Dr. Chin at 10:00 a.m.

**Members Present:**

Ms. Jo Anne Gagliano  
Dr. Shiu-Kai Chin  
Mr. Michael Lazar  
Mr. Nathaniel Stevens (10:02 a.m.)  
Mr. Michael Frame

**Members Absent:**

Ms. Latoya Allen  
Mr. Robert Simpson

**Also Present:**

Mr. Jason Terreri  
Ms. Joanne Clancy  
Ms. Robin Watkins

**Roll Call**

As noted above, all members were present, other than Mr. Simpson and Ms. Allen. Dr. Chin welcomed the group and briefed everyone on agenda items to be discussed.

**Review and approval of minutes from the previous meeting:**

Finance Chair, Dr. Chin stated there was a quorum present, therefore, invited a motion to accept the minutes from the June 28 and September 20, 2024, Finance Committee Meetings. Having no comments or adjustments, Mr. Lazar made a motion and Mr. Frame seconded the motion. Motion carried unanimously.

**CFO Report:**

CFO Watkins conducted a review of the finance reports and project updates including discussion regarding the Airline Use and Lease Agreement (AULA) updates. Ms. Watkins discussed the SRAA Finance Committee meeting schedule for 2025. All agreed on proposed dates which will be voted on at the December 13, 2024, SRAA Regular Board meeting.

Landed weights as of September are down for the month. This is not an alarming level and will simply be monitoring the trends. The Boeing strike was discussed along with the delay in aircraft deliveries/availability and how that is impacting the industry. Load factors remain very high, and with the capacity and up gauging of aircraft, this will help, however landed weights will remain down due to the discussed aircraft issues and the airlines making decisions to cover their major hubs first. The 4Q may remain the same with future months hopefully improving given various discussions with the airlines. Other similar airports are experiencing the same issues or worse drops in service. Because of this lack of capacity, typical airfares are going up. YTD the SRAA is still above the planned budget. As load factors stay high, the incremental revenues from parking, concessions, rideshare, etc. remain on or above budget.

The possibility of having the 3 millionth passenger at SYR may happen at the end of December. The SRAA is planning for that huge milestone that has never before been reached. Revenue levels compared to budget, due to landed weights being down, are reflective of that situation. The implementation of the new parking revenue system is nearly complete and will provide much more detailed reports in the future for better transparency of the data. CFO Watkins praised Mr. Steve Krosnicki, Ground Transportation Manager, for the fabulous job he has done leading that implementation. Expenses are down about 3M, to date, however that is still due to project start date slippage. All projects will be moving ahead, there are simply some timing issues of when the invoices will be paid and also as it pertains to when some grant payments are being received after submission. Cash position remains stable. The O&M reserve is set up as required for bonding. CIP projects, which are grant funded, are progressing as planned with some known delays. Deicing pad re-design kickoff meeting has occurred and will help with current capacity issues. The non-grant CIP projects, such as the CONRAC, have 60% drawings currently, but the pricing came in much higher than projected. Adjustments to the design are being made to reduce costs with the option of adding other features at a later date should funding become available. The parking lot on Air Cargo Road is in design and will help with loss of parking spaces during the CONRAC construction. A shuttle service will be implemented for this lot. Airport Improvement Grant, Gate 27 construction is in progress, the FIS construction project anticipation completion date is the end of January 2025 with the opening of the FIS expected to be in the March timeframe. Dr. Chin inquired about the airline rates and charges levels so far for the current fiscal year and CFO Watkins stated that it will be better to determine after the winter snow season is complete.

Executive Director Terreri shared with the group that SYR received no BILS grant funding for the airport. This is the second year in a row that SYR has not been awarded any money. Director Terreri walked the group through the grant process and his discussions including justifications, letters of support and economic development team conversations with elected officials. This lack of any funding, for the second year in a row, with the specific types of important, big qualifying projects submitted, is very disappointing. Director Terreri stated that he has reached out to elected officials and will be having continued discussions going forward regarding the need for funding projects at SYR.

**Executive Session:**

Dr. Chin invited a motion to go into Executive Session to discuss matters pertaining to the proposed lease of real property by the Authority. A motion was made by Mr. Frame and seconded by Mr. Stevens. The Executive Session began at 10:43 a.m. and ended at 11:10 a.m. No action was taken.

**Adjournment:**

With no further questions, Ms. Gagliano made a motion to adjourn, and Mr. Frame seconded that motion. The meeting was adjourned at 11:13 a.m.

DRAFT



## **Governance Committee Meeting Minutes Thursday, September 12, 2024**

Pursuant to notice duly given and posted, the Governance Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, September 12, 2024, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by SRAA Board Chair, JoAnne Gagliano

The meeting was called to order at 11:07 a.m. by Mr. Frame.

### **Members Present**

Ms. Jo Anne Gagliano (Ex-officio)  
Mr. Michael Lazar  
Mr. Thomas Fernandez  
Mr. Kenneth Kinsey  
Mr. Nathaniel Stevens  
Mr. Damiam Ulatowski

### **Members Absent**

Mr. Michael Frame, (Chair)

### **Also Present**

Mr. Jason Terreri  
Mr. Aaron Harris  
Ms. Robin Watkins  
Ms. Debi Marshall  
Ms. Joanne Clancy  
Ms. Latoya Allen

### **Review and approval of minutes from previous meeting:**

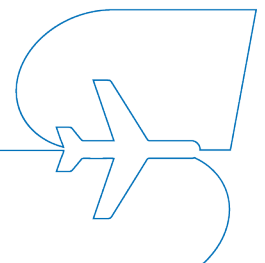
Board Chair Gagliano asked if the committee reviewed the past committee minutes and asked if anyone had any comments or changes. A motion was made by Ms. Gagliano and seconded by Mr. Lazar to unanimously approve the minutes from the March September 7, 2023, Governance Committee meeting.

### **New Business**

Director Terreri gave a quick update on legislative and funding strategies. The biggest financial challenge is the landside project. The next step is to meet with the Governor's budgeting team to advocate support for these project needs. Elected officials, along with the Hill East Group, are making connections and helping to work together and the board is asked to support these efforts. Transfer of the airport property from the City of Syracuse to the Syracuse Regional Airport Authority is being discussed.

ABO Required Policy and statements were reviewed with the committee, which included:

1. Records retention policy review
2. Review of the SRAA Mission Statement

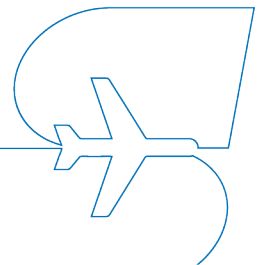


3. Review of the SRAA Mission Statement & Performance Measurements
4. Review/discussion and distribution of the SRAA Annual Statement of Financial Disclosure
5. Review of the SRAA Governance Charter
6. Review of the SRAA Bylaws
7. New SRAA Board member training discussion
8. Enabling legislative review and updates
9. SRAA Board member expirations and SRAA committee roster discussion

Ms. Clancy reviewed each policy on the agenda and in the packet with the group. The draft 2025 SRAA committee meeting schedule and meeting cadence was discussed. The committee discussed and agreed to keep two Governance committee meetings on the scheduled calendar but would initiate an update of the Governance charter By-laws to state that the committee will hold “a minimum of one” Governance Committee meeting with the option to have other meetings as needed. No other changes to the cadence of committee meetings were suggested. The group discussed appointment process and expiration dates for current board members. When there is a new SRAA board member, the Director and the Chair meet with that member, they receive training, electronic materials and airport tours and are invited to the December meeting to meet everyone in advance. Ms. Clancy reminded the group to take a look at the Draft 2025 SRAA Committee.

### **Adjournment**

Having no executive session or other topics brought to the committee, a motion was made by Mr. Lazar to adjourn the meeting and seconded by Ms. Gagliano. The meeting was adjourned at 11:28 a.m.





**Minutes of the Audit Committee Meeting  
of the Syracuse Regional Airport Authority  
Thursday, September 20, 2024**

Pursuant to the notice duly given and posted, the Audit Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, September 20, 2024, at 9:40 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by the Audit Committee Chair Dr. DeSiato.

**Members Present:**

Dr. Donna DeSiato – Committee Chair  
Ms. JoAnne Gagliano – Board Chair  
Mr. Michael Lazar

**Members Absent:**

Mr. Kenneth Kinsey  
Mr. Robert Simpson

**Also Present:**

Mr. Jason Terreri  
Ms. Robin Watkins  
Ms. Joanne Clancy  
Mr. Jason Mehl  
Mr. John Clark  
Mr. Nate Stevens  
Ms. Julie Barfield  
Mr. Jason Coleman & Mr. Thomas Knych - Fust Charles

**Roll Call**

Chair DeSiato started the Audit Committee Meeting at 9:40 a.m. by welcoming everyone. As noted, all Committee members were present other than Mr. Kenneth Kinsey and Mr. Robert Simpson.

**Approval of Minutes from the Previous Meeting**

A motion was made by Ms. Gagliano and seconded by Mr. Lazar to accept the September 21, 2023, meeting minutes. The minutes were unanimously approved.

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

The committee reviewed the Audit Committee Charter and was provided additional materials regarding the outcome of the audit for Fiscal Year ending June 30, 2024.

Dr. DeSiato and CFO Watkins introduced the Fust Charles auditors to the committee and they walked the group through the results of the 2024 fiscal year audit results. Mr. Knych stated that all required communication documents and audit materials were reviewed, no significant issues were found. Accounting policies and practices were all followed with no concerns or difficulties by the auditors found. All materials were provided in a timely manner. Mr. Coleman continued the detailed review of financial statement highlights and disclosures including their clean opinion letter and any disclosures that may impact the airport in the future. All questions were answered.

Dr. DeSiato thanked the auditors and the Finance team for their excellent work and is grateful for CFO Watkins' leadership and all their expertise. She noted that the Syracuse Regional Airport Authority continues to evolve as an organization. CFO Watkins acknowledged the hard work that Julie Barfield, Finance Manager, and thanked her and the rest of her team. Mr. Lazar inquired how a land transfer from the city would impact the authorities ability to finance, and CFO Watkins said that not having to transfer the assets back to the city for each project, would be a great benefit. Dr. DeSiato stated that the SRAA Board and staff are accounting for the resources that we have been given stewardship of.

### **Executive Session**

Chair Dr. DeSiato invited a motion to go into Executive Session to discuss the financial and employment history of particular persons or corporations. The SRAA Authority management left the room for the committee and auditors to have private discussions.

Ms. Gagliano made the motion and Mr. Lazar seconded the motion. Executive session began at 9:57 a.m. Executive session ended at 10:06 a.m. No action was taken.

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

The Audit Committee reviewed the Audit Committee Charter. No changes were recommended.

Ms. Galiano made the motion to recommend the draft audit to the SRAA Board for action and Mr. Lazar seconded the motion. The motion was unanimously approved.

### **Adjournment**

Having no other topics for discussion with the Audit Committee, a motion was made by Ms. Gagliano and seconded by Mr. Lazar to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned at 10:08 a.m.