



**Syracuse Regional Airport Authority
Regular Meeting Agenda
April 11, 2025
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
SRAA Board Room**

1. Roll Call
2. **Consent Agenda**
 - **Approval of Minutes from the January 17, 2025 Regular Board Meeting**
 - **Resolution creating the position of Airport Management Fellowship**
3. **Airport Management Report**
 - **Scorecard**
 - **2024 ASQ survey results**
4. Executive Session
5. New Business/Discussion
6. **2024/2025 Syracuse Regional Airport Authority Operating Budget and Capital Budget review**
7. Committee Reports
 - **HR committee**
 - **Finance Committee**
 - Governance Committee
 - Audit Committee
8. Adjournment

*** Bolded items = materials available**



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

Friday, January 17, 2025

Pursuant to the notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, January 17, 2025, at 11:02 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by SRAA Board Chair Ms. JoAnne Gagliano.

Members Present:

Ms. Jo Anne Gagliano – Chair
Ms. Latoya Allen
Dr. Donna DeSiato – Teams
Mr. Tom Fernandez – Teams
Mr. Michael Lazar
Mr. Robert Simpson
Mr. Damian Ulatowski

Members Absent:

Mr. Michael Frame
Mr. Nathaniel Stevens
Dr. Shiu-Kai Chin
Mr. Kenneth Kinsey

Also Present:

Mr. Jason Terreri
Mr. Aaron Harris
Ms. Robin Watkins
Ms. Joanne Clancy
Chief Justin Baum
Ms. Debi Marshall
Mr. John Clark
Rob Poyer, Hancock Estabrook

Chair Gagliano started the SRAA Board meeting at 11:02 a.m.

Roll Call

As noted above all SRAA Board members were present in person or via Teams other than Mr. Frame; Mr. Stevens; Dr. Chin and Mr. Kinsey.

Consent Agenda:

Chair Gagliano referenced the December 13, 2024, meeting minutes in the consent agenda and asked for any changes or comments. Having no objections or comments regarding this resolution, Chair Gagliano invited a motion. A motion was made by Ms. Allen, seconded by Mr. Ulatowski, and the consent agenda was unanimously approved.

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

Airport Updates:

Director Terreri stated that this meeting will preview the information for the SRAA Annual report prior to it being presented at the State of the Airport on January 31st. CFO Watkins discussed expenses vs. budget and how the continued airline restrictions across most airlines regarding aircraft availability has not changed which has been challenging to the budget. Enplanements for December are up and came in above budget and above last year's numbers, assisted by the loss in flights in our catchment area, with passengers coming to SYR. SYR is a high demand market and airline revenue was up with charters, concessions, and parking. SRAA is still ahead in expenses, YTD, however this is mainly due to project timing issues.

Director Terreri stated that Aaron Harris, COO, has been working diligently with our Security/Badging office with a brand-new processing and tracking system. COO Aaron states that there are over 2,500 badge holders at the airport. It was a challenge to process and track all the items needed for this process and a new system was implemented which includes electronic sign-up for training, appointments, etc. and in the first month, 583 tickets were served. The badging price rates were increased based on not having increases in many years, new and enhanced services, and costs at similar airports. Mr. Simpson asked questions on the increased service charge fees and has the authority looked across the board to see if any other service level areas should be reviewed. Director Terreri stated that the Airline Rates and Charges include most of these fees and are set structured fees. Chief Commercial Officer, Jason Mehl discussed other ways that costs are compared across the board and CFO Watkins stated that additionally, surveys are conducted during the budget process each year for both expenses and revenue opportunities.

Director Terreri previewed part of the Annual Report highlights. The most exciting thing we found out was that SYR broke the 3 million passenger milestone for the first time, ever, which speaks to what the Airport Authority has done in this market even with Southwest leaving SYR. These numbers do not include any semiconductor traffic coming in the future. Sun Country joined SYR this past year and we are looking forward to additional services with them. Director Terreri went through each airline's service, performance and future-known plans including international markets.

Director Terreri updated the group with employee recognition, and he announced that the Employee of the Year is Bret Cullen, C.M., ACE, Airport Operations Manager, after an all-employee vote at the last town hall meeting. Congratulations to Bret!

Executive Session

Chair Gagliano invited a motion to go into Executive Session to discuss matters pertaining to the financial and employment history of particular persons or corporations. A motion was made by Ms. Gagliano and seconded by Dr. DeSiato. The Executive Session began at 11:29 a.m. and ended at 12:15p.m. No action was taken.

New Business/Discussion:

Resolution creating the position of Director of Airport Maintenance (SRAA)

Director Terreri explained the need for the new role and reporting structure. Chair Gagliano asked if there were any further changes or questions. Having no further discussion or objections regarding this resolution, a motion was made by Ms. Gagliano and seconded by Mr. Lazar.

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

Resolution of official intent for initial projects (Series 2025 Bonds)

General Counsel Clark explained this resolution and process of issuance along with Hancock Estabrook, Rob Poyer, all questions were answered. Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Mr. Ulatowski.

The resolution was adopted: 7 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. There were no further comments.

Adjournment

Having no other topics for discussion, a motion was made by Chair Gagliano and seconded by Ms. Lazar, to adjourn the meeting. The meeting was adjourned at 12:26 p.m.

**RESOLUTION CREATING THE POSITION
OF AIRPORT MANAGEMENT FELLOWSHIP (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 Management Fellowship which is a temporary position designed to allow persons who have previous airport/aviation experience or education, or those with an interest in aviation/airports the experience of real-world Airport Management. The incumbent in the fellowship will have the opportunity to assume diverse management-level responsibilities, work on upper-level research and development projects, and perform a number of duties in the four essential areas of Airport Management, 1. Finance and Administration, 2. Planning, Construction, and Environmental, 3. Airport Operations, Security, and Maintenance and 4. Communications and Community Relations. The incumbent in the fellowship will participate in a rotating shadowing program over 12 months to gain insight and exposure to all areas of Airport Management; 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 Management Fellowship	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: April _11_, 2025

VOTE: Ayes _9_ Nays _0_ Abstentions _0_

SIGNED: 
Secretary

AIRPORT MANAGEMENT FELLOWSHIP (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The Airport Management Fellowship is a temporary position designed to allow persons who have previous airport/aviation experience or education, or those with an interest in aviation/airports the experience of real-world Airport Management. The incumbent in the fellowship will have the opportunity to assume diverse management-level responsibilities, work on upper-level research and development projects, and perform a number of duties in the four essential areas of Airport Management, 1. Finance and Administration, 2. Planning, Construction, and Environmental, 3. Airport Operations, Security, and Maintenance and 4. Communications and Community Relations. The incumbent in the fellowship will participate in a rotating shadowing program over 12 months to gain insight and exposure to all areas of Airport Management.

TYPICAL WORK ACTIVITIES

Specific work activities and responsibilities will vary according to the employee's current project. This list is not exhaustive and is only meant to serve as an example of the type of work an employee may be expected to perform. Actual projects and responsibilities will be determined during or immediately following the hiring process.

Typical duties and projects may include any variation of the following:

- Assist with providing direction and overseeing frontline employees for special projects.
- Work with staff members to identify and develop project goals and objectives.
- Assist with planning construction and renovation projects, making schedules, prepare preliminary cost estimates and detailed project budgets.
- Report project progress as well as potential issues or delays
- Prepare, enter, and make recommendations for operating and capital improvement
- Ensures compliance with Federal Aviation Regulations (FAR) Parts 139 and 77, and 49 CFR 1542. This involves becoming knowledgeable with the regulations; determining deficiencies with current operations through analysis based upon findings, develop/modify a comprehensive program to ensure meeting of the Federal Regulations and ensuring the best interests of the Syracuse Regional Airport Authority.
- Work in tandem with all departments to ensure consistent and effective communication and continuity of operations across airport programs and departments.
- Monitor accurate reporting and dissemination of airport and airfield condition information to air carriers and other airport users that affect the safe operations of aircraft and general public.
- Review airport inspection reports and make recommendations for correcting deficiencies to appropriate airport staff.
- Develop, implement, and assist other SRAA team members in event coordination, including inaugural events, press events, employee events, trainings, and meetings.
- Assist in the development and implementation of marketing strategies to promote our airport and the services offered.
- Recommending new or modified policies and procedures
- Benchmark studies of other airport operations.

- Participating in daily management operations within a department
- Data analysis
- Efficiency and cost containment research
- Projection models
- Implementation of technology
- Impact studies
- Performs other related work assignments and tasks as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Extremely high attention to the detail
- Proficiency in MS Office products including Outlook, Excel, Word, PowerPoint, Project, Planning, and Teams.
- Ability to work independently with general guidelines under minimal supervision
- Ability to participate in a variety of tasks involving multiple departments
- Ability to supervise staff, and delegate responsibilities and to plan, organize, and coordinate the work of staff with varying job tasks and duties in a manner conducive to full performance and high morale.
- Ability to prepare concise oral and written reports.
- Ability to effectively communicate both verbally and in writing.
- Ability to interpret written material.
- Strong analytical and problem-solving skills
- Ability to work well in stressful situations, including emergencies
- Ability to establish and maintain effective working relations and act as a liaison with a diverse group of people, including employees, governmental agencies, local air carriers, public officials, tenants, and the general public.
- Ability to stay organized and meet deadlines
- Physical condition commensurate with the demands of the position and being able to perform the essential physical requirements of the position including pushing/pulling up to 50 lbs., remaining stationary, being mobile, standing and walking for long periods of time, working outside in all weather conditions, with or without a reasonable accommodation, and safely driving a vehicle.
- Successful candidates for these positions will be self-motivated, inquisitive, and reliable.

PREFERRED QUALIFICATIONS

Previous supervisory experience is preferred but not required.

MINIMUM QUALIFICATIONS

- A) Bachelors or Masters Degree in Aviation, Airport Management, Business Management, Business Administration, Airport Operations, Public Administration, or other related field; or
- B) Associates degree or equivalent education credits (two years of college experience) in Aviation, Airport Management, Business Management, Business Administration, Airport Operations, Public Administration, or other related field, and two (2) years of work experience in a commercial airport; or
- C) High school degree or equivalent, and four (4) years of work experience in a commercial airport; or
- D) An equivalent combination of education and experience as described above.

Special Necessary Requirements:

- At time of appointment, possession of a valid New York State driver's license as required by the New York State Department of Motor Vehicles for the class of vehicle being operated.
- Must obtain and maintain security clearance as required by role and TSA regulations.

Created 2/2025

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Finance Committee Meeting Minutes Friday, February 28, 2025

Pursuant to notice duly given and posted, the Finance 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 by committee Chair, Dr. Shiu-Kai Chin.

The meeting was called to order by Dr. Chin at 9:33 a.m.

Members Present:

Ms. Jo Anne Gagliano
Dr. Shiu-Kai Chin
Ms. Latoya Allen (Teams)
Mr. Michael Lazar
Mr. Nathaniel Stevens
Mr. Robert Simpson
Mr. Michael Frame

Members Absent:

None

Also Present:

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

Roll Call

As noted above, all members were present. 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 October 25, 2024, Finance Committee Meeting. 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 metrics reports and project updates. Landed weights improved in January. The activity by Frontier is still reduced further than was budgeted. Enplanements increased in December and were lower in January. Additional air service is planned and should make up for these differences before the fiscal year ends. Revenue improvements were made with Remain Over Night (RON)s and charter flight fees. New restaurant and grab and go offerings at the airport have increased terminal revenues. Parking revenues have increased with passenger traffic. Some projects have been delayed for various reasons, therefore some project expenses planned for this year may run into the next fiscal year (July 1st). Snow removal costs have increased based on the weather, but were budgeted and the new provider, Anglin, has managed it well. Roof repair patchwork is needed due to leaks, currently and then the full replacement of the roof on the north terminal will commence in the spring/summer. Revenues remain consistent with budget overall. Federal grant revenue grant applications will be completed, but it seems the approvals will not happen until next fiscal year.

Executive Director Terreri shared with the group his discussions with the legislative entities regarding workforce reductions and grant needs for the airport, as SYR cannot afford to have any delays in projects.

CFO Watkins continued her report and noted that SYR is 474 days cash on hand with the floor being 300, however as grant reimbursements end and projects increase, that number will go down. Mr. Mehl explained the new revenue control system for parking and CFO Watkins noted all the increased tracking options that are available, the shuttle for the economy lot is up and running and reservations for parking have also returned. Project status discussions continued, and all questions were answered.

Executive Session:

Dr. Chin invited a motion to go into Executive Session to discuss matters pertaining to the financial and employment history and or contracts for particular persons or corporations. A motion was made by Mr. Stevens and seconded by Mr. Frame. The Executive Session began at 10:36 a.m. and ended at 11:02 a.m. No action was taken.

Adjournment:

With no further questions, Mr. Frame made a motion to adjourn, and Mr. Stevens seconded that motion. The meeting was adjourned at 11:03 a.m.



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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.