



1000 Col. Eileen Collins Blvd.
Syracuse, NY 13212

p – 315.454.3263
f – 315.454.8757
info@syrairport.org

Human Resources Committee Meeting Minutes

Friday, February 28, 2025

Pursuant to the notice duly given and posted, the Human Resources Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, February 28, 2025, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:08 a.m. by Chair Michael Lazar.

In Attendance:

Mr. Michael Lazar - Chair
Ms. Jo Anne Gagliano
Dr. Shiu-Kai Chin
Ms. Latoya Allen (Teams)
Mr. Thomas Fernandez
Mr. Nathaniel Stevens
Mr. Damian Ulatowski

Absent:

None

Other attendees:

Mr. Jason Terreri
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Jason Mehl
Ms. Kristine Carson
Ms. Katie Tiisler

Roll Call

As noted above, all members were present.

Approval of Minutes from Previous Meetings

As there were no further comments regarding the HR Committee minutes from the September 12, 2024, meeting, Dr. Chin made a motion to approve, and Mr. Stevens seconded. Vote was carried unopposed.

New Business/Discussion:

Management Report:

Human Resources Director, Debi Marshall welcomed the group. The Human Resources Committee charter was reviewed as is required annually, no changes were recommended, all were unanimous. Director Marshall gave an update regarding the status of the New York State Civil Service discussions and current legislation regarding updating the bill. Director Marshall proceeded to go over recent HR activities including a new employee onboarding experience and the employee engagement survey. Negotiations with the Trades group continues regarding their contract. There will be an RFP for health insurance and payroll company quotes to see if there are better options available, while still maintaining the coverage levels currently available. Data was discussed regarding turnover, retention, and retirements of employees, both of those numbers were discussed and are not concerning, other than ensuring a fully staffed trades department in the future. Recruitment for a new General Counsel is ongoing, as John Clark will be retiring in September. There were only two reportable injuries, and the safety program has improved under the new Safety Manager, Rob Dionne. The Airport Management Intern job description was discussed. Mr. Frame and Mr. Stevens agreed that the name should be changed to an apprenticeship or fellowship instead of being an intern and adding a few changes to qualifications. This role would be one year long and move through various departments every three months during the year. The drug and alcohol testing provider has been updated to Cayuga Drug and Alcohol, and they will be able to come on-site for random, accident or reasonable suspicion testing and manages the administration end of the employee testing. The New York State Voluntary Defined Contribution Program Policy updates were provided in the packet and put in the employee handbook.

Executive Session:

No executive session was held.

Adjournment:

A motion to adjourn was made by Dr. Chin and seconded by Mr. Stevens, the meeting adjourned at 11:50 a.m.