



**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, December 5, 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 September 19, 2025 SRAA Regular Board Meeting**
  2. **Updated procedure for Public Access to Records of the SRAA**
3. **Airport Management Report**
4. **New Business/Discussion**
  - a. **Resolution approving the Calendar Year End 2026 Committee Calendar of the Syracuse Regional Airport Authority**
  - b. **Resolution approving acceptance of funds and entering into agreement for New York State Aviation Capital Grant Program for construction of a snow control center and rehabilitation of the south deicing pad**
  - c. **Resolution Amending Title and Establishing Standard Workday for the position of Project Control Analyst**
5. **Executive Session**
  - a. **Resolution authorizing the acquisition of real property from public corporations**
  - b. **Resolution authorizing collective bargaining agreement between SRAA and central and northern NY building trades council and signatory local unions**
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”)<sup>1</sup> governs the procedural conduct of Authority Board meetings; and

**WHEREAS**, RONR authorizes the use of a Consent Calendar<sup>2</sup> for routine matters in order to expedite a meeting; and

**WHEREAS**, at a meeting of the Board held on December 5, 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 December 5, 2025 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

**RESOLUTION ADOPTED DATE: December 5, 2025**

**VOTE:**    *Ayes*   9   *Nays*      *Abstentions*     

**SIGNED:**

  
*Secretary*

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<sup>1</sup> Refers to the edition of Roberts Rules of Order currently in effect.

<sup>2</sup> RONR 12<sup>th</sup> edition 41:32.

## **SCHEDULE A**

### **Consent Agenda - December 5, 2025**

1. Approval of Minutes from the September 19, 2025 SRAA Regular Board Meeting
2. Updated procedure for Public Access to Records of the SRAA



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

**Friday, September 19, 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, September 19, 2025, at 11:03 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  
Dr. Shiu-Kai Chin  
Mr. Michael Lazar  
Mr. Nathaniel Stevens  
Mr. Damian Ulatowski  
Dr. Donna DeSiato  
Mr. Tom Fernandez

### **Members Absent:**

Mr. Kenneth Kinsey  
Ms. Latoya Allen  
Mr. Robert Simpson

### **Also Present:**

Mr. Jason Mehl  
Mr. Aaron Harris  
Ms. Robin Watkins  
Ms. Joanne Clancy  
Chief Baum  
Chief Coffey  
Ms. Katie Tiisler  
Mr. Benjamin Yaus  
Mr. John Clark

Chair Gagliano started the SRAA Board meeting at 11:03 a.m.

### **Roll Call**

As noted above, all SRAA Board members were present in person other than Ms. Latoya Allen, Mr. Kenneth Kinsey, and Mr. Robert Simpson.

### **Consent Agenda:**

Chair Gagliano referenced the June 20, 2025, meeting minutes and the September 12, 2025, Special Meeting of the Board minutes in the consent agenda and asked for any changes or comments to either. Having no objections or comments regarding these 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. Lazar, seconded by Dr. DeSiato, and the consent agenda was unanimously approved.

**The resolution was adopted: 8 ayes, 0 nays, 0 abstain**

### **Airport Management Report:**

CFO Watkins welcomed the group and stated that an in-depth review with both the Finance Committees and Audit Committees had taken place prior to this board meeting. CFO Watkins reviewed the most recent financial statements and key metrics with the board.

### **Executive Session**

Chair 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. A motion was made by Mr. Frame, seconded by Dr. DeSiato. Motion was unanimously approved. Executive session began at 11:27a.m. and ended at 11:46 a.m. No action was taken.

### **New Business/Discussion:**

#### **Resolution Approving the Fiscal Year End 2025 Draft Audit of the Syracuse Regional Airport**

**Authority** – Dr. DeSiato stated that it is great to have a clean audit. That the board appreciates the level of detail and integrity that it takes to do all those things. Ms. Clancy stated that the final reporting is due to the PARIS system on September 30<sup>th</sup>. Hearing no objections, Chair Gagliano invited a motion to approve the resolution. A motion was made by Mr. Frame, seconded by Mr. Ulatowski, the resolution was unanimously approved.

**The resolution was adopted: 8 ayes, 0 nays, 0 abstain**

#### **Review of the 2026 Draft SRAA Board and Committee Calendar**

Joanne Clancy reminded the group that this Draft-level calendar would be voted on at the December board meeting and to let her know if there are any objections to the dates and times proposed.

### **Committee Reports**

The most recent Human Resources and Finance Committee meeting minutes were attached to the packet and there were no other committee reports.

Chair Gagliano and the board thanked General Counsel John Clark for his years of service. Mr. Clark addressed the group and thanked everyone for his time with the SRAA. He welcomed new General Counsel, Benjamin Yaus, as his successor.

### **Adjournment**

Having no other topics for discussion, a motion was made by Mr. Frame and seconded by Mr. Ulatowski, to adjourn the meeting. The meeting was adjourned at 11:53 a.m.



## **Finance Committee Meeting Minutes Friday, September 19, 2025**

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 19, 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 8:36 a.m.

### **Members Present:**

Ms. Jo Anne Gagliano  
Dr. Shiu-Kai Chin  
Mr. Michael Lazar  
Mr. Nathaniel Stevens  
Mr. Michael Frame (8:48am)

### **Members Absent:**

Ms. Latoya Allen  
Mr. Robert Simpson

### **Also Present:**

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

### **Roll Call**

As noted above, all members were present, other than Ms. Allen; and Mr. Simpson. 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 June 20, 2025, Finance Committee Meeting. Having no comments or adjustments, Ms. Gagliano made a motion, and Mr. Lazar seconded the motion. Motion carried unanimously.

### **CFO Report:**

CFO Watkins conducted a review of the current month's finance metrics report and project updates and encouraged the committee to ask questions along the way regarding this in-depth

review which is being held just prior to the Audit Committee meeting. The airlines have up-gauged aircraft and added additional routes for both cargo and commercial and this is tracked by individual carriers. SYR is a prime diversion airport for severe weather or emergencies, which adds to the landed weight numbers. SYR is cautiously optimistic regarding budget trending. Concessions are up due to additional passengers and new offerings. Transportation numbers, especially rental cars, are also up, this may be in part because our catchment area has increased with better availability of flights from SYR compared to other local airports. Expenses are down, primarily due to timing issues with projects. Parking lot and utility/fiber line connections on Air Cargo Road are nearing completion.

Chief Commercial Officer, Jason Mehl provided an update on the AVI Taxi system, which like many other airports, sets up a system to permit and track via license plate readers for all ground transportation shuttle providers such as hotel shuttles, limos, buses and taxis, Uber and Lyft already have agreements in place that mirror these fees. These fees will go toward maintaining the roads infrastructure and the portion of the new CONRAC section dedicated to buses. The costs of that section will also fall on SRAA to maintain. A discussion ensued regarding these fees, and all questions were answered. The SRAA operating cash level decreases were reviewed as discussed at previous meetings. The O&M reserve requirements need to be funded for the future to have the ability to bond for the CONCRAC. The SRAA audit has been completed. Revenues are up 28.5% but operating expenses have kept pace at that same rate. There are significant capital needs on the horizon and even if we receive some grants, those require matches of up to 40%, therefore this is being managed closely and with prudent decisions.

Subsidiary update was given by CFO Watkins, which will be fully operational June 30, 2026. Financial, staffing, IT, equipment, and other systems are being set up to accommodate this separate subsidiary, Altitude Access. CFO Watkins said the board make-up will be this same group. Mr. Frame suggested a sub-unit board, consisting of 3 members of the SRAA board and 2-3 members of SRAA staff, especially in the beginning when there will be so many actions needed to be taken for the set up for this affiliate board. CFO Watkins agreed, and more information will be provided in the future.

Current capital projects were discussed and the CONRAC is at about 90% design with the RFP being sent out within the next month. Due to FAA lines/utility issues, and upcoming weather, this project is delayed until spring, 2026. Windows and siding installation has begun. Long term capital needs are being watched closely, due to the bond capacity of \$60M. A deep dive assessment of the condition of the parking garage is in progress and will be shared with the board at the next meeting.

### **Executive Session:**

No executive session was held.

**Adjournment:**

With no further questions, Dr. Chin asked for a motion to adjourn. Mr. Frame made a motion to adjourn, and Mr. Lazar seconded that motion. Motion was unanimous. The meeting was adjourned at 9:30 a.m.





## **Finance Committee Meeting Minutes Thursday, October 23, 2025**

Pursuant to notice duly given and posted, the Finance 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 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  
Mr. Michael Lazar  
Mr. Nathaniel Stevens (9:52am)  
Mr. Michael Frame (9:36am)

### **Members Absent:**

Ms. Latoya Allen  
Mr. Robert Simpson

### **Also Present:**

Mr. Jason Terreri  
Ms. Joanne Clancy  
Ms. Robin Watkins  
Mr. Jason Mehl  
Mr. Aaron Harris  
Chief Justin Baum  
Mr. Benjamin Yaus

### **Roll Call**

As noted above, all members were present, other than Ms. Allen, and Mr. Simpson. Dr. Chin welcomed the group and briefed everyone on agenda items to be discussed.

### **Management Report:**

Executive Director Terreri conducted a review of the catchment and Origin and Destination (O&D) data. This catchment area is within a three-hour drive, where SYR is the closest airport or where we receive 20% or more of the share of the passengers. Going into 2025, passenger numbers were 1.7M originating passengers with the number of visitors being 1.5M. 80% of passengers in the catchment area use SYR if a nonstop flight is available. The leakage is up 3%, which are the passengers going to another airport, which assumingly are the Southwest passengers going to Rochester and Albany. With 54% of catchment areas departing

internationally, this is a 10% increase potentially due to better routes, connectivity, and pricing. Added services from airlines are in discussion. Overall, even with the loss of Southwest Airlines, SYR is on an upward trend with about 72% in the legacy carrier markets and the airlines are happy with the performance at SYR. The Phoenix market is being tracked closely due to the semiconductor industry increases in CNY. Dr. Chin asked a question regarding legacy carriers vs. low/ultra low-cost carriers. Director Terreri stated that having strong legacy carrier numbers is the goal and that some of those carriers are now offering low-cost options at similar price points as the low-cost carriers. All questions were answered.

### **CFO Report:**

CFO Watkins went through the most recent metrics for Q1. Additions in enplanements are ahead of projections. The load factor for July was over 90%, with the average being 85%. Future airline seat availability data shows higher than anticipated. Revenues have been improved due to airline, landing fees, concessions, and parking, with the car rental revenues having the best results. Chief Commercial Officer, Jason Mehl explained the revenue tracking with the new parking system, including peak and seasonality trends. Capacity in the Open Lots is always full, then the garage, then the outer lots and combined runs at about 70% occupancy other than the few peak travel seasons per year, which run closer to capacity. Dr. Chin stated that there is confidence in the models that the committee and board are receiving.

CFO Watkins stated that expenses are running well below budget due to project timing delays. Subsidiary update was given regarding progress timeline for operational readiness on June 30, 2026. Status on all projects was reviewed.

The RFP bids are due on December 12, 2025, for the CONRAC facility build. Input and recommendations by the Board will be sought at the next board meeting regarding the CONRAC and current parking garage analysis. Construction is anticipated to begin in spring, 2026. Executive Director Terreri stated that the baggage system upgrade needs are currently the airport's priority.

### **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 September 19, 2025, Finance Committee Meeting. Having no comments or adjustments, Mr. Frame made a motion, and Mr. Stevens seconded the motion. Motion carried unanimously.

### **Executive Session:**

General Counsel Yaus and Chair Chin invited a motion to go into Executive Session to discuss matters pertaining to the collective negotiations, financial or credit history of particular corporations and/or proposed property securities transactions.

Motion carried unanimously. Executive Session began at 10:29am and ended at 10:54am. No action was taken.

**Adjournment:**

With no further questions, Dr. Chin asked for a motion to adjourn. Ms. Gagliano made a motion to adjourn, and Mr. Lazar seconded that motion. Motion was unanimous. The meeting was adjourned at 10:55 a.m.

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**Minutes of the Audit Committee Meeting  
of the Syracuse Regional Airport Authority  
Thursday, September 19, 2025**

Pursuant to the notice duly given and posted, the Audit Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 19, 2025, at 9:40 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by the Audit Committee Chair Dr. DeSiato.

**Members Present:**

Dr. Donna DeSiato – Committee Chair  
Ms. JoAnne Gagliano – Board Chair  
Mr. Michael Lazar

**Members Absent:**

Mr. Kenneth Kinsey  
Mr. Robert Simpson

**Also Present:**

Ms. Robin Watkins  
Ms. Joanne Clancy  
Mr. Jason Mehl  
Mr. Benjamin Yaus  
Mr. Aaron Harris  
Mr. Nate Stevens  
Mr. Michael Frame  
Dr. Shiu-Kai Chin  
Ms. Julie Barfield  
Mr. Jason Coleman & Mr. Thomas Knych - Fust Charles

**Roll Call**

Chair DeSiato started the Audit Committee Meeting at 9:40 a.m. by welcoming everyone. As noted, all Committee members were present other than Mr. Kenneth Kinsey and Mr. Robert Simpson.

**Approval of Minutes from the Previous Meeting**

A motion was made by Mr. Lazar and seconded by Ms. Gagliano to accept the September 20, 2024. The minutes were unanimously approved.

### **Executive Session**

Chair Dr. DeSiato invited a motion to go into Executive Session to discuss matters pertaining to the financial and employment history of particular persons or corporations. The SRAA Authority management left the room for the committee and auditors to have private discussions.

Ms. Gagliano made the motion, and Mr. Lazar seconded the motion. Motion was unanimous. Executive session began at 9:41 a.m. Executive session ended at 9:44 a.m. No action was taken, and decision was made to move the Executive session to the end of the meeting.

### **New Business/Discussion:**

The committee reviewed the Audit Committee Charter and was provided additional materials regarding the outcome of the SRAA audit for Fiscal Year ending June 30, 2025.

Fust Charles provided draft financial statements and required communications of the state of the union of the completed SRAA audit. A new GASBY was added regarding accounting for compensated absences and sick time accountability. All assumptions in the financial statements were evaluated and there were no difficulties, no issues with management and all disclosures have been communicated regarding the controls and narratives of the documentation. No major issues have been identified. CFO Watkins stated that the new SRAA parking revenue system is also under review to ensure that the proper checks and balances and checking of the websites and processes have taken place. Fust Charles Jason then reviewed the opinion that is clean and unmodified. The management section is reasonable and provides a look ahead for the year, noting significant projects and future of the airport. Balance sheets, income disclosures, along with capital and construction project line items were reviewed as well as other bond payments, grants, and liability disclosures. The statements will look different next year when the wholly owned subsidiary will be in effect, and it will still be a part of the overall SRAA audit. Required supplementary schedules and disclosures were reviewed and all are clean with nothing negative to report.

### **Executive Session**

Chair Dr. DeSiato invited a motion to go into Executive Session to discuss the financial and employment history of particular persons and corporations. The SRAA Authority management left the room for the committee and auditors to have private discussions.

Ms. Gagliano made the motion, and Mr. Lazar seconded the motion. Executive session began at 10:00 a.m. Executive session ended at 10:15 a.m. No action was taken.

**New Business/Discussion continued:**

The Audit Committee reviewed the Audit Committee Charter. No changes were recommended.

Chair DeSiato thanked Robin Watkins, her team, and the auditors for all that they do and their integrity and hard work. CFO Watkins and Julie Barfield thanked their excellent teams.

Ms. Galiano made the motion to recommend the draft audit to the SRAA Board for action and Dr. DeSiato seconded the motion. The motion was unanimously approved.

**Adjournment**

Having no other topics for discussion with the Audit Committee, a motion was made by Mr. Lazar and seconded by Ms. Gagliano to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned at 10:17 a.m.

**RESOLUTION AUTHORIZING THE ACQUISITION OF REAL PROPERTY FROM  
PUBLIC CORPORATIONS**

**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**, by Resolution 13 of 2013, the Authority entered into a forty (40) year lease agreement with the owner of the Syracuse Hancock International Airport (the “Airport”), the City of Syracuse (the “City”), which grants and obligates the Authority to control and maintain the real property of the Airport and facilitated the transfer of the Airport’s Part 139 Operating Certificate to the Authority; and

**WHEREAS**, Section 2799-eee (2) of the Enabling Act permits any public corporation to give, grant, sell or convey to the Authority real property useful in connection with the exercise by the Authority of its powers, Section 2799-ggg (5) authorizes the Authority to acquire real property by purchase, grant, lease, or gift to carry out its corporate purposes, and Section 2799-ddd (2) authorizes such powers to be delegated by the Board of the Syracuse Regional Airport Authority (the “Board”) to the Executive Director; and

**WHEREAS**, under the Authority’s Bylaws, the Board is responsible for establishing policies concerning procurements and the acquisition and disposition of property, and the Executive Director is tasked with carrying out the policies and objectives of the Board; and

**WHEREAS**, the Authority’s acquisition of real property is subject to Federal Aviation Administration (“FAA”) revenue use limitations and guidance, including Oder 5190.6B, Airport Compliance Manual, Change 3, September 15, 2023; and

**WHEREAS**, in order to meet the unprecedented economic growth and development expected for the CNY region, the Airport must undergo dramatic modernization and expansion of its passenger, cargo and related facilities in accordance with and within the bounds of its Airport Layout Plan, requiring coordination, collaboration and cooperation amongst applicable municipal/public corporations for the betterment of the region and its inhabitants;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby authorizes, and delegates the authority to, the Executive Director, with the advice of General Counsel and subject to the requirements of applicable Authority policies and FAA revenue use limitations, to acquire real property from public corporations for the Authority's corporate purposes; and

**BE IT FURTHER RESOLVED** that this Resolution, along with any powers delegated to the Executive Director hereby, shall expire and be deemed repealed, absent further action from the Board, on December 31, 2026.

**RESOLUTION ADOPTED DATE: DECEMBER 5, 2025**

**VOTE:**    *Ayes*   9      *Nays*   0      *Abstentions*   0  

**SIGNED:**    \_\_\_\_\_  
                    *Secretary*



**RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND ENTERING INTO AGREEMENT FOR NEW YORK STATE AVIATION CAPITAL GRANT PROGRAM FOR CONSTRUCTION OF A SNOW CONTROL CENTER AND REHABILITATION OF THE SOUTH DEICING PAD**

**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 (11) of the Enabling Act authorizes the Authority to enter into contracts, agreements and leases with the federal government, the state, the county, the city, any person or other public corporation and to execute all instruments necessary or convenient to accomplishing its corporate purposes which include the development, expansion, maintenance and operation of aviation facilities in Central New York in general and the Syracuse Hancock International Airport (“Airport”) in particular; and

**WHEREAS**, the Authority has determined that certain capital improvements at the Airport are required to accommodate deicing and winter operations, consisting of the rehabilitation of the south deicing pad and incorporation of a designated Snow Control Center (collectively, the “Project”); and

**WHEREAS**, the Authority was eligible to apply for a grant from the State of New York under its 2024 Aviation Capital Grant Program to be administered through its Department of Transportation (“NYSDOT”) (the “Grant”); and


**WHEREAS**, the Authority previously made application for the Grant and has been advised by New York State that the Grant has been awarded to the Authority for the Project (Project ID: 3A10.94) in the amount of \$2,500,000, with a \$1,474,400 local share;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby approves the Project and associated costs (inclusive of Authority's local share) and accepts the Airport Project Funding Grant Agreement from NYSDOT; and

**BE IT FURTHER RESOLVED**, by the Board of the Syracuse Regional Airport Authority, that the Executive Director is authorized to execute the Airport Project Funding Agreement in its current form and, with the advice of counsel, such other agreements, amendments and/or related documentation as may be necessary to ensure the timely completion of the Project and reimbursement to the Authority

**RESOLUTION ADOPTED DATE: DECEMBER 5, 2025**

**Vote:**        *Ayes*   9          *Nays:*   0          *Abstentions:*   0  

  
**SIGNED:** \_\_\_\_\_  
*Secretary*

**RESOLUTION AMENDING TITLE AND ESTABLISHING STANDARD WORKDAY  
FOR THE POSITION OF PROJECT CONTROL ANALYST (f/k/a Construction Project  
Coordinator) (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 6 of 2024 the Authority previously created the position of Construction Project Coordinator with standard workday hours designated therein; and

**WHEREAS**, the Authority wishes to retitle this position as “Project Control Analyst” and has so notified the Onondaga County Personnel Department and New York State Civil Service Commission, 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, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby amends the title of Construction Project Coordinator 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:

Position Amended Title	Standard Work (Hrs/Day)
Project Control Analyst	7.25 hours

; and

**BE IT 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: DECEMBER 5, 2025**

**Vote 9 Ayes \_0\_\_ Nays \_0\_\_ Abstentions \_0\_\_**

**SIGNED:** \_\_\_\_\_  
*Secretary*

## **Project Control Analyst (SRAA)**

### **Distinguishing Features of the Class**

Provides coordination and recordkeeping of all construction and engineering projects dealing with multiple departments, outside developers, and contractors to ensure projects are completed on time and per specifications. Position will help coordinate project needs, goals, and objectives by working with their team and other senior staff members throughout the Authority. The successful incumbent will demonstrate initiative and operate with latitude under general supervision received from the Chief Financial Officer or designee. Does related work as required.

### **Typical Work Activities**

- Provides coordination and maintenance of Project Management Software
- Set up design and construction projects in software program
- Ensures complete document maintenance in software program
- Assist with submittal distribution and follow up
- Assist with RFI distribution and follow up
- Assists in compiling bid documents
- Complete change order logs
- Serves as secondary contact point for projects
- Coordinate site surveys
- May participate in project coordination meetings
- Escort contractors
- Tracks project budgets, both expended and total projected costs
- Track project funding sources
- Assists in grant pay application submissions
- Reconciles financial project financial status to general ledger
- Reviews contractor/consultant pay applications for accuracy
- Create SRAA materials/ submittal standards
- May procure and manage project furniture, fixtures, and equipment (FF&E)
- Assists Consulting Owner's Representative or Project Manager as needed

### **Full Performance, Knowledges, Skills, Abilities and Personal Characteristics**

- Thorough knowledge of the principles and practices of planning, design and construction including cost estimating, construction codes, site work construction and inspection, and environmental permitting.
- Good knowledge of the principles, methods and equipment common to construction projects
- Financial experience in reconciliations and project tracking
- Ability to manage and prepare detailed project budgets and estimations
- Ability to communicate effectively both orally and in writing
- Ability to work effectively, professionally, and respectfully with a diverse staff, vendors, contractors, engineers, and government officials

- Proficient in use of a personal computer, and Microsoft Office Suite products, including Word, Excel and Outlook
- Must be able to perform the physical requirements required for the position, including ability to stand, walk or be mobile, and sit for long periods of time
- Experience in Aviation and capital projects preferred.

#### **Minimum Qualifications**

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree in construction technology, project management, Business Administration, Finance or a closely related field and five (5) years of work experience in project management, contract management, or similar role.

B. Seven (7) years of work experience in project management, contract management, or similar role.

C. Combination of education and experience as listed above

#### **SPECIAL REQUIREMENTS**

1. Must obtain and maintain security clearance as required by role and TSA regulations
2. Possession of valid New York State driver's license.
3. Subject to Syracuse Regional Airport Authority drug and alcohol testing policy for safety-sensitive positions.

**RESOLUTION AUTHORIZING COLLECTIVE BARGAINING AGREEMENT  
BETWEEN SRAA AND CENTRAL AND NORTHERN NY BUILDING TRADES  
COUNCIL AND SIGNATORY LOCAL UNIONS**

**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**, the Enabling Act authorizes the Authority to enter into agreements in furtherance of the accomplishment of its corporate purposes, and 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 is a party to a collective bargaining agreement with the Central and Northern NY Building Trades Council and signatory Local Unions (hereinafter, the “Union”) with a term of October 1, 2020 to June 30, 2025; and

**WHEREAS**, the Authority and the Union, by their representatives, entered into negotiations for a new collective bargaining agreement to establish terms and conditions of employment for trades employees to be employed by the Authority for the period July 1, 2025 through June 30, 2028; and

**WHEREAS**, as the result of good faith bargaining between the Authority and the Union, the parties’ representatives have entered into a Memorandum of Agreement dated November 24, 2025 establishing terms and conditions of employment for trades employees pursuant to a new three (3) year collective bargaining agreement with a term of July 1, 2025 through June 30, 2028, subject to ratification by both parties; and

**WHEREAS**, the Authority has informed the Union that upon approval of the Memorandum of Agreement by both parties it would become effective July 1, 2025;

**RESOLUTION ADOPTED DATE: DECEMBER 5, 2025**

**SIGNED:** \_\_\_\_\_  
*Secretary*



## MEMORANDUM OF AGREEMENT

Made this \_\_\_\_ day of November, 2025 by and between Syracuse Regional Airport Authority (hereinafter referred to as "the SRAA") and the Central and Northern NY Building Trades Council and signatory Local Unions (hereinafter referred to as "the Union"). The SRAA and the Union agree to a three (3) year collective bargaining agreement, for the period July 1, 2025 through June 30, 2028, upon the following modifications to their 2020-2025 collective bargaining agreement, all of which will be effective retroactive to July 1, 2025.

### **1. Article V - Wages.**

Hourly wage rates for each year of the Collective Bargaining Agreement are set forth in Appendix A (attached), and will include the following increases to existing wage rates after an initial adjustment to increase the Steamfitter wage rate by \$.50 to \$39.02:

- Effective July 1, 2025: Four percent (4%) increase
- Effective July 1, 2026: Four percent (4%) increase
- Effective July 1, 2027: Three and one-half percent (3.5%) increase

Employee checks or direct deposit advices and W-2 forms shall be placed in sealed envelopes prior to distribution to employees, unless employee chooses to go paperless through the Authority's payroll system. When necessary, the Authority will provide a pay stub upon request to an employee who chooses to go paperless.

Each skilled trades person shall be allotted \$250.00 per year for work uniforms payable in the regular payroll check on or near September 15th. Rain gear, protective clothing, gloves and protective devices shall be provided by the SRAA for employees requiring such outfitting. Each active employee will be provided a \$100.00 bootslip twice a year to be used to purchase safety boots or safety shoes as required by their specific job duties.

**2. Article VIII - Medical, Dental and Vision Plans.**

Employee health insurance contributions in each year of the collective bargaining agreement will be 20% percent of the premium cost to the SRAA as set forth in Appendix B (attached). All plans offered by the SRAA will be made available to all bargaining unit employees. Active employees who are not receiving a paycheck for more than one month will be required to pay healthcare contributions through monthly direct billing in order to continue coverage.

**3. Article VII - Paid Leave Benefits.**

The Vacation Schedule shall be modified to add a Vacation Allowance at 10 years Seniority of 18 days and to increase the Vacation Allowance at 20 years Seniority to 23 days.

An employee may carry over up to twenty (20) unused days of vacation to the following vacation period. An employee may request up to 10 of those unused vacation days to instead be paid out to the employee. The vacation payout will be calculated at the employees' regular rate of pay as of June 30th. The employee must be an active employee as of June 30th to be eligible for the vacation payout.

Employees covered by this Agreement shall be allowed to take six (6) family illness leave days from work in the event of illness in the employee's family (spouse, parents, children, sister, brother, grandchildren, grandparents, and mother/father-in-law) upon prior approval of the supervisor, however, in the event of extenuating circumstances such prior approval shall be waived.

Satisfactory medical documentation of such family illness may be requested by the supervisor where the illness exceeds three (3) days in a calendar year.

Unused family illness leave days shall be converted to sick leave at the end of each calendar year at a 2 to 1 ratio.

Increase bereavement for immediate family (child, spouse, parent) to 10 days.

Employees will be entitled to paid leave up to 3 hours for actual attendance at each Workers Compensation follow-up medical appointment. Documentation of such attendance shall be required.

**4. Article IX – Hours and Premium Pay.**

Management reserves the right to contract out any bargaining unit work without regard to potential overtime opportunities where the employees in the applicable trade fail to answer or respond in a timely manner to a call to report to work.

The normal workday shall include a one-half (1/2) hour meal break.

**5. Article XI – Vacancies.**

Skilled tradespersons recommended for consideration must have met the appropriate journeyman requirements for that particular trade. The Authority may require the employee to enroll in available Union sponsored or other training programs for purpose of obtaining any certifications necessary to the performance of their work. Time spent by an employee in training shall be considered time worked for purposes of Article IX.

**6. Article XIV – Sick Leave Conservation Program.**

Upon retiring from employment with the Authority, employees have the option under Section 41-j of the NYS retirement and Social Security Law, to utilize up to 165 days (or 100 days for Tier 6) of unreimbursed sick days to be calculated as service credit. In addition, an employee may receive cash payment of \$20 per day up to a maximum of 60 unused sick days in excess of 165 days (or 100 days for Tier 6) for a maximum of \$1,200. Payment shall be made in the employee's final paycheck. Inclusion in the employee's final average salary for retirement benefit purposes shall be determined by the NYS Employee's Retirement System rule and regulations.

**7.** Appendix C and Appendix F of the 2020-2025 Collective Bargaining Agreement will be removed as unnecessary. The remaining Appendices in the 2020-2025 Collective

Bargaining Agreement will be re-lettered along with the following policies to be added as new Appendices:

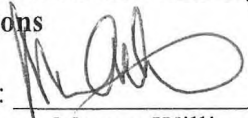
- Volunteer Leave policy (already agreed to in 2021)
- Maternity/Paternity leave policy (already agreed to in 2021)
- Professional Development and Certifications Program (already agreed to in 2022)
- Drug Free Workplace Policy (already agreed to in 2023)

8. This Memorandum of Agreement is subject to ratification by members of the bargaining unit and voting Members of the SRAA. The undersigned representatives are authorized by their respective bargaining committees to execute this Agreement on their behalf with their full endorsement and unanimous recommendation for ratification of the terms of this Agreement.

**Syracuse Regional Airport  
Authority**

By: \_\_\_\_\_  
Robin Watkins

**Central and Northern NY Building  
Trades Council and Signatory Local  
Unions**

By:  \_\_\_\_\_  
Marcus Williamee

Appendix A

**WAGES**

<b>Job Classification</b>	<b>7/1/2025</b>	<b>7/1/2026</b>	<b>7/1/2027</b>
Carpenter	39.34	40.91	42.34
Carpenter Foreperson	42.67	44.38	45.93
Cement Mason	38.52	40.06	41.46
Cement Mason Foreperson	40.34	41.95	43.42
Electrician	44.87	46.66	48.29
Electrician Foreperson	48.95	50.91	52.69
Mason/Bricklayer	39.93	41.53	42.98
Mason/Bricklay Foreperson	41.36	43.01	44.52
Painter	37.91	39.43	40.81
Painter Foreperson	41.89	43.57	45.09
Plasterer	39.03	40.59	42.01
Plumber	40.06	41.66	43.12
Plumber Foreperson	42.54	44.24	45.79
Roofer	40.34	41.95	43.42
Roofer Foreperson	42.80	44.51	46.07
Sheetmetal Journeyman	40.79	42.42	43.90
Sheetmetal Foreperson	43.00	44.72	46.29
Steamfitter	40.58	42.20	43.68
Steamfitter Foreperson	42.54	44.24	45.79



## 2026 BOARD MEMBERS

Board Member	Appointed By	Exp. Of Term
		<b>2026</b>
Ms. Latoya Allen	City of Syracuse Mayor	12/31/2026
Mr. Robert Simpson	City of Syracuse Mayor	12/31/2026
Mr. Nathaniel J. Stevens	Onondaga County Executive	12/31/2026
		<b>2027</b>
Dr. Shiu-Kai Chin (Finance Officer)	City of Syracuse Mayor	12/31/2027
Mr. Michael Frame (Vice Chair)	City of Syracuse Mayor	12/31/2027
*Mr. Michael Mirizio	*North Syracuse Central School District	*12/31/2027
		<b>2028</b>
Dr. Donna DeSiato	ESM School District	12/31/2028
Ms. Jo Anne C. Gagliano (Chair)	City of Syracuse Mayor	12/31/2028
Mr. Thomas Fernandez	City of Syracuse Mayor	12/31/2028
Mr. Kenneth Kinsey	City of Syracuse Mayor	12/31/2028
Mr. Michael Lazar	Town of DeWitt Superintendent	12/31/2028

As of 11/06/2025

\*Two-year rotating seat appointment between – Board of Education – North Syracuse School District; Towns of Salina, Cicero and Clay.

**RESOLUTION ADOPTING THE 2026 REGULAR  
BOARD AND COMMITTEE MEETING SCHEDULE FOR  
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**, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

**WHEREAS**, Section 5.2 of the Organizational By-Laws of the Authority grants the Board of the Authority the power to hold regular meetings at such times and places as from time- to-time may be determined by resolution of the Board; and

**WHEREAS**, a proposed 2026 regular Board and Committee meeting schedule has been proposed and submitted to the Board by Authority management and has been duly considered by the Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Syracuse Regional Airport Authority hereby adopts the 2026 regular Board and Committee meeting schedule as attached to and made a part of this Resolution, as the regular meeting schedule of the Board and its Committees of the Authority for 2026; and

**BE IT FURTHER RESOLVED**, that the Syracuse Regional Airport Authority hereby authorizes and directs the Secretary of the Authority to publish the 2026 regular Board and Committee meeting schedule, and to revise and republish any subsequent changes to the 2026 regular Board and Committee meeting schedule as the Board and/or Committees may require; and

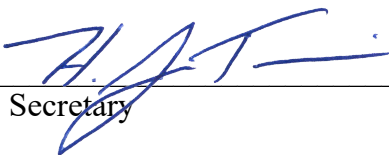
**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

Resolution Adopted Date: December 5, 2025

Vote: Ayes 9 Nays: 0 Abstentions: 0

Signed: \_\_\_\_\_

Secretary

A handwritten signature in blue ink, appearing to be "H. A. T.", is written over a horizontal line. The signature is stylized and fluid.



## 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	9:30 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.
<b>Color Coding:</b>		
BOARD MEETING	HR COMMITTEE	BOARD RETREAT
FINANCE COMMITTEE	GOVERNANCE COMMITTEE	10/21/2025
AUDIT COMMITTEE	ANNUAL MEETING	

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

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<b>Color Coding:</b>		
BOARD MEETING	HR COMMITTEE	BOARD RETREAT
FINANCE COMMITTEE	GOVERNANCE COMMITTEE	10/21/2025
AUDIT COMMITTEE	ANNUAL MEETING	