

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF
DECEMBER 13, 2024 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 December 13, 2024 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 13, 2024 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: DECEMBER 13, 2024

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

SIGNED:


Secretary

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

² RONR 12th edition 41:32.

SCHEDULE A

1. Consent Agenda

1. Approval of Minutes from the September 20, 2024 Regular Board Meeting

**RESOLUTION ADOPTING THE 2025 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 2025 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 2025 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 2025; and

BE IT FURTHER RESOLVED, that the Syracuse Regional Airport Authority hereby authorizes and directs the Secretary of the Authority to publish the 2025 regular Board and Committee meeting schedule, and to revise and republish any subsequent changes to the 2025 regular Board and Committee meeting schedule as the Board and/or Committees may require; and

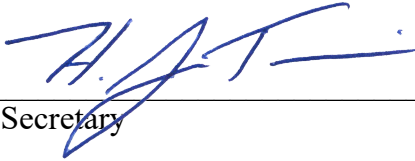
BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Resolution Adopted Date: December 13, 2024

Vote: Ayes 9 Nays: 0 Abstentions: 0

Signed: _____

Secretary

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

**RESOLUTION CREATING THE POSITION
OF AIRPORT POLICE ADMINISTRATIVE LIEUTENANT (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 Airport Police Administrative Lieutenant, which position is under the general direction of the Airport Police Chief or other higher-ranking officers, performs complex functions involving departmental administration, enforcement of laws, regulations, policies and procedures in the jurisdiction of the Syracuse Regional Airport Authority; and

WHEREAS, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; 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.

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 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)
Airport Police Administrative Lieutenant	7.25 hours

, and it is 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 13, 2024

VOTE: Ayes 2 Nays 0 Abstentions 0

SIGNED:



Secretary

AIRPORT POLICE ADMINISTRATIVE LIEUTENANT (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

This is a position at the Syracuse Regional Airport Authority, operator of Syracuse Hancock International Airport, which under general direction from Airport Police Chief or other higher-ranking officers, performs complex functions involving departmental administration, enforcement of laws, regulations, policies and procedures in the jurisdiction of the Syracuse Regional Airport Authority.

TYPICAL WORK ACTIVITIES

- Performs Police Department administrative functions including schedule management, records maintenance, technical services, and oversight of the training program.
- Collects Department statistics, compiles data, and transmits information to relevant stakeholders and agencies.
- Conducts aviation security related tasks in coordination with the Airport Badging Office and the Transportation Security Administration.
- Supervises department vehicle fleet, Body Worn Camera, and TASER Programs.
- Maintains inventory of and issues department equipment to Officers.
- Reviews and amends department policy in accordance with accreditation and industry standards.
- Performs other assigned administrative duties as assigned by the Captain or Chief of Police.
- Directs and performs criminal and employee background investigations when assigned.
- Answers questions from the public and renders assistance as necessary.
- Transmits orders to Police Officers personally, in writing, or by telephone.
- Checks Police Officers in the performance of duties and makes suggestions for better execution of work.
- Responds to aircraft emergency situations and security related incidents at the airport as directed by radio, observation, or other form of communication
- Reports any breach of duty or inefficiency of subordinates.
- Provides training, coaching, and direct supervision of Airport Police Officers.
- Prepares periodic performance evaluations of subordinates.
- Performs other tasks including but not limited to administrative and patrol related to law enforcement and the other safety and security of the airport as deemed necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of accepted principles and practices of law enforcement as applied to airport and aviation security practices.
- Good knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and other relevant state and local laws.
- Good knowledge of accepted principles and practices of administration and supervision as applied to police work, including hiring staff, creating schedules, professional development/training, accreditation, and discipline.
- Good knowledge of FAA and TSA policies, including 49 CFR Part 1542 and practices governing security at commercial airports.
- Good knowledge of 14 CFR Part 139 – Certification of Airports
- Good knowledge of the modern methods and techniques employed in airport safety and security.
- Proficient in use of a personal computer, and Microsoft Office Suite products, including Word, Excel and Outlook.
- Proficient in use of radio communications technology.
- Ability to supervise and effectively command others in emergencies.
- Ability to communicate effectively both orally and in writing in English (bilingual is a plus)
- Ability to maintain positive professional relationships with a diverse staff, including management, employees, tenants, vendors, regulatory agents, and other law enforcement and emergency management agencies.
- Ability to exercise good judgment and make effective decisions in alignment with the mission and values of Syracuse Regional Airport Authority.
- Ability to work independently or as a team in a high stress and life-threatening situation.

- Good knowledge of the principles, practices and methods employed in investigation work.
- Ability to obtain information through interview, interrogation, and observation, and to prepare and submit comprehensive activity and case reports.
- Ability to be courteous and firm with the general public, focused both on customer service and safety and security.
- Ability to exercise good judgment and appropriately determine when issues are a police matter or civil matter
- Physical strength and agility sufficient to perform police work.
- Ability to maintain records and prepare reports in an organized and clear manner.
- Ability in the use and care of firearms.
- Ability to plan, assign, and supervise the work of subordinates in a manner conducive to full performance and high morale.
- Able to work primarily in doors in office setting and occasionally outdoors on foot or in vehicle in all weather conditions.
- Ability to perform lifesaving procedures.
- Must meet the physical, mental, and certification requirements of New York State statutes for law enforcement, including hand and arm steadiness, ability to use a keyboard and telephone, occasional lifting/pushing/pulling up to 50 lbs., walking, standing, balancing, kneeling, bending, feeling, climbing, smelling, twisting, sufficient hand-eye coordination and position mobility in ankles, knees, hips, and back, vision, speech, and hearing necessary to perform the essential tasks and maintain proficiency standards and positions for the "gun" and "non-gun" hand. Must have physical stamina to chase and subdue fleeing persons and arrest suspects and rescue victims.

MINIMUM QUALIFICATIONS

PROMOTIONAL

1. Three (3) years of previous full-time work experience as a Police Sergeant or higher rank (experience in other agencies will be considered).
2. Must have prior Law Enforcement experience performing complex administrative tasks and investigations (experience in other agencies will be considered).
3. Must have valid NYS Basic Police Officer Certificate (BPOC)
4. Must have a valid driver's license.

OPEN/COMPETITIVE

1. Three (3) years of previous full-time work experience as a Police Sergeant or higher rank.
2. Must have prior Law Enforcement experience performing complex administrative tasks and investigations.
3. Must have valid NYS Basic Police Officer Certificate (BPOC)
4. Must have a valid driver's license.

Special Requirements:

- Must obtain and maintain security clearance as required by role and TSA regulations.
- Subject to Syracuse Regional Airport Authority drug and alcohol testing policy for safety-sensitive positions.
- If retired, must be retired in good standing with previous agency