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Human Resources Committee Meeting Minutes

Thursday, June 12, 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 Thursday, June 12, 2025, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:19 a.m. by Chair Michael Lazar.

In Attendance:

Mr. Michael Lazar – Chair
Ms. Jo Anne Gagliano (Teams)
Dr. Shiu-Kai Chin
Mr. Thomas Fernandez (Teams)

Absent:

Mr. Nathan Stevens
Mr. Damian Ulatowski
Ms. Latoya Allen

Other attendees:

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

Roll Call

As noted above, all members were present other than Mr. Stevens; Mr. Ulatowski and Ms. Allen.

Executive Session:

Mr. Lazar made a motion to go into Executive Session to discuss matters pertaining to the employment history of particular persons or corporations. Dr. Chin made the motion and Mr. Stevens seconded. Vote was carried unopposed. Executive session began at 11:20 a.m. and ended at 11:35 a.m. No action was taken.

Approval of Minutes from Previous Meetings

As there were no further comments regarding the HR Committee minutes from the February 28, 2025, meeting, Dr. Chin made a motion to approve, and Ms. Gagliano seconded. Vote was carried unopposed.

New Business/Discussion:

Human Resources Director Marshall noted that all materials are in the Teams folder for these discussions. She noted that there are several positions on the agenda to be considered: The Director of Airport Operations – this role used to be on the roster in the past. The role adds additional Director-level responsibilities but will not add to the headcount as the Airport Operations Manager will not be backfilled. The Terminal Concessions and Advertising Manager role is a one for one and also will not add to the headcount as the Director of Business Development title will not be backfilled. A new addition to the headcount with the title of Properties Manager is requested to be added to the roster as property management is an important part of the new 20-year Master Plan and landside development program. All questions were answered.

Ms. Gagliano made a motion to approve forwarding all requested job titles to the SRAA Board meeting for resolution on June 20th and Dr. Chin seconded. Vote was carried unopposed.

Yearly revisions to the Employee Handbook which starts on the new FY July 1, 2025, were discussed. Several policies were adjusted in the handbook that are already in place and others were added for clarification or requirements purposes. The major change in the handbook is regarding the vacation policy due to the new GASBY rules and changes the vacation for admin, non-union employees on an accrual basis beginning July 1, 2026, for current employees. This same amount of vacation will still be given, but it will no longer be front-loaded at the beginning of each fiscal year. New hires will begin with this new accrual process going forward. Meetings are being scheduled to go over the updates in the handbook and will also be communicated at the upcoming Town Hall meetings next week and an acknowledgement requirement will go to employees through the Paylocity program. This gives affected employees a year to plan for this change. A privacy policy for Paylocity was also added as required by the Paylocity system.

Management Report:

Human Resources Director, Debi Marshall provided an update regarding the status of Civil Service discussions, which passed the Assembly and the Senate and is awaiting the Governor's signature. This bill is supported by civil service and the unions. The SRAA Police Department is not part of the bill. The health insurance RFQ process is out with submissions due at the end of the month. After receiving submissions, they will be reviewed to see if any changes are recommended. This will be brought to the HR committee in September. Human Resources goals and KPIs were discussed as well as the results of the Employee Engagement Survey through Best Companies to Work for in NYS. This survey will be given annually, and results will help the SRAA focus on individual department issues that can help our employees.

Adjournment:

A motion to adjourn was made by Mr. Lazar and seconded by Dr. Chin, the meeting adjourned at 12:19 p.m.