

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF
JUNE 23, 2023 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 June 23, 2023 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 June 23, 2023 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: JUNE 23, 2023

VOTE: *Ayes* 8 *Nays* 0 *Abstentions* 0

SIGNED:

Secretary

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

² RONR 12th edition 41:32.

SCHEDULE A

1. Approval of Minutes for May 19, 2023 Regular Board Meeting
2. Resolution to approve the SRAA position of Director of Facilities
3. * Standard Workday/Position Resolutions from March 10, 2023 Meeting additional material + Resolution number 2023-2

*Inadvertently omitted from March Board Packet. Included in June Packet to correct oversight and allow Board to rescind, amend or take other or no action as appropriate.

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
1000 COL. EILEEN COLLINS BLVD.
SYRACUSE, NEW YORK 13212
P: 315.454.3263
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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, May 19, 2023

Pursuant to the notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 19, 2023, at 11:08 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by SRAA Board Chair Ms. Jo Anne Gagliano.

Members Present:

Ms. Jo Anne Gagliano – Chair
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. Robert Simpson
Mr. Tom Fernandez – Via Teams/phone
Mr. Michael Frame – Via Teams
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Nathaniel Stevens (departed 12:05 p.m.)

Members Absent:

Mr. Nick Paro
Ms. Latoya Allen

Also Present:

Mr. H. Jason Terreri
Ms. Robin Watkins
Ms. Joanne Clancy
Mr. Jason Mehl
Chief Werbeck
Chief Chrissley
Mr. Daniel Zenk
Ms. Debi Marshall

Chair Gagliano started the SRAA Board meeting at 11:08 a.m.

Roll Call

As noted above all members were present in person or via phone other than Mr. Paro and Ms. Allen.

Consent Agenda:

Having no objections or comments regarding this resolution, Chair Gagliano invited a motion. A motion was made by Dr. Chin, seconded by Dr. DeSiato, and the consent agenda was unanimously approved.

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

Airport Scorecard

Director Terreri shared information on the finance slides as of April 30, 2023. The numbers continue to increase especially on the passenger traffic side. There has been an increase in enplanements. Landing fees are down due to a lower number of flights, but also utilizing larger aircraft. Operations in April are 86% load-factor which is basically at capacity. Parking continues to do well because of the availability of the new lots. From an RPE perspective, that number is down due to not having enough concessions and offerings due to passenger numbers and the commercial department is doing a great job of bringing in new concessions and working with our tenants to improve offerings. CFC review, the rental car transactions are down, however the \$5 to \$7.50 CFC will be going into effect to assist with the upcoming Consolidated Rental Car facility planned for the future. Cost estimate for the landside program was higher than expected, more feedback and meetings are planned to review that and guidance on moving forward. The Federal Inspection Station (FIS) has a new Customs and Border Protection representative on the account and is asking to change the design of the FIS. Those design changes cannot be physically incorporated at this airport, and we are working towards resolution. The new Palladino Farms restaurant will open soon, replacing the Middle Ages concept on the Terminal B side. Grants have been submitted for various projects and the common use, Escape Lounge is near completion, scheduled to open in June. Mr. Mehl invited the board to visit the lounge. Pre-concessions are currently on hold and waiting on new contractor information. The badging office is delayed, awaiting congressional directed funding and eligibility issues. The Airline Use and Lease agreement meeting will be in 1Q24, (July, 2023) with a year and a half of negotiations planned and the 174th agreement and union negotiations are also ongoing. The next Master Plan Public Open house will be on July 13th from 4-6pm in the John Walsh Conference Room at the airport.

New Business/Discussion

Chair Gagliano discussed the Operating and Capitol Budget review. Dr. Chin, Chair of the Finance Committee let the group know that they conducted an in-depth review. Dr. Chin reminded the group of what was discussed at the spring retreat regarding the detailed review of the increase of revenue planning position needed for replacement of the garage.

CFO Watkins summarized the first draft of the SRAA budget. It is projected to go from a \$42M income to \$49M in increased income due to passenger demand, higher airlines rates, improvements in rates for transportation pick-ups, and other areas make up the difference in the projected increase. Expenses increase from \$35M to \$41.8 with the majority due to needed repairs, relocation of utilities due to the parking garage plan and the requirement to match grants. The Net increase result is \$7.6M of the \$8M target that the SRAA wanted, however final reviews will be conducted and will be brought to the June board with final numbers.

Resolution approving and authorizing the participation in the New York State and Local Retirement System Police and Fire Retirement System(PFRS) by the SRAA

HR Director Marshall briefed the group on the New York State Law requiring participation in the PFRS system. Any active police officer is mandated to be enrolled in this system. This is the basic plan required by law.

Having no further discussion regarding this resolution, a motion was made by Ms. Gagliano and seconded by Mr. Lazar.

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

Legislative updates

Director Terreri stated that there was a good call with the Governor's office as well as the Commissioner of Civil Service to discuss the challenges surrounding the civil service rules currently in effect at the airport. Senator Mannion and Assemblyman Magnarelli were on the call and are assisting in this effort. HR Director Marshall has sent materials to Onondaga County and New York state regarding the backlog of these outstanding items and requests. The subsidiary language is still moving through the Senate and the House for the SYR Airport. A lot of effort has been put into educating the officials and the unions regarding what this commercially focused effort is trying to accomplish. Additionally, legislation is being put through regarding the Design-Build method for airport project delivery due to the timing perspective issues.

Executive Session

Chair Gagliano invited a motion to go into Executive Session to discuss matters pertaining to potential litigation, and the employment history of a particular person or corporation.

Dr. DeSiato made a motion and Dr. Chin. seconded the motion. The Executive Session began at 11:28 a.m. and ended at 12:00 p.m.

Committee Reports

Chair Gagliano noted that minutes for the Audit Committee were included in their packet. There were no other committee related reports provided. Dr. DeSiato stated that it was a good preliminary meeting. CFO Watkins, her team, and the auditors do an excellent job. CFO Watkins state that more on-site auditing will be conducted and Chair Gagliano stated that the SRAA Board will have an opportunity to speak to them independently at the next board meeting.

Adjournment

A motion was made by Mr. Simpson and seconded by Mr. Lazar to adjourn the meeting. The meeting was adjourned at 12:06 p.m.

DIRECTOR OF FACILITIES (SRAA)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for directing, effectively managing, overseeing and monitoring all building/facilities maintenance, repair, inspection, and alteration for facilities at Syracuse Hancock International Airport that are owned and/or operated by the Syracuse Regional Airport Authority/. The incumbent will ensure that facilities are maintained to meet the functional requirements of the airlines and other tenants and in compliance with all applicable regulations. The position is responsible for supervision and management of the Trades division, and lead workers performing building maintenance work such as but not limited to carpentry, painting, plastering, plumbing, HVAC, electrical, and mechanical equipment operation, ensuring quality of work on all buildings and building equipment repairs. This position also directs the terminal/landside services division, responsible for custodial services. May also oversee minor construction projects. Work is conducted in compliance with all applicable state and federal guidelines and regulations. Work is performed under the general direction of the Executive Director or designee, who allows the incumbent considerable independence in direction of divisions, management of preventative maintenance and facilities repair. In addition to the normal work schedule, this is an "on-call" position. The individual filling this position may be required to work evenings, holidays, and weekends as needed, and may be required to remain on duty in an emergency situation. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides direction of the Terminal/Landside services division, overseeing frontline management who is responsible for hiring, training, professional development, discipline, attendance management, and payroll
- Provides oversight of the Trades division, including hiring, training, professional development, discipline, attendance management, and payroll
- Ensures personnel are performing their duties as assigned in a safe and efficient manner, and all safety procedures are defined and adhered to
- Prepares written counseling, warnings, performance reviews and incident reports for employees as directed
- Ensure weekly planning meetings and regular safety meetings are conducted with all direct reports.
- Assigns work orders to employees to ensure the appropriate personnel are assigned to each job
- Makes daily checks to ensure adequate progress is being made on all work assignments
- Inspects tenant areas and facilities, including escalators and elevators, to ensure they are being maintained properly, and prepares deficiency reports for future work
- Investigates and determines cause as to why assignments may have not gone as planned and initiates corrective action
- Development and implementation of workplace safety program
- Ensures job duty training and safety training is conducted according to requirements
- Ensures task standards are clearly defined on work orders and/or attached sheet
- Ensures inventory/stock levels are current, and adequately maintained
- Responds to requests to investigate issues and concerns within the Authority's facilities
- Utilizes automated work order system
- Prepares written correspondence, written reports, spreadsheets and specifications
- Performs quality control checks on repairs and preventive maintenance tasks
- Verifies accuracy of time charged to work orders
- Conducts time/task studies as needed
- Processes requisitions for material requests
- Updates departmental procedural manuals
- Verifies that equipment is being maintained properly

- Oversight the fire alarm system, ensuring proper maintenance and operation
- Remains on duty during emergencies
- Interfaces with tenants, the public, other staff members, contractors, public works agencies, and utility employees
- Adheres to all state and federal environmental protection and workplace safety laws and regulations
- Oversees tool care, tool accountability and equipment care
- Conducts annual inventories of assigned tools and equipment and common use tools
- Ensures Preventive Maintenance checklists are prepared for each system
- Ensures equipment history data files are accurately maintained
- Prepares productivity studies and reports
- Monitors material and product usage
- Ensures material and product requisitions are filled out completely and accurately by employees
- Reviews all completed work orders and other assignment related documents
- Organizes and updates O&M manual library as necessary.
- Responsible to management of 3rd party maintenance contracts related to the efficient management of this facilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to delegate responsibilities and to plan, organize, and coordinate the work of staff with varying job tasks and duties

Good knowledge of federal, state and local laws and regulations applicable to facilities, buildings and systems related to the upkeep of facilities.

Knowledge of airport emergency plan (associated with FAA Part 139)

Knowledge of FAR Part 139 standards and compliance

Knowledge of TSR 1542 Airport Security Standards.

Knowledge of applicable labor laws and employee management procedures

Familiarity with general airport facility maintenance is desirable

Ability to manage personnel and resources in a 24 hour/7 day a week environment

Ability to plan and evaluate

Knowledge of productivity principles

Ability to use Microsoft 365 suite, including Word and Excel

Ability to read and interpret plans, drawings and specifications

Ability to work independently with minimal supervision

Ability to plan and supervise the work of support staff in a manner conducive to full performance and high morale

Ability to communicate clearly, both verbally and in writing, with diverse vendors, tenants, customer base, management, and staff.

Ability to use tact and courtesy in dealing with employees, visitors, and contractors.

Ability to keep accurate records and prepare clear and concise reports

Must possess excellent writing skills and verbal communication skills

Skilled in developing and maintaining effective interpersonal relations

Ability to read, understand, and interpret technical and procedural manuals

Experience in planning and scheduling work for employees

Ability to meet the physical requirements of the position, with or without a reasonable accommodation

Ability to enter, manipulate and process information through computer systems

As a safety precaution, hearing ability to detect noises and emergency broadcast signals

Ability to ensure regular and reliable attendance

Ability to communicate using a two-way radio

Ability to lift up to 75 lbs.

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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 a baccalaureate degree or higher in Business Management, Engineering, Construction, Architecture or a closely related field and five (5) years of work experience, or its part time equivalent, in facilities maintenance and operations and/or building and system management, two (2) years of which must have been in a supervisory capacity; or,
- B. Minimum of nine (9) years' experience in building construction/trades and/or facilities management, or related area; and
- C. An equivalent combination of training and experience as defined in (A) and (B) above.

SPECIAL REQUIREMENTS

- At time of appointment, possession of a valid New York State Driver's License including any special endorsements, as required by the New York State Department of Motor Vehicles for the class of vehicle being operated. Eligibility for and continued possession of the license is required for employment.
- Subject to Syracuse Regional Airport Authority drug and alcohol testing policy for safety-sensitive positions.
- Must be able to meet and maintain Transportation Security Administration requirements authorizing unescorted access entry to Security Identification Display Area (SIDA).
- Must Obtain A.A.A.E. Certified Member (CM) designation within the 1st year of employment.

Rev. 5/2023

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF
MARCH 10, 2023 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 March 10, 2023 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 March 10, 2023 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: MARCH 10, 2023

VOTE: *Ayes* 10 *Nays* 0 *Abstentions* 0

SIGNED:


Secretary

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

² RONR 12th edition 41:32.

SCHEDULE A

1. Approval of Minutes for January 20, 2023 Regular Board Meeting
2. Resolution Creating the position of Duty Manager (SRAA)
3. Resolution Creating the position of Customer Experience Manager (SRAA)
4. Resolution Creating the position of Senior Information Technology Systems Administrator (SRAA)

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
1000 COL. EILEEN COLLINS BLVD.
SYRACUSE, NEW YORK 13212
P: 315.454.3263
F: 315.454.8757

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, January 20, 2023

Pursuant to the notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, January 20, 2023, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by SRAA Board Chair Ms. Jo Anne Gagliano.

Members Present:

Ms. Jo Anne Gagliano – Chair
Dr. Shiu-Kai Chin
Ms. Latoya Allen
Mr. Tom Fernandez
Mr. Michael Frame
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Nick Paro
Mr. Nathaniel Stevens
Mr. Robert Simpson

Members Absent:

Dr. Donna DeSiato

Also Present

Mr. H. Jason Terreri
Ms. Robin Watkins
General Counsel R. John Clark
Ms. Joanne Clancy
Mr. Jason Mehl
Chief Werbeck
Captain Anthony Sobiech
Mr. Dan Zenk
Ms. Debi Marshall

Chair Gagliano started the SRAA Board meeting at 11:01 a.m.

Roll Call

As noted above all members were present, except Dr. Donna DeSiato.

Swearing in Ceremony – Chief Mark Werbeck and Captain Anthony Sobiech – Executive Director Terreri provided background regarding the SRAA being formed in 2014 and how when he arrived in 2019, he was tasked to create a true Airport Authority. This required changes to the SRAA Enabling Legislation in order to include establishing a police force. The Authority was very lucky to find a new Chief to lead this effort. Director Terreri introduced Chief Mark Werbeck and provided further background on the purpose and level of service that is envisioned for a police force at the SYR airport. Chief Werbeck has been working around the airport since 9/11 and therefore can bring an amazing level of expertise. Director Terreri stated that it has been decades since a new police force was established in the State of New York, so it took a lot of effort to complete this process successfully.

General Counsel R. John Clark conducted the swearing in ceremony for the new SRAA Police Chief for the new SRAA Police force that is scheduled to begin on March 6, 2023, and congratulated them on their new roles.

Chief Werbeck addressed the group and thanked the board and staff for all of the assistance that they provided him in navigating how to create this new police department. Twenty officers have been hired to date and all are well qualified professionals. Chief Werbeck then introduced Captain Anthony Sobiech and provided background information on him and swore him into service.

Mr. Simpson pointed out how important the partnership was with Assemblyman Magnarelli and Senator Mannion for bringing forth the legislation and helping us push this through. He would like to formally recognize both with a resolution of thanks to them from the SRAA board for making this police department a reality. All agreed.

Presentation of year end numbers and preview of SYR Annual Report

Director Terreri proceeded with the Regular Board meeting by beginning to discuss the SYR Annual Report. He thanked the staff for another great year and for all their hard work on this year's report creation. He highlighted both this past year and future accomplishments and thanked the SRAA board for continuing to move the airport goals forward. The SRAA ended 2022 within 2% of 2019 numbers which if all recall, was a three decade record and SYR is on track to exceed those numbers in 2023. With 39 non-stop daily departures that result in 260 connections, therefore growing the global reach, we can connect nearly anywhere in the world with a single stop. The Employee of the Year Award was voted on by SRAA staff this year in a new ballot box process. Kristine Carson, Human Resources was selected by her peers. Director Terreri congratulated Kristine on her teamwork and accomplishments.

After a brief pause to allow folks to leave the meeting after the ceremonies, Jo Anne Gagliano again welcomed Nathaniel Stevens to his first board meeting.

Consent Agenda:

Having no objections or comments regarding the consent agenda, a motion was made by Mr. Lazar and seconded by Mr. Simpson, and the consent agenda was unanimously approved.

Airport Scorecard

Director Terreri discussed the status of the end of the calendar year scorecard which is half of the year as the Fiscal Year is July 1st. Positive trends continue on the finance side with both operating revenue and expenses. Some of the lower expenses can be attributed to the light winter weather. Commercial Development CFC revenues have continued to outpace budget numbers which will assist with future parking needs. RPE numbers are down a little, which is a function of increased passenger numbers but not increased concession offerings. Concessions expansion options continue to be worked on so that the RPE does not level out. Landed weight numbers are going up through the end of the year along with passenger enplanement data forecasts. CFO Watkins stated that there is a higher number of enplanements than budgeted and that is a good story for the airport because that increases all revenues, parking, concessions, etc. Director Terreri complimented the Operations and Maintenance Teams for their hard work. CFO Watkins explained further revenues such as the Remain Over Night (RON) revenues from planes parking overnight. Expenses are slightly below budget due to timing and weather with ending the calendar year overall slightly ahead of budget. No further questions were asked.

New Business/Discussion

Chair Gagliano reminded the board that with Bill Fisher's departure from the board, the Vice Chair of the Board position is open. She encouraged board members to nominate themselves or others and explained the ballot process and the role of that position, the skill sets needed for that role and the critical needs in the coming year. The voting process will be held on March 10, 2023, at the Regular Meeting of the Board.

Director Terreri explained the 3-5 year growth plan at the airport including land development, integrating with the UAS industry and overall next steps that this role will need to help with these complex challenges with checkpoint and baggage expansions, and non-aeronautical parcels being developed. Knowledge of the funding process is a critical skill for this Vice Chair leadership role. Chair Gagliano stated in the absence of a Vice Chair, that she will lead the upcoming Governance Committee meeting, as the Chair of the Governance Committee is historically the Vice Chair of that Committee.

Chair Gagliano continued the agenda to discuss the single resolution on the agenda.

Resolution Approving Application and Acceptance of Funds for New York State Aviation Capital Grant Program Funds for Redesign of Deicing Pad(s)

Director Terreri explained the need for re-design of the deicing pads to allow for faster through-put. CFO Watkins stated it is a Capital Improvement Grant with New York State and this will allow some projects to move up earlier in the schedule, upgrade the drainage and increase the pad sizes. A conversation ensued regarding the Glycol recovery and recycling program. Having no further discussion regarding this resolution, a motion was made by Mr. Simpson and seconded by Mr. Lazar.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Committee Reports

Chair Gagliano reminded the board that they have been given a schedule of SRAA Board and Committee meetings for the 2023 calendar year to hold these dates for attendance. She also advised the group of the names of the participants for each committee.

Director Terreri reminded the board that the State of the Airport will be held on Friday, January 27, 2023.

Mr. Frame inquired about NYAMA's involvement and analysis on CLCPA, NYS climate infrastructure, electrification piece, electric vehicles, etc. he would like to find out any impacts to the airport that the Finance Committee or board could understand and help with. Director Terreri stated that there are challenges to the electrification capacity levels coming into the airport and discussions are being held with National Grid regarding the infrastructure improvement process planning needed to bolster that electrification.

Fiduciary acknowledgment forms were provided and collected for board members. There were no other committee related reports provided.

Adjournment

A motion was made by Mr. Lazar and seconded by Mr. Simpson to adjourn the meeting. The meeting was adjourned at 12:05 p.m.

**RESOLUTION CREATING THE POSITION
OF DUTY MANAGER (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 Duty Manager which involves responsibility for performing a variety of tasks associated with the efficient and effective operations of Syracuse Hancock International Airport (SYR). Under general direction, this position is responsible for the day-to-day activity of the airport, including airfield, terminal, and landside, during an operational shift. This position has the authority to direct shift staff to ensure a safe and secure environment for the traveling public. As the senior airport official on duty during non-business hours, this position represents the executive team and has the authority to make decisions in the best interest of the airport; 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)
Duty Manager	Currently 8.00 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: **March _10_, 2023**

VOTE: *Ayes* **_10_** *Nays* **_0_** *Abstentions* **_0_**

SIGNED:



Secretary

**RESOLUTION CREATING THE POSITION
OF CUSTOMER EXPERIENCE MANAGER (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 Customer Experience Manager which is responsible for the customer experience of Syracuse Hancock International Airport (SYR) passengers and community alike while being the point of contact for all media inquiries. This position will serve as the “Brand Ambassador” for SYR by developing unique travel experiences while professionally responding to customer concerns across all social media platforms. Other responsibilities include implementing a marketing and communications program specifically related to the promotion of airport services and serving as the primary coordinator of special events and projects. The position reports to the Chief Commercial Officer or designee.

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)
Customer Experience Manager	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: **March 10__**, 2023

VOTE: *Ayes* **_10__** *Nays* **_0__** *Abstentions* **_0__**

SIGNED:



Secretary

**RESOLUTION CREATING THE POSITION
OF SENIOR IT SYSTEMS ADMINISTRATOR (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 Senior IT Systems Administrator which will provide key support and ongoing maintenance for all Airport Technology Systems. This person must possess the ability to troubleshoot computer systems, networks, and their associated peripherals under stressful situations. The airport maintains various systems incorporating all computers, phones, displays, and networks used throughout the airport. This position will interface closely with technology users, airlines and other tenants. This position may supervise lower-level IT support positions. The Senior Information Technology Systems Administrator will report to the Director of Information Technology and assume their duties when requested; 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)
Senior IT Systems Administrator	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: March_10_, 2023

VOTE: *Ayes* **10** *Nays* **0** *Abstentions* **0**

SIGNED:


Secretary

**RESOLUTION CREATING THE POSITION
OF DIRECTOR OF FACILITIES (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 Director of Facilities which is responsible for directing, effectively managing, overseeing and monitoring all building/facilities maintenance, repair, inspection, and alteration for facilities at Syracuse Hancock International Airport that are owned and/or operated by the Syracuse Regional Airport Authority (SRAA). The incumbent will ensure that facilities are maintained to meet the functional requirements of the airlines and other tenants and in compliance with all applicable regulations. The position is responsible for supervision and management of the Trades division, and lead workers performing building maintenance work such as but not limited to carpentry, painting, plastering, plumbing, HVAC, electrical, and mechanical equipment operation, ensuring quality of work on all buildings and building equipment repairs. This position also directs the terminal/landside services division, responsible for custodial services. May also oversee minor construction projects. Work is conducted in compliance with all applicable state and federal guidelines and regulations. Work is performed under the general direction of the Executive Director or designee, who allows the incumbent considerable independence in direction of divisions, management of preventative maintenance and facilities repair. In addition to the normal work schedule, this is an "on-call" position. The individual filling this position may be required to

work evenings, holidays, and weekends as needed, and may be required to remain on duty in an emergency situation. Does related work as required.

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)
Director of Facilities	7.25 hours

, and it is further

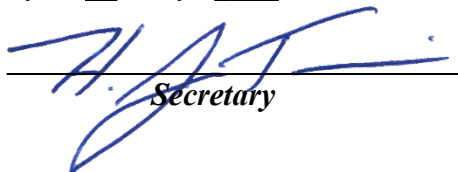
RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: June 23, 2023

VOTE: Ayes 8 Nays 0 Abstentions 0

SIGNED:


Secretary

**RESOLUTION ADOPTING THE 2023-2024
SYRACUSE REGIONAL AIRPORT AUTHORITY OPERATING BUDGET**

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, the Enabling Act gives the Authority the responsibility to keep and maintain annual records of its revenues and expenditures; and

WHEREAS, the Finance Committee has reviewed the 2023-2024 Operating Budget for the Authority (the "**Operating Budget**") which is attached hereto and made part of this Resolution as Exhibit "A"; and

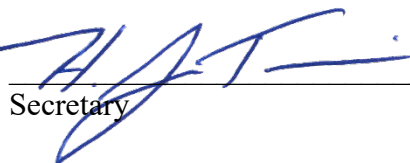
WHEREAS, the Finance Committee has met and reviewed the Operating Budget and has recommended its approval and adoption by the Authority Board.

NOW, THEREFORE, after due deliberation having been had there on, it is hereby **RESOLVED**, by the Board that the Syracuse Regional Airport Authority hereby adopts the 2023-2024 Operating Budget as set forth on Exhibit A" of this Resolution.

Resolution Adopted Date: June 23, 2023

Vote: Ayes 8 Nays 0 Abstentions 0

Signed:


Secretary

2023/2024 Budget

June 23, 2023





Notes

- Current Year is Fiscal 2023
- Budget Year is Fiscal 2024
- Majority of slides are presented in thousands.

Metrics

- Activity is based on the **mid level** projections from Campbell Hill for both enplanements and landing weights.
- SYR is receiving some incremental air service from Breeze, Frontier and Southwest with potential options from United and Delta.
- Enplanement growth will also occur from improvements in load factors (filling vacant seats in the market).
- Current Load Factor is 83%, with higher on the morning banks.
- No significant shift in market share of Airlines

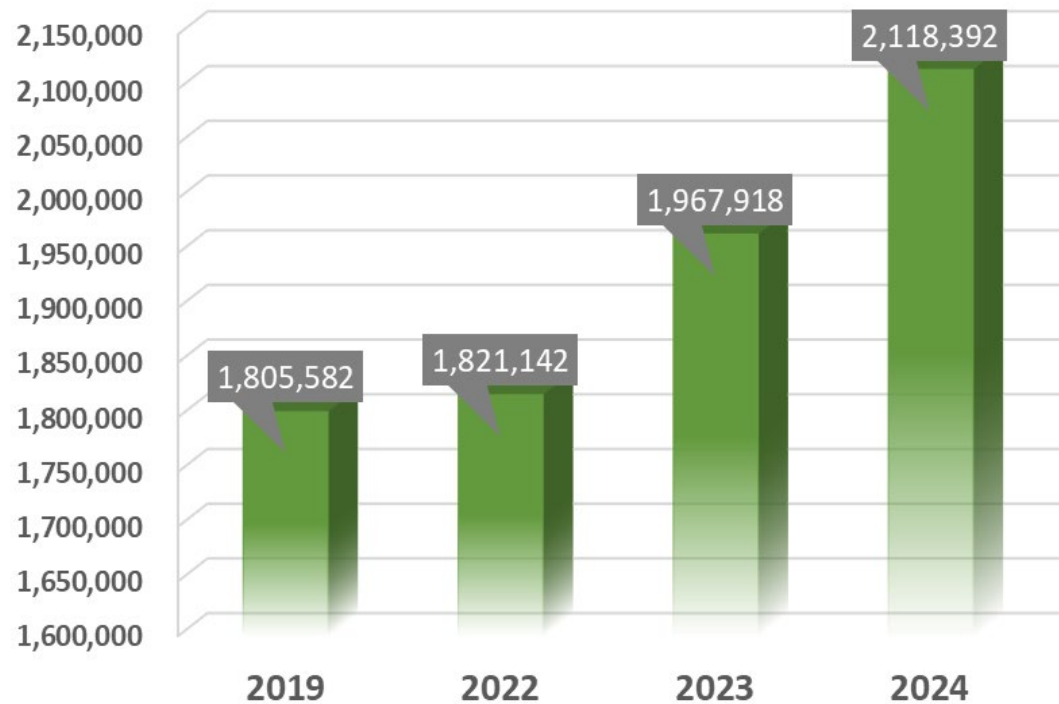
ENPLANEMENTS			
	FY Total	Increase	Inc Perc
2023 Proj	1,357,022	-	-
2024 Low	1,363,577	6,555	0.5%
2024 Mid	1,454,638	91,061	6.7%
2024 High	1,556,677	102,039	7.0%

LANDING WEIGHTS			
	FY Total	Increase	Inc Perc
2023 Proj	1,967,918	-	-
2024 Low	2,041,355	73,437	3.7%
2024 Mid	2,118,392	77,038	3.8%
2024 High	2,225,558	107,165	5.1%

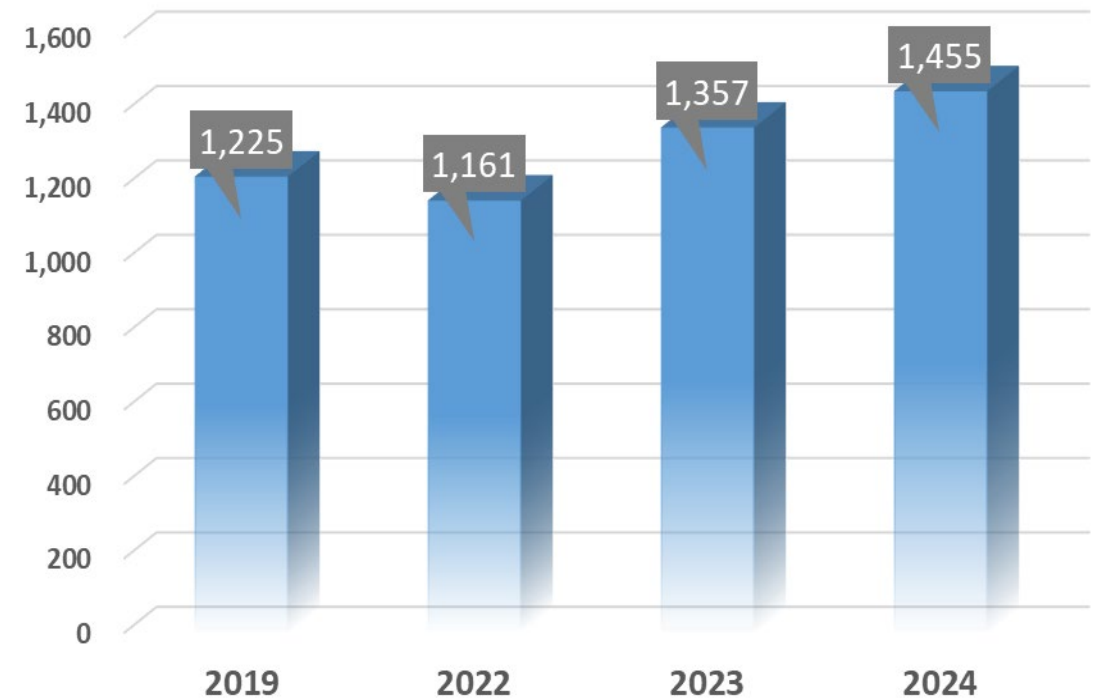
Historical Metrics

In Thousands

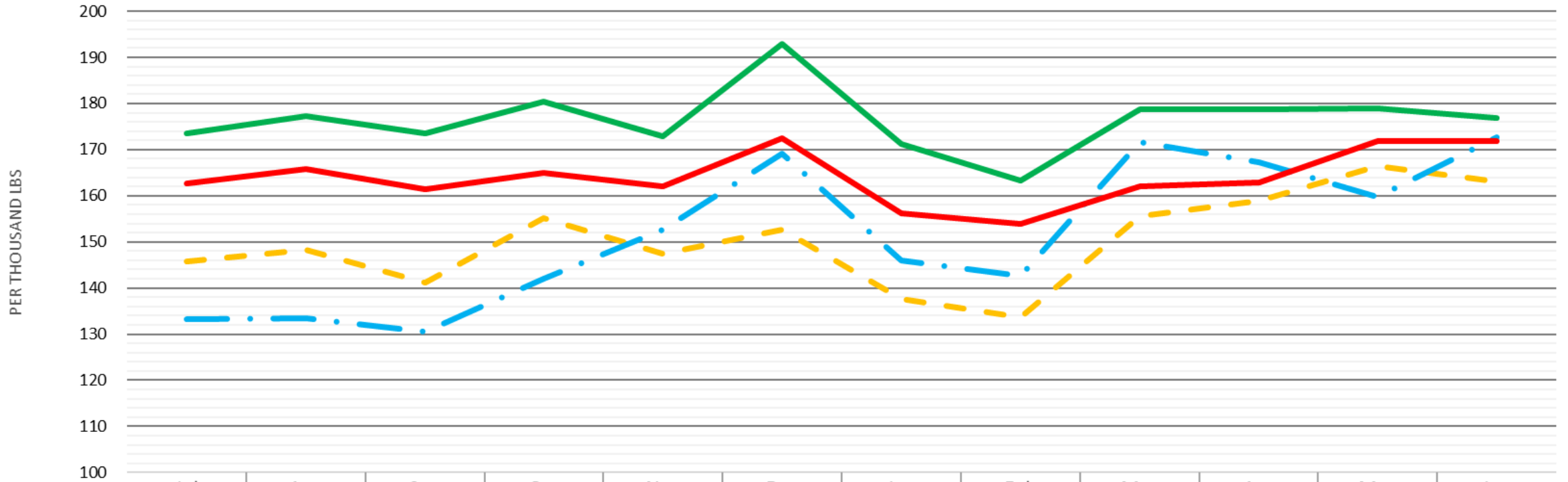
LANDING WEIGHTS



ENPLANEMENTS

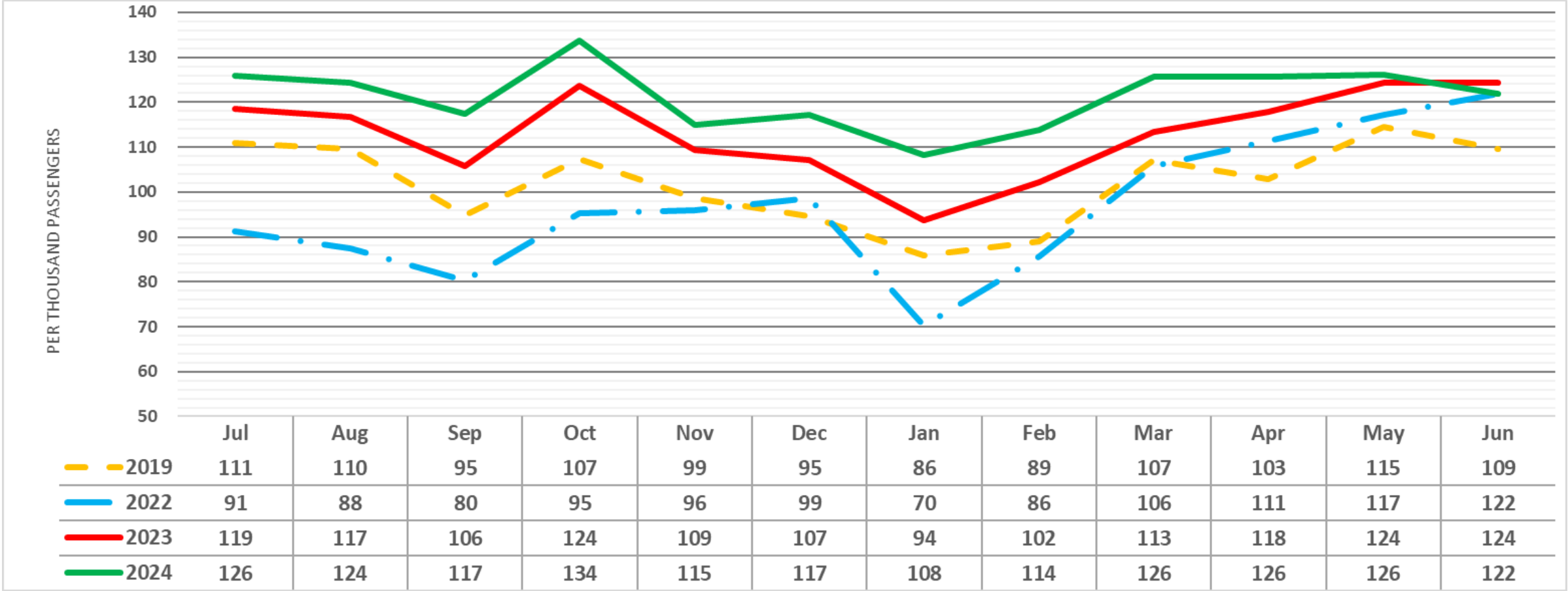


Landing Weights - Monthly Activity



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019	145,704	148,219	141,118	155,114	147,406	152,617	137,619	133,649	155,614	158,974	166,417	163,132
2022	133,261	133,434	130,472	141,902	152,641	169,216	146,040	142,731	171,705	167,251	159,715	172,774
2023	162,587	165,737	161,432	164,923	162,103	172,517	156,172	153,937	162,078	162,906	171,763	171,763
2024	173,442	177,368	173,419	180,473	172,949	193,027	171,223	163,352	178,632	178,663	178,935	176,910

Enplanements - Monthly Activity



Total Income

In Thousands

	2023	2024
	Annualized	Budget
Landing & Parking Fees	\$8,176	\$9,688
Airline Terminal Fees	\$5,605	\$6,618
Concessions	\$3,560	\$4,245
Transportation	\$23,092	\$27,719
Land and Hangar Leases	\$2,323	\$2,414
Other Income	\$185	\$144
Total Income	\$42,942	\$50,829

Updates

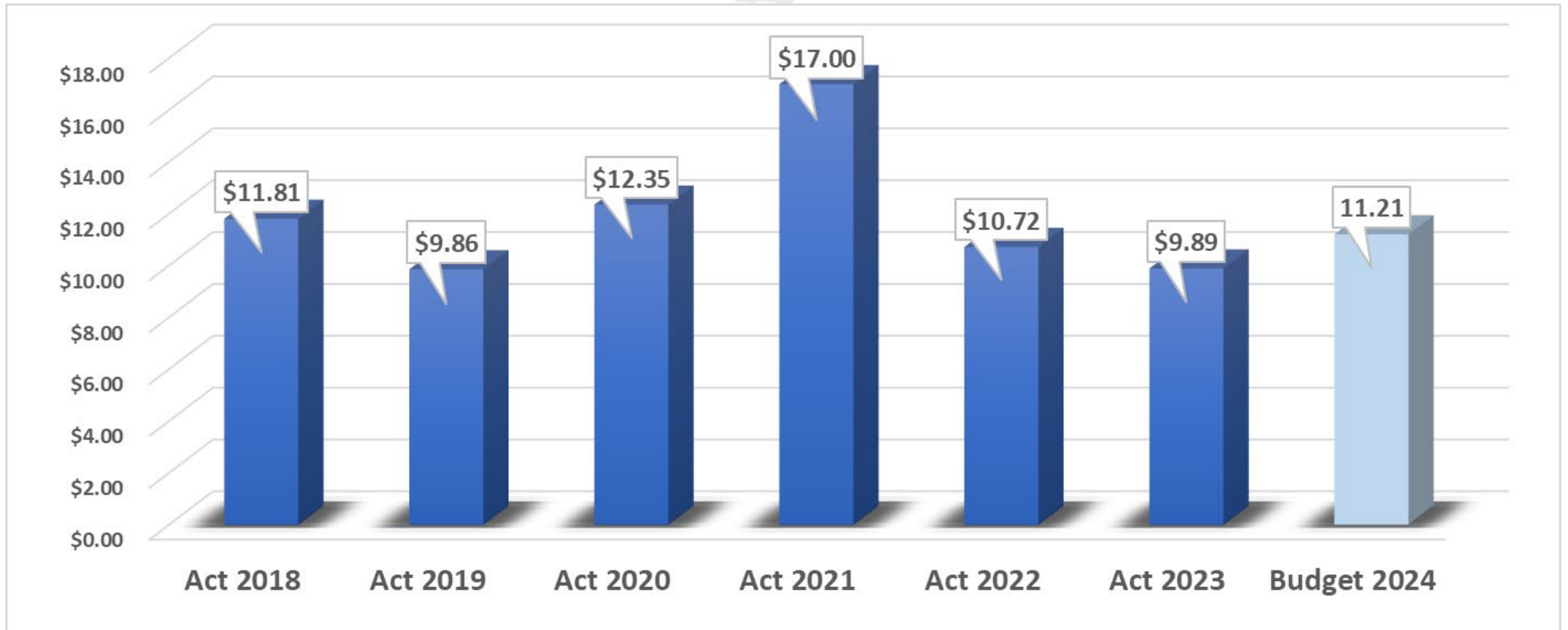
- Revised Airline Rates due to increased activity.
- Concession revenue increased due to passenger volume.
- Additional concession options provide incremental revenue beyond the volume impacts.
- Parking rates include the focused increases that are effective July 1.

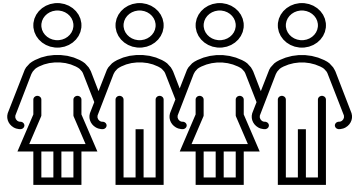
2023/2024 Airline Rates & Charges

	2020/2021	2021/2022	2022/2023	Proj 2022/2023	2023/2024
	Signatory	Signatory	Signatory	Signatory	Signatory
Landing Fees per 1,000/lbs	\$4.99	\$4.83	\$4.47	\$4.27	\$4.88
Gate/Door Fees					
- Fixed Annual	\$107,676	\$96,440	\$75,366	\$77,065	\$83,492
- Variable per passenger	\$1.88	\$1.94	\$1.63	\$1.61	\$1.61
Ancillary Space	\$25.32	\$25.32	\$27.00	\$28.40	\$30.86
<u>Gates</u>					
- Ground-Loaded Gate	\$35,893	\$34,826	\$33,496	\$42,519	\$46,065
- Split Gate	\$53,052	\$52,239	\$50,244	\$63,779	\$69,098
- Jet Bridge Gate	\$70,736	\$69,652	\$66,992	\$85,038	\$92,130
Jet Bridge Use Fee per Turn	\$65.56	\$63.61	\$61.18	\$77.66	\$96.76
RON Fee	\$110.00	\$110.00	\$125.00	\$125.00	\$130.00

CPE Projection

- CPE Target is between \$11 - \$12
- Current increase is viewed as a one-year situation to address infrastructure requirements





FTE Bridge

Transitioned positions to different departments to fill organizational needs.

Police increase is offset by reduction in contract staffing costs incurred by SPD in prior year.

Unfilled positions include Risk Manager, Research Analyst, COO & Airport Comm Manager.

	Budget 2023	Moved	Not Filled	New	Budget 2024
Information Tech	4.0				4.0
Finance	5.0				5.0
Personnel	3.0				3.0
Legal Affairs	2.0	(1.0)			1.0
Business Devel	3.0				3.0
Air Service	1.0		(1.0)		0.0
Marketing	1.0	1.0			2.0
Planning & Dev	3.5			0.5	4.0
Executive Director	4.0	(2.0)			2.0
Operations Admin	0.0	2.0	(2.0)		0.0
Airport Security	6.0	(2.0)			4.0
Police	0.0	1.0		9.4	10.4
Airport Comm	0.0	1.0	(1.0)		0.0
Airport Operations	11.0				11.0
Airfield	29.0				29.0
Terminal	40.0				40.0
Trades	7.0			4.0	11.0
Total	119.5	0.0	(4.0)	13.9	129.4

In Thousands

	2023 Annualized	2024 Budget
Parking Garage	\$7,434	\$4,891
Information Technology	\$1,262	\$1,301
Finance	\$1,387	\$1,541
Personnel	\$546	\$589
Business Dev & Marketing	\$850	\$1,142
Air Service	\$344	\$172
Planning & Develop	\$1,676	\$6,890
Exec Dir/Gen Admin/Legal	\$1,641	\$1,531
Airport Security	\$3,703	\$2,622
Airport Police	\$0	\$1,266
ARFF	\$724	\$1,180
Airport Comm	\$0	\$162
Airport Operations	\$2,061	\$2,185
Airfield	\$4,332	\$5,375
Terminal/Custodial	\$5,233	\$5,691
Trades	\$2,037	\$3,053
General Aviation	\$331	\$644
Fuel Farm	\$59	\$313
FBO	\$345	\$0
Depreciation Expense	\$1,657	\$1,686
Operating Expense	\$35,622	\$42,232

Expenses

COLA at 5% with market adjustments in several positions. Managed overtime for all operation departments is at 7.7% or \$395K. Holiday pay incurs \$172K and is required.

Facility repairs continue to demand excessive resources. Costs are in both Airfield and Terminal categories.

Utilities have a 10% increase.

Supplies and contracts have been quoted and majority have CPI increases of 7% or more.

Staffing Plans under review and offer opportunity for efficiencies.

Planning & Development Costs

In Thousands	Project	Amount
	Utility Upgrade – BILS Match	\$4,300
	American/Delta Repairs	\$130
	RAC Relocation	\$50
	SRE Building Modification	\$300
	Vending Area Buildout	\$250
	Baggage & Checkpoint Design	\$646
	Utility Location Service	\$31
	ACC/OPS Buildout	\$625
	Tenant Space Buildout	\$35

2024 Income Statement

- Improved performance from current year
- The Airport continues to address a failing infrastructure, overtaking a limited amount of resources

	2023 Annualized	2024 Budget	Variance
Airline Revenue	\$13,782	\$16,307	(\$2,525)
Concession & Transport	\$26,652	\$31,965	(\$5,312)
Non-Aeronautical	\$2,508	\$2,558	(\$50)
Operating Revenue	\$42,942	\$50,829	\$2,967
Parking Garage	\$7,434	\$4,891	(\$2,543)
Administration	\$7,706	\$13,165	\$5,459
Airport Security	\$4,869	\$5,068	\$199
Airport Operations	\$13,723	\$16,778	\$3,055
Other	\$2,333	\$2,330	(\$3)
Operating Expenses	\$36,065	\$42,232	(\$1,235)
Inc (Loss) from Ops	\$6,878	\$8,597	(\$1,719)
<u>Non-Operating Rev :</u>			
Grant Revenue	\$12,523	\$22,920	(\$10,397)
Capital Cont. Exp to City	(\$7,777)	(\$14,000)	(\$7,777)
Interest Inc/Exp	(\$1,977)	(\$1,732)	(\$8,325)
PFC Income	\$4,671	\$5,494	\$944
CFC Income	\$3,178	\$6,727	(\$548)
Non-operating gain/loss	\$842	\$0	\$5,589
Non-Operating Rev. (exp)	\$17,727	\$20,598	(\$2,871)
Net Income (Loss)	\$24,604	\$29,194	(\$4,590)

Cash Obligations

- SRAA has a number of projects and obligations that require cash outlays.
- These items are not included in the Operating P&L as they are CIP, capitalized items or outstanding liabilities.

In Thousands

Sources

Net Income	\$8,597
Depreciation	<u>\$1,657</u>
EBITDA	\$10,254

Uses

Landside Design	\$1,100
Conrac Design/bid/CM	\$2,150
Taxiway A Construction	\$713
Taxiway B Design	\$16
Capital - Operations	\$760
Switchgear relocation	\$4,566
HVAC Upgrade	\$4,900
NYS Airport Improvements	\$1,722
Bond Interest Payment	\$1,732
Bond Principal Payment	<u>\$1,200</u>
Total Cash Requirements	<u>\$18,859</u>
Net Change in Cash	<u>(\$8,605)</u>

Days Cash Impact

- SRAA set a floor for Days Cash on Hand to protect our bond rating and minimize our risk for revenue downturns.
- Demands from ongoing infrastructure repairs requires immediate investments to avoid system failures.

In Thousands

	<u>Balance</u>	<u>Days Cash</u>	<u>Target Days</u>
<u>Excludes Reserve</u>			
Current Cash Balance	\$35,493	309	300
Projected Cash Balance	\$26,887	234	300
<u>Includes Reserve</u>			
Current Cash Balance	\$55,258	481	300
Projected Cash Balance	\$46,653	406	300

Opportunities and Risks

Opportunities

Growth beyond budgeted level as catchment area continues its realignment

Lessee identified for MRO and other GA space

Additional concession options or terminal tenants added in fiscal year.

Risks

Garage repairs identify further space closures or extensive repairs

Construction cost escalations exceed costs incorporated in budget.

Unknown maintenance

RESOLUTION: (1) ADOPTING THE 2023-2024 SYRACUSE REGIONAL AIRPORT AUTHORITY CAPITAL BUDGET; (2) AUTHORIZING EXECUTIVE DIRECTOR AND/OR CHIEF FINANCIAL OFFICER TO APPLY FOR AND ACCEPT GRANT OFFERS AND ENTER INTO GRANT AGREEMENTS WITH THE FEDERAL AVIATION ADMINISTRATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR SUCH PROJECTS; (3) ENTER INTO CONTRACTS TO UNDERTAKE AND COMPLETE PROJECTS; (4) AUTHORIZING EXPENDITURE OF FUNDS ON PROJECTS

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, the Enabling Act provides that the purposes of the Authority include the construction, development, improvement, maintenance and operation of aviation and related facilities within central New York; and

WHEREAS, the Enabling Act authorizes the Authority to enter into contracts with the federal government, the state, the county, the city or any other source in furtherance of its corporate purposes; and

WHEREAS, the Federal Aviation Administration ("FAA") and the New York State Department of Transportation ("NYSDOT") provide grants to airports participating in capital improvement programs ("CIP") sponsored by the FAA and/or NYSDOT; and

WHEREAS, the Authority is the operator of the Syracuse Hancock International Airport ("Airport") which is a participant in the CIP program and has a need for the grants available through the FAA and NYSDOT; and

WHEREAS, the Finance Committee has developed the 2023-2024 Capital Improvement Budget for the Authority (the "2023-2024 Projects") which is attached hereto and made part of

this Resolution as Exhibit “A”; and

WHEREAS, the Authority wishes to obtain available funding for the 2023-2024 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2023-2024 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2023-2024 Projects as further detailed in Exhibit “A”; and

WHEREAS, the Finance Committee has met and reviewed the Capital Budget and has recommended its approval and adoption by the Authority Board.

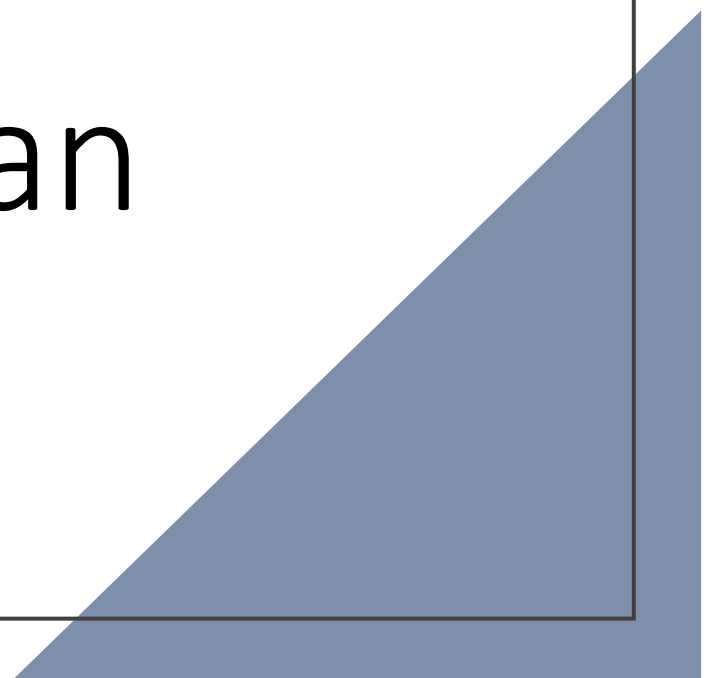
NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby: (1) adopts the 2023-2024 Capital Budget as set forth on Exhibit “A” of this Resolution; (2) authorizes the Executive Director and/or Chief Financial Officer to apply for and accept any and all FAA and NYSDOT grant monies available for the 2023-2024 Projects through the CIP program; (3) with the advice of counsel to the Authority to enter into such contracts as necessary to undertake and complete the 2023-2024 Projects; and (4) expend such grant monies and funds of the Authority for each 2023-2024 Project as shown on Exhibit “A”, plus an additional twenty percent (20%) as may be necessary in order to accommodate change orders and other routine construction and contract administration matters in order to undertake and complete the 2023-2024 Projects.

Resolution Adopted Date: June 23, 2023

Vote: Ayes 8 Nay 0 Abstentions 0

Signed: 
Secretary

2023/2024 Capital Plan



2023/2024 Capital Plan

In Thousands

Department	Equipment Description	Funding Source	2024	2025	2026	2027	2028	Total
ACIP 5% Match	Entitlement Funding	Operations	\$719	\$821	\$250	\$250	\$250	\$2,040
ACIP 5% Match	Entitlement Funding	State	\$719	\$821	\$250	\$250	\$250	\$2,040
AIP Capital Plan	Entitlement Funding	FAA	\$12,942	\$14,780	\$4,500	\$4,500	\$4,500	\$36,722
AIP PFC	Snow Removal Equip	PFC	\$3,550					\$3,550
AIP PFC	Jet Bridge Replacement	PFC	\$1,200	\$1,800				\$3,000
AIP PFC	South Terminal Improvements	PFC	\$2,240	\$4,000				\$6,240
Various	Capital Operations	Operations	\$720	\$1,000	\$1,000	\$1,000	\$1,000	\$3,720
Finance	Bond Interest	Operations	\$1,579	\$1,470	\$1,356	\$1,236	\$1,236	\$5,641
Finance	Bond Principal	Operations	\$3,749	\$3,755	\$3,751	\$3,751	\$3,751	\$15,006
	Total Confirmed Capital		\$27,418	\$28,448	\$11,107	\$10,988	\$10,988	\$77,960

Project Costs

In Thousands

Project	Possible Funding	Fiscal Year Ending				
		2024	2025	2026	2027	After
HVAC upgrade - full terminal	ATC/OPS	\$7,500				
Communications Center	CDS/OPS	\$625				
Checkpoint Expansion	BILS/OPS		\$1,000			
Landside - Switchgear	OPS	\$7,053				
Landside- Access Roadways	Grants, AIP		\$7,910			
Landside - Car RAC	CFC, RACs	\$52,000				
Landside - Parking Garage	Bonds/Other		\$253,960			
Airport Signage	ATC/OPS	\$\$\$				
North Terminal/FIS**	OPS	\$1,800				
Inbound Baggage System	PFC/OPS		\$\$\$			\$\$\$
Central Terminal Roof	BILS/OPS		\$\$\$			
North Terminal Roof	BILS/OPS		\$1,500			
Outbound Baggage System	TSA/OPS		\$\$\$			\$\$\$
Parking Access System	Bonds/Other		\$1,500			
New Maintenance Building	OPS		\$15,000			
Demolish Old Hotel	Other		\$750			
Shipping/ Receiving Facility	OPS		\$750			

**RESOLUTION APPROVING EXECUTIVE DIRECTOR'S 2022-2023 ANNUAL
EMPLOYEE EVALUATION AND APPROVING ANNUAL SALARY AND
PERFORMANCE BONUS FOR 2023-2024**

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, Section 2799-fff (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require of the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, by Resolution No. 12 of 2019 the Authority approved and entered into a five (5) year employment agreement with H. Jason Terreri effective May 13, 2019 to fill the position of Executive Director of the Authority (the "Employment Agreement"); and

WHEREAS, the Employment Agreement provides that adjustments to base salary shall be based upon the annual performance evaluation conducted by the Human Resources Committee and shall be effective as of the first regular pay period in the month of June then following the annual performance evaluation; and

WHEREAS, during the fourth year of the Employment Agreement Mr. Terreri has successfully filled the position of Executive Director of the Authority and under the direction of the Board of the Authority, has successfully administered and advanced airport operations during this period which has included the establishment of the Authority Police Department and the hiring and swearing in of twenty-four (24) Authority Police Officers including a new Chief of Police and Captain; ensured future operational continuity and planning by securing infrastructure funds from the State of New York and Federal Aviation administration; successfully guided the Authority through the FAA Part 139 audit and TSA security inspections; completed changes to the Enabling Act addressing governance policies including the extension of terms for certain categories of Board

Members, and the removal of the requirement of City of Syracuse approval of Projects of \$10 Million or more which approval requirement was cited by the FAA as potentially violative of the Authority's FAA Grant Assurances; joined and actively participated in the activities of a number of community and professional organizations, all of which have improved and enhanced the Authority and the Airports visibility and stature in the region; and

WHEREAS, the Human Resources subcommittee of the Board of the Authority has reviewed the Executive Directors Self-Assessment form and the HR Committee has reviewed the Employee Performance Evaluation forms prepared by its members and reviewed the results of such Employee Evaluation Forms and sought input from the Board regarding the Executive Directors performance evaluation for the period 2022-2023; and

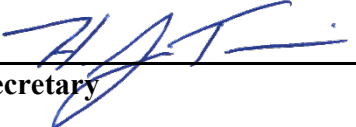
WHEREAS, the Human Resources subcommittee has recommended to the Board that the Executive Directors Employee Performance Evaluation for the period 2022-2023 be approved and that his salary and annual performance bonus for the 2023-2024 period be set in accordance therewith.

NOW, THEREFORE, BE IT RESOLVED, after due deliberation having been had thereon, that the Executive Directors Employee Performance Evaluation for the 2022-2023 period is hereby approved and that his salary and annual performance bonus for the 2023-2024 period be set in accordance therewith; and

BE IT FURTHER RESOLVED, that such salary adjustment shall begin effective as of the first regular pay period in the month of June 2023, and that the annual performance bonus be paid at such time as the Executive Director shall elect.

Resolution Adopted Date: June 23, 2023

Vote: Ayes 8 Nays: 0 Abstentions: 0.

Signed: .
Secretary