



**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, September 19, 2025
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 June 20, 2025 SRAA Regular Board Meeting**
 2. **Approval of the Minutes from the September 12, 2025 Special Meeting of the Board**
 3. **Resolution creating the position of Aviation Program Manager – Technical (SRAA)**
 4. **Resolution creating the position of IT Supervisor (SRAA)**
3. **Airport Management Report**
4. Executive Session
5. **New Business/Discussion**
 1. **Resolution approving the Fiscal Year End 2025 Draft Audit of the Syracuse Regional Airport Authority**
 2. **Review of the 2026 SRAA Board and Committee Calendar Draft**
6. **Committee Reports**
 1. **HR committee**
 2. **Finance Committee**
 3. Governance Committee
 4. Audit Committee
7. Adjournment

*** Bolded items = materials available**

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF
SEPTEMBER 19, 2025 OF 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, under the Authority’s Bylaws, Roberts Rules of Order Newly Revised (“RONR”)¹ governs the procedural conduct of Authority Board meetings; and

WHEREAS, RONR authorizes the use of a Consent Calendar² for routine matters in order to expedite a meeting; and

WHEREAS, at a meeting of the Board held on September 19, 2025 a Consent Calendar was presented to the Board for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby approves the September 19, 2025 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: September 19, 2025

VOTE: *Ayes* ____ *Nays* ____ *Abstentions* ____

SIGNED:
 Secretary

¹ Refers to the edition of Roberts Rules of Order currently in effect.

² RONR 12th edition 41:32.

SCHEDULE A

Consent Agenda - September 19, 2025

1. Approval of Minutes from the June 20, 2025 SRAA Regular Board Meeting
2. Approval of the Minutes from the September 12, 2025 Special Meeting of the Board
3. Resolution creating the position of Aviation Program Manager – Technical (SRAA)
4. Resolution creating the position of IT Supervisor (SRAA)



Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, June 20, 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, June 20, 2025, at 11:05 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
Mr. Michael Frame - Teams
Dr. Shiu-Kai Chin
Mr. Michael Lazar
Mr. Robert Simpson
Mr. Nathaniel Stevens
Mr. Kenneth Kinsey

Members Absent:

Mr. Damian Ulatowski
Ms. Latoya Allen
Dr. Donna DeSiato
Mr. Tom Fernandez

Also Present:

Mr. Jason Terreri
Mr. Jason Mehl
Mr. Aaron Harris
Ms. Robin Watkins
Ms. Joanne Clancy
Ms. Debi Marshall
Chief Justin Baum

Chair Gagliano started the SRAA Board meeting at 11:05 a.m.

Roll Call

As noted above, all SRAA Board members were present in person other than Mr. Damian Ulatowski, Ms. Latoya Allen, Dr. Donna DeSiato, and Mr. Tom Fernandez.

Consent Agenda:

Chair Gagliano referenced the May 30, 2025, meeting minutes on the consent agenda and asked for any changes or comments. Having no objections or comments regarding the minutes, Chair Gagliano reminded the group that the additional items on the consent agenda were approved previously by the Human Resources Committee to be forwarded to the board and listed each item to the group. Hearing no objections, Chair Gagliano invited a motion to approve the consent agenda. A motion was made by Mr. Simpson, seconded by Dr. Chin, and the consent agenda was unanimously approved.

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

Airport Management Report:

Director Terreri welcomed the group and stated that an in-depth review of the budget had been taken place at the Finance Committee meeting. CFO Watkins reviewed metrics for May and a high-level review of the current recommended budget for the 2025-2025 FY. Given uncertainty in the current markets, budget projections for the next FY have remained flat. The new Airline Use and Lease Agreement (AULA) was reviewed and will go into effect July 1, 2025, all questions were answered. Dr. Chin, Chair of the Finance Committee, referred the group to the resolution and items in the packet.

New Business/Discussion:

Resolution Adopting the 2025/2026 SRAA Operations Budget – Chair Gagliano reminded the group that a deep dive on this budget was held during the past two Finance Committee meetings and all items were approved by the Finance Committee to be forwarded to the board. The board authorized the SRAA to pursue and accept all grants. Hearing no objections, Chair Gagliano invited a motion to approve the resolution. A motion was made by Dr. Chin, seconded by Mr. Lazar, the resolution was unanimously approved.

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

Resolution Adopting the 2025/2026 SRAA Capital Budget - Chair Gagliano reminded the group that a deep dive on the Capital budget was also held during the past two Finance Committee meetings and all items were approved by the Finance Committee to be forwarded to the board. The board authorized the SRAA to pursue and accept all grants. Hearing no objections, Chair Gagliano invited a motion to approve the resolution. A motion was made by Dr. Chin, seconded by Mr. Lazar, the resolution was unanimously approved.

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

Executive Director Terreri provided legislative updates regarding UAS and Advance Air Mobility executive orders and the unique opportunities it creates for SYR and NuAir being a leader in this space. SYR is the only location that has the ability to conduct drone detection and mitigation. SYR is three years ahead of other airports in this area. The FAA has revised their grant application agreements regarding certain programs related to DEI; the SRAA is looking into these requirements and legal review of these new changes in the applications is ongoing. The board will be updated with any new information. On the state front, the civil service legislation was approved, awaiting Governor's signature. This will make all SRAA positions exempt, other than the SRAA Police Department employees. A ribbon cutting is being planned for the new Gate 27 expansion, the date is not yet confirmed.

Committee Reports

The most recent Human Resources and Finance Committee meeting minutes were attached to the packet and there were no other committee reports. HR Director, Debi Marshall, discussed the items from the most recent minutes, there were no further questions.

Human Resources and Governance meetings have changed from September 11th to September 12th, 2025.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to the employment history and job performance of a particular person. A motion was made by Mr. Lazar, seconded by Ms. Gagliano. Motion was unanimously approved. Executive session began at 11:21a.m. and ended at 11:50 a.m.

Adjournment

Having no other topics for discussion, a motion was made by Mr. Simpson and seconded by Mr. Stevens, to adjourn the meeting. The meeting was adjourned at 11:52 a.m.

DRAFT



Minutes of the Special Board Meeting of the Syracuse Regional Airport Authority

Friday, September 12, 2025

Pursuant to the notice duly given and posted, the special board meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 12, 2025, at 11:31 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
Mr. Tom Fernandez
Ms. Latoya Allen
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. Michael Lazar
Mr. Damian Ulatowski
Mr. Kenneth Kinsey

Members Absent:

Mr. Michael Frame
Mr. Robert Simpson
Mr. Nathaniel Stevens

Also Present:

Mr. Jason Terreri
Mr. Jason Mehl
Mr. Aaron Harris
Ms. Robin Watkins
Ms. Joanne Clancy
Mr. John Clark
Mr. Ben Yaus

Chair Gagliano started the SRAA Board meeting at 11:31 a.m.

Roll Call

As noted above all SRAA Board members were present in person other than Mr. Frame; Mr. Simpson; and Mr. Stevens.

Executive Session

Ms. Gagliano invited a motion to go into Executive Session to discuss matters pertaining to: current litigation in the U.S. District Court for the Northern District of New York. Mr. Lazar made the motion, Dr. DeSiato seconded, motion carried unopposed, and Executive Session was called to order at 11:32 a.m. No action was taken and meeting resumed at 12:14p.m.

New Business/Discussion

Chair Gagliano invited a motion to approve the Resolution adopting amended Advertising Policy for the Syracuse Regional Airport Authority. Mr. Lazar made the motion, Dr. Chin seconded the motion and there were no objections.

Adjournment

Having no other topics for discussion, a motion was made by Dr. DeSiato and seconded by Mr. Lazar, to adjourn the meeting. With no further questions or objections, the meeting was adjourned at 12:17 p.m.

DRAFT

**RESOLUTION CREATING THE POSITION
OF AVIATION PROGRAM MANAGER – TECHNICAL (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 “Aviation Program Manager – Technical”, which position is responsible for managing one or more large, complex, multi-disciplinary technical programs (engineering, construction or scientific in nature) from inception to completion, including: organizing, administering, and monitoring multiple projects simultaneously that impact internal and external organizations; establishing project plans and goals for all phases of the program; ensuring program fulfillment and the integration of long-term master plans and strategic objectives into both short and long-term development projects; researching and investigating technical issues with direct effect on airport development projects; overseeing environmental programs; performing computer assisted drafting, design and development, and creation and maintenance of GIS data files; and assisting in the development of policy and procedures for planning and project management. This position reports to a director/executive level supervisor, demonstrates initiative, and operates with latitude under general supervision. May be responsible for general supervision of support and professional positions including but not limited to Airport Planner I, Airport Planner II and Project Coordinator. Performs related duties as required.; 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.

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)
Aviation Program Manager – Technical	7.25 hours

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.

SIGNED: _____
Secretary

**RESOLUTION AMENDING TITLE AND ESTABLISHING STANDARD WORKDAY
FOR THE POSITION OF INFORMATION TECHNOLOGY SUPERVISOR (f/k/a
Information Technology Systems Administrator) (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, by Resolution 2 of 2023 the Authority previously created the position of IT Systems Administrator with standard workday hours designated therein; and

WHEREAS, the Authority wishes to retitle this position as "Information Technology Supervisor" and the Onondaga County Personnel Department and New York State Civil Service Commission have approved such reclassification, and the Authority further wishes to designate standard workday hours for the retitled position; and

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in resolutions creating new positions and/or designating standard workdays for 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 amends the title of IT Systems Administrator with the standard workday for such position as follows, 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:

Authorities Budget Office Policy Guidance



Authority Mission Statement and Performance Measurements

Name of Public Authority: Syracuse Regional Airport Authority

Public Authority's Mission Statement:

Mission

The Syracuse Regional Airport Authority serves Upstate New York, providing a safe, convenient, seamless passenger experience while enhancing economic opportunity, development, and growth in the region.

Vision

To be recognized as a best-in-class airport elevating the customer experience and exceeding stakeholder expectations, while using innovative technology and optimizing the economic prosperity of the region we serve.

Values

The Syracuse Hancock International Airport holds these values and beliefs as core to its culture, mission, and vision for its customers, staff, partners, and stakeholders:

- We believe in safety & security.
- We believe in health & wellness.
- We believe in community relationships.
- We believe in trust & transparency.
- We believe in reliability & responsiveness.
- We believe in innovation & technology.
- We believe in environmental sustainability.
- We believe in independent financial stability.
- We believe in diversity & inclusion.

Date Adopted: March 26, 2021

List of Performance Goals (If additional space is needed, please attach):

- Provide safe, efficient and low-cost air transportation service
- Stimulate air service, economic development, trade and tourism by focusing in the shared goals of stakeholders
 - More service to more destinations
 - Lower operating costs
 - Increased non-aeronautical revenue
- Optimize customer service
- Continuous improvements to the terminal building and public-use facilities
- Implementation of new Strategic Plan and Master Plan
- Maintain current levels of service and gain new air service/airlines for the CNY Region
- Establish and implement use of new Federal Inspection Station (FIS)

Additional questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

Yes.

2. Who has the power to appoint the management of the public authority?

The 11 voting members of the Syracuse Regional Airport Authority are responsible for appointing the management.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

The Syracuse Regional Airport Authority does not currently have a formal policy regarding management. Other management employees are hired by the Executive Director, with certain positions (CFO, COO and General Counsel) requiring the Board's concurrence.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board's role includes:

- Management Oversight and Evaluation
- Financial Oversight
- Understanding Statutory Requirements
- Deciding, Implementing, and Monitoring Authority Policies
- Self-Evaluation
- Participation on certain RFP committees, projects

Management's Role:

Meet the goals and objectives of the Authority, specifically as described in the mission statement, recruit and retain employees, manage and oversee day-to-day operations of the airport, prepare and present annual budget and capital plans, air service development, and act as the liaison between the airport/SRAA the public and other government agencies.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

Yes.

Resolution No.

2025

**RESOLUTION APPROVING THE FISCAL YEAR
ENDING JUNE 30, 2025 DRAFT AUDIT OF 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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively the "Enabling Act"); and

WHEREAS, Section 2799-vvv of the Enabling Act requires that the accounts of the Authority be subject to the supervision of the State Controller and that an annual audit be performed by an independent certified public accountant; and

WHEREAS, in compliance with said provision of the Enabling Act, the Authority engaged the independent certified public accounting firm of Fust Charles Chambers to audit the Authority's accounts and prepare a draft audit for the fiscal year ending June 30, 2025; and

WHEREAS, Fust Charles Chambers performed such audit and prepared a draft audit for Fiscal Year End 2025; and

WHEREAS, Fust Charles Chambers further presented the draft audit for Fiscal Year End 2025 to the Audit Committee of the Board at its September 19, 2025 meeting and responded to questions posed by Audit Committee members; and

WHEREAS, the Audit Committee has recommended to the Board that it adopt and accept the draft Audit for Fiscal Year End 2025.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, by the Board of the Syracuse Regional Airport Authority that it hereby approves and adopts the draft audit for the Authority's Fiscal Year End 2025 prepared by Fust Charles Chambers; and

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

Resolution Adopted Date: September __, 2025

Vote: Ayes: __ Nays: __ Abstentions: .

Signed: _____
Secretary

2026 - **DRAFT** - SRAA COMMITTEE MEETING SCHEDULE

DATE	COMMITTEE	TIME
Friday, January 30th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Friday, February 6th	STATE OF THE AIRPORT	8:00 A.M. - 10:00 A.M.
Thursday, February 26th	FINANCE MEETING	9:30 A.M. - 11:00 A.M.
Thursday, February 26th	HR MEETING	11:00 A.M. - 12:00 P.M.
Thursday, March 5th	RETREAT - DINNER/OVERNIGHT	6:00 P.M. - 8:30 P.M.
Friday, March 6th	RETREAT	8:00 A.M. - 3:00 P.M.
Friday, April 10th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, April 23rd	AUDIT MEETING	9:30 A.M. - 10:30 A.M.
Friday, May 29th	FINANCE MEETING	9:00 A.M. - 11:00 A.M.
Friday, May 29th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, June 11th	HR COMMITTEE	11:00 A.M. - 12:00 P.M.
Friday, June 19th	FINANCE COMMITTEE	9:30 A.M. - 11:00 A.M.
Friday, June 19th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, September 10th	HR COMMITTEE	10:00 A.M. - 11:00 A.M.
Thursday, September 10th	GOVERNANCE COMMITTEE	11:00 A.M. - 12:00 P.M.
Friday, September 18th	FINANCE COMMITTEE	8:30 A.M. - 9:30 A.M.
Friday, September 18th	AUDIT COMMITTEE	9:30 A.M. - 11:00 A.M.
Friday, September 18th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Thursday, October 22nd	FINANCE COMMITTEE	9:30 A.M. - 11:00 A.M.
Thursday, October 22nd	HR COMMITTEE	11:00 A.M. - 12:00 P.M.
Friday, December 4th	GOVERNANCE COMMITTEE	10:00 A.M. - 11:00 A.M.
Friday, December 4th	BOARD MEETING	11:00 A.M. - 12:30 P.M.
Color Coding:		
BOARD MEETING	HR COMMITTEE	BOARD RETREAT
FINANCE COMMITTEE	GOVERNANCE COMMITTEE	7/9/25 DRAFT
AUDIT COMMITTEE	ANNUAL MEETING	