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Human Resources Committee Meeting Minutes

Thursday, February 26, 2026

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, February 26, 2026, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:01 a.m. by Chair, Michael Lazar.

In Attendance:

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

Absent:

Mr. Eric Ennis

Other attendees:

Mr. Jason Terreri
Ms. Robin Watkins
Ms. Joanne Clancy
Mr. Jason Mehl
Ms. Lexi Hull
Ms. Katie Tiisler
Chief Justin Baum

Roll Call

As noted above, all members were present other than Mr. Ennis.

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 October 23, 2025, meeting, Ms. Falco made a motion to approve, and Dr. Chin seconded. Vote was carried unopposed.

New Business/Discussion

Review of the Human Resources Committee Charter:

The SRAA HR Charter was provided to the committee for the annual review and yielded no new comments, updates or changes and will remain as it is written with unanimous approval.

Old Business:

Subsidiary update:

Human Resources Director, Debra Marshall updated the committee regarding the status of the new Altitude Access Solutions, Inc. (AAS) subsidiary. The subsidiary will go live officially on July 1, 2026. The Executive Team and Human Resources are researching and working on completing all the necessary policies and procedures for the for-profit business corporation subsidiary including the AAS employee handbook. Benefits, job descriptions, audit process, and payroll systems.

HR Management Report:

Human Resources Director, Debra Marshall provided materials and gave an update on training/workforce development initiatives, turnover and retention statistics, HR Goals and KPIs and the employee engagement survey for SRAA. Chief Baum shared with the group information for internship in the SRAA police department. HR Director stated that the full results of the employee engagement survey will be shared with the group during the June HR meeting, but the overall initial results are positive. The survey return rate was 43% which allowed the SRAA to be included in “The Best Companies to Work” Award list.

Executive Session:

Chair Lazar invited a motion to go into executive session to discuss matters pertaining to the employment history of a particular person(s); and (2) collective bargaining negotiations, including 400A and 1773A.

Ms. Gagliano approved the motion and Dr. Chin seconded; vote was carried unopposed. Executive session began at 11:20 a.m. and ended at 11:59 a.m. No action was taken.

HR Management Report:

Facilities Technician:

After reviewing the 2nd shift job description, and COO Aaron Harris explained the need for the role, Dr. Chin invited a motion to approve the Facilities Technician position and bring it to the SRAA Regular Board meeting for resolution and Mr. Mirizio seconded; vote was carried unopposed.

Job Advertisements:

A discussion was held regarding the cost of advertising on Syrause.com and changes to the way job advertisements are posted/communicated to the Central New York Community. Director Terreri and HR Director Marshall gave an update on the data which shows that Syracuse.com is only 1% of all SRAA applicants so it is not worth the cost compared to posting in professional organizations and other areas depending on the type of job being advertised.

General Counsel Yaus said clarity to this policy should be made to exclude job postings but will still use this method for legal notices or other needs. All questions were answered.

Ms. Falco invited a motion to approve the job advertisement updates and bring them to the SRAA Regular Board meeting for resolution and Mr. Mirizio seconded; vote was carried unopposed.

Adjournment:

Having no further business to discuss, a motion to adjourn was made by Dr. Chin and seconded by Mr. Mirizio, the meeting adjourned at 12:04 p.m.