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## Human Resources Committee Meeting Minutes

Thursday, June 11, 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, June 11, 2026, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:06 a.m. by Chair, Michael Lazar.

### **In Attendance:**

Mr. Michael Lazar – Chair  
Ms. Jo Anne Falco (Ex-officio)  
Mr. Nathaniel Stevens  
Mr. Thomas Fernandez

### **Absent:**

Mr. Eric Ennis  
Dr. Shiu-Kai Chin  
Mr. Michael Mirizio

### **Other attendees:**

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

### **Roll Call**

As noted above, all members were present other than Mr. Ennis, Dr. Chin, and Mr. Mirizio. It was determined that the Executive session would move to the end of the meeting.

### **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 February 26, 2026, meeting, Ms. Falco made a motion to approve, and Mr. Fernandez seconded. Vote was carried unopposed.

## **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 interviewing and hiring while also continuing to work 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. Onboarding will begin June 22-23, 2026, and several of the new hires previously worked for SP+, the entity that is currently running the parking operations so they already have experience.

## **New Business/Discussion**

### **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.

Contract negotiations for trades was last year, the 400a tentative agreement will go to the SRAA Board on June 18<sup>th</sup> and crew leaders was ratified. ACI-NA Workforce Development program is still being considered for the future but will not be in next years' budget. Health insurance task force is being created to assist with bettering the plans and keep costs under control/savings. Employee bonus program was discussed that there will be a performance-based salary increases and that bonus programs going forward will be tied specifically to the appropriate departments, for example, the FAA inspection, which should go to Maintenance and Ops, not all employees. Each department is allotted a 4% budget overall to determine individual performance-based raises within their departments. Volunteer group for further employee engagement and volunteer activities is being created and formed. The onboarding process continues to add more electronic elements to implement best practices for new hires and training.

A question was raised about AAS, Inc. committees. The AAS, Inc. subsidiary is only required at this time to have an Audit Committee and a Governance Committee, and as ABO requires, the members of those committees mirror the SRAA Committees.

Other employee statistics, events, and new hires were discussed. SRAA was ranked as #22 in the medium category as a Best Companies to Work in New York. The employee survey that was given to compete in that program was discussed and there was more engagement and participation by the employees in the survey than previous years.

### **SRAA Talent Acquisition Specialist:**

After reviewing the need for change of title to this position and recommendation to bring it to the SRAA Regular Board meeting for resolution and no further questions were asked, Ms. Falco invited a motion to approve the position and recommend it to the SRAA Regular Board for resolution, Mr. Mirizio seconded; vote was carried unopposed.

### **Airport Police Detective:**

Chief Baum explained the need for this role to add the administration of investigations to have time to focus on these without taking officers out of the field to work on longer term investigations and administrative processes as much. All questions were answered. Ms. Falco invited a motion to approve the position and recommend it to the SRAA Regular Board for resolution, Mr. Mirizio seconded; vote was carried unopposed.

Employee Handbook revisions were discussed and will be implemented in the new fiscal year beginning July 1<sup>st</sup>.

### **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. Falco approved the motion and Mr. Stevens seconded; vote was carried unopposed. Executive session began at 11:48 a.m. and ended at 12:35 p.m. No action was taken.

### **Adjournment:**

Having no further business to discuss, a motion to adjourn was made by Ms. Falco and seconded by Mr. Stevens, the meeting adjourned at 12:36 p.m.