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Human Resources Committee Meeting Minutes

Thursday, October 23, 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, October 23, 2025, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:02 a.m. by Chair Michael Lazar.

In Attendance:

Mr. Michael Lazar – Chair
Ms. Jo Anne Gagliano (Ex-officio)
Dr. Shiu-Kai Chin
Mr. Nathaniel Stevens

Absent:

Mr. Thomas Fernandez
Ms. Latoya Allen
Mr. Damian Ulatowski

Other attendees:

Mr. Jason Terreri
Ms. Robin Watkins
Ms. Joanne Clancy
Mr. Jason Mehl
Ms. Katie Tiisler
Mr. Aaron Harris
Mr. Benjami Yaus

Roll Call

As noted above, all members were present other than Mr. Thomas Fernandez; Ms. Latoya Allen; and Mr. Damian Ulatowski.

Approval of Minutes from Previous Meeting

Human Resources committee chair Mike Lazar welcomed the group. As there were no further comments regarding the HR Committee minutes from the September 12, 2025, meeting, Ms. Gagliano made a motion to approve, and Dr. Chin seconded. Vote was carried unopposed.

New Business/Discussion:

Management Report:

Human Resources Director, Debra Marshall gave an update on HR Goals and KPIs and what the responsibilities are of setting up the subsidiary. A conversation ensued regarding the requirements that need to be established for setting up the initial subsidiary such as policies, benefits, job descriptions, staffing model, handbook and other items in order to establish, hire and implement the plan for the operation to begin on July 1, 2026.

Contract negotiations with the Trades group are ongoing and will provide an update at the next SRAA Board meeting. ACI accreditation programs and Management Confidential positions were discussed. Management Confidential positions were identified, and the committee was asked if they wanted the SRAA to be pro-active on certain titles being exempt/confidential, as Director Terreri noted that this has been an ask from previous board members in the past. Chair Gagliano and the committee did not feel it was necessary to act on this issue at this time. The employee turnover and retention numbers are trending well and are above average compared to other sectors. There have been multiple new hires and internal promotions in Q1. Those positions were discussed along with vacancies left to fill, hopefully by the end of the calendar year. The Employee appreciation party photos were shared with the group and Ms. Marshall thanked her team and others who helped make the event successful.

Executive Session:

Mr. Lazar invited a motion to go into executive session to discuss matters pertaining to the financial and employment history of persons or corporations.

Mr. Stevens approved the motion and Dr. Chin seconded; vote was carried unopposed. Executive session began at 11:21 a.m. and ended at 12:12p.m. No action was taken.

Adjournment:

Having no further business to discuss, a motion to adjourn was made by Ms. Gagliano and seconded by Mr. Stevens, the meeting adjourned at 12:13 p.m.