

**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 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

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

² RONR 12th 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 30th. 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.

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

Section 1. Purpose and scope:

(A) This document provides information concerning the procedures by which records may be obtained in accordance and consistent with Article 6 of the Public Officers Law and 21 NYCRR Part 1401.

(B) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

Section 2. Designation of records access officer:

(A) The Board of the Syracuse Regional Airport Authority (SRAA) is responsible for ensuring compliance with the regulations herein, and designates the following person as records access officer:

General Counsel
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
yausb@syrairport.org

(B) The records access officer is responsible for ensuring SRAA's appropriate response to public requests for access to records. The records access officer shall:

- (1) Acknowledge a FOIL request in a timely manner, in accordance with Section 5(C).
- (2) Immediately notify the Executive Director and relevant SRAA personnel of receipt of a FOIL request and keep said persons apprised of the status of, and required timeline for issuing a decision on, the FOIL request.
- (3) Upon receiving direction from the Executive Director and relevant SRAA personnel, take one of the following actions:
 - (a) For record inspection requests:
 - (i) Make records available for inspection; or
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefor.
 - (b) For requests for copies of records:
 - (i) Make copies available upon payment of established fees, in accordance with Section 8; or
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefor.
 - (c) Upon request, certify that a record is a true copy;
 - (d) Upon failure to locate records, certify that the SRAA is not the custodian of such record or that such record cannot be found after diligent search.

Section 3. Location:

Records shall be available for public inspection and copying at:

12/5/2025

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

Section 4. Hours for public inspection:

Requests for public access to records shall be accepted, and records produced, during all hours regularly open for business. These hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays.

Section 5. Requests for public access to records:

- (A) A written request is required.
- (B) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet.
- (C) A response shall be given within five (5) business days of receipt of a request by:
 - (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
 - (2) granting or denying access to records in whole or in part;
 - (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty (20) business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty (20) business days from the date of such acknowledgment, providing a statement in writing stating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
 - (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty (20) business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty (20) business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
- (D) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

number of requests received by SRAA, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(E) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed.

Section 6. Subject matter list:

(A) The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to Public Officers Law § 87(2).

(B) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

(C) The subject matter list shall be updated annually. The date of the most recent update shall appear on the first page of the subject matter list.

Section 7. Denial of access to records:

(A) Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal.

(B) If SRAA fails to respond to a request as required in Section 5, such failure shall be deemed a denial of access by SRAA.

(C) The following person shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Chief Fiscal Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

(D) Any person denied access to records may within thirty (30) days appeal in writing such denial. Appeals are not accepted via email.

(E) The time for deciding an appeal shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the applicant.

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

(F) A failure to determine an appeal within ten (10) business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(G) The person designated to determine appeals shall cause to be transmitted to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

(H) The person designated to determine appeals shall inform the appellant and the Committee on Open Government of his/her determination in writing within ten (10) business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision (G) of this section.

Section 8. Fees:

(A) There shall be no fee charged for:

- (1) inspection of records for which no redaction is permitted;
- (2) searching for, the administrative costs of, or employee time to prepare photocopies of records (except as otherwise provided in Section 8(C) below);
- (3) reviewing the content of requested records to determine the extent to which records must be disclosed or may be withheld; or
- (4) certifications.

(B) Fees for copies may be charged, provided that:

- (1) the fee shall be 25 cents per page for photocopies not exceeding 9 x 14 inches;
- (2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
- (3) SRAA redacts portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

(C) The "actual cost of reproduction" may include only the following:

- (1) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two (2) hours of the employee's time is necessary to do so; and
- (2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or

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(3) the actual cost to SRAA of engaging an outside professional service to prepare a copy of a record, but only when SRAA's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

(D) When SRAA has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, SRAA shall be required to retrieve or extract such record or data electronically. In such case, SRAA may charge a fee in accordance with Paragraph (C)(1) and (2) above.

(E) SRAA shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two (2) hours of an employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.

(F) SRAA requires that the fee for copying or reproducing a record be paid in advance of the preparation of such copy. SRAA may waive such fee in whole or in part, in its sole discretion, upon good cause shown.

Section 9. Public notice:

A notice containing the title and business address of the records access officer and appeals person, and the location where records can be seen shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

See <https://syrairport.org/sraa/foil-requests/>

Section 10. Severability:

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

The Syracuse Regional Airport Authority has adopted a procedure governing when, where, and how you can see public records. This procedure can be seen at all places where records are kept. Records can be seen at:

Office of the Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

The following records access officer will help you to exercise your right to access:

General Counsel
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
yausb@syrairport.org

If you are denied access to a record, you may appeal to the following person:

Chief Financial Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

**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

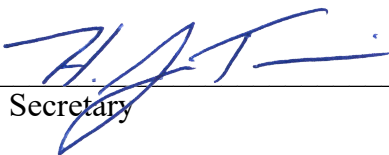
BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

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

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 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 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 finds and determines the Memorandum of Agreement set forth as an attachment to this Resolution, establishing terms and conditions of employment for trades employees pursuant to a new three (3) year collective bargaining agreement, from July 1, 2025 through June 30, 2028, to be in the best interests of the Authority; 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;

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby authorizes the Executive Director, on behalf of the Authority, to enter into a new collective bargaining agreement for a term of July 1, 2025 through June 30, 2028 with the Central and Northern NY Building Trades Council and signatory Local Unions upon such terms and conditions as set forth in the Memorandum of Agreement attached to this Resolution and on such other terms and conditions as the Executive Director, after consultation with counsel, deems in the best interests of the Authority.

RESOLUTION ADOPTED DATE: DECEMBER 5, 2025

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

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:

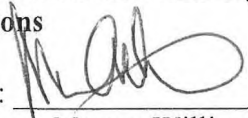
- Volunteer Leave policy (already agreed to in 2021)
- Maternity/Paternity leave policy (already agreed to in 2021)
- Professional Development and Certifications Program (already agreed to in 2022)
- Drug Free Workplace Policy (already agreed to in 2023)

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

Job Classification	7/1/2025	7/1/2026	7/1/2027
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

Appendix A

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Appendix B

HEALTH INSURANCE (weekly rates)

				In Network Deductible	HSA per year funded by Employer*	HSA - *funded per Qtr. <i>Pro- rated based on hire date.</i>	Max HSA Contribution allowed by Employee	IRS HSA Max 2025 (EE & Emp Combined)
OCEBA Plan M	7/1/2025	7/1/2026	7/1/2027* TBD					
Individual	\$54.86	\$58.70	20% of premium	\$0	<i>Health Savings Account (HSA) not available for Plans M and K. Employees may elect Flexible Spending Account (FSA) to be deducted pre-tax from paycheck to help pay for out of pocket costs.</i>			
Family	\$142.35	\$152.32	20% of premium	\$0				
OCEBA Plan K	7/1/2025	7/1/2026	7/1/2027					
Individual	\$49.41	\$52.86	20% of premium	\$300				
Family	\$124.92	\$133.67	20% of premium	\$900				
OCEBA Plan H2	7/1/2025	7/1/2026	7/1/2027					
Individual	\$30.13	\$32.23	20% of premium	\$3,850	\$2,000	\$500	\$2,300	\$4,300
Family	\$73.07	\$78.18	20% of premium	\$7,750	\$4,000	\$1,000	\$4,550	\$8,550
				<i>Flexible Spending Account not available for Plan H2, may contribute to HSA instead, up to IRS max (employee and employer combined) per calendar year.</i>				
Dental	7/1/2025	7/1/2026	7/1/2027					
Individual	\$1.94	\$2.00	20% of premium					
Family	\$4.66	\$4.80	20% of premium					
Vision	7/1/2025	7/1/2026	7/1/2027					
Individual	\$0.24	\$0.24	20% of premium					
Family	\$0.53	\$0.53	20% of premium					

**Each July the employee contribution will be increased to 20% of the premium as indicated above*