

**RESOLUTION APPROVING CONSENT CALENDAR FOR MEETING OF
June 20, 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 June 20, 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 June 20, 2025 meeting Consent Calendar items as shown on Schedule “A” annexed to this Resolution.

RESOLUTION ADOPTED DATE: JUNE 20, 2025

VOTE: Ayes 7 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. Consent Agenda

- 1. Approval of Minutes from the May 30, 2025 Regular Board Meeting**
- 2. Resolution Approving Executive Director's performance bonus for 2024-2025**
- 3. Resolution Approving Director of Airport Operations**
- 4. Resolution Approving Terminal Concessions and Advertising Manager**
- 5. Resolution Approving Properties Manager**
- 6. Resolution Approving the Standard Workday hours only for the Fleet Maintenance Supervisor SWD 7.25**



**Minutes of the Regular Meeting of the
Syracuse Regional Airport Authority**

Friday, May30, 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, May 30, 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
Mr. Tom Fernandez
Ms. Latoya Allen - Teams
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. Michael Lazar
Mr. Robert Simpson
Mr. Nathaniel Stevens
Mr. Damian Ulatowski

Members Absent:

Mr. Kenneth Kinsey

Also Present:

Mr. Jason Terreri
Mr. Jason Mehl
Mr. Aaron Harris
Ms. Robin Watkins
Ms. Joanne Clancy
Ms. Debi Marshall
SRAA Ops/Maintenance Team

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 Mr. Kinsey.

Consent Agenda:

Chair Gagliano referenced the April 11, 2025, meeting minutes on the consent agenda and asked for any changes or comments. Having no objections or comments regarding the minutes, Chair Gagliano invited a motion. A motion was made by Mr. Frame, seconded by Mr. Ulatowski, and the consent agenda was unanimously approved.

The resolution was adopted: 11 ayes, 0 nays, 0 abstain

Airport Management Report:

Director Terreri welcomed the group and stated that an in-depth review of the budget had been taken place at the Finance Committee meeting. He introduced the Operations and Maintenance Teams and congratulated them on winning the Balchen Post award and the No significant findings designation for the Part 139 inspection. This past winter was incredibly challenging with the amount of snowfall, ice storms and weather events and everyone thanked them for their efforts. The 20-year vision Master Plan Airport Layout Plan (ALP) for the SYR airport, landside, terminal, cargo development and needed improvements for the future needs of the airport. The Jet Blue and United partnership was formally announced yesterday, which is an integration of the two loyalty point plans, status, and the other phases of the program including shared access to airport gates with a potential for merger for the two airlines. The airlines will be promoting this partnership. Director Terreri reviewed airline metrics with the group and future expectations regarding flight frequencies, additions, and reductions along with seat availability in air service development trends in various markets and regions.

CFO Watkins reviewed metrics for April and a high-level review of the current budget planning for the 2025-2025 FY. A discussion regarding a SRAA subsidiary that would manage the administrative functions of the parking operation instead of paying the management fee to the current provider. By bringing this function under a SRAA subsidiary when the current contract ends, there will not only be moderate cost savings for the authority but will also enable better control of customer experience. Project updates and challenges were discussed, and it was suggested that at the next board meeting on June 20th, a tour of the baggage area behind the scenes will be provided for the board members to see the challenges first-hand as we plan for baggage handling upgrades. CFO Watkins updated the board regarding the ongoing Airline Use and Lease Agreement (AULA) discussions for the new contract that will be implemented soon. Mr. Simpson suggested that a slide be added to the deck of presentations with elected officials to include all the areas that we can show revenue prudence, savings, and efficiencies to show that the SRAA has done everything it can to be budget conscious. CFO Watkins reminded the board that all project improvements on property assets are currently still transferred to the City of Syracuse books, not the SRAA, which affects the ability to show assets for bonding purposes. Cash on hand has gone down to 423 days due to project needs. CFO Watkins requested that any questions or concerns regarding the budget be brought to her as soon as possible before the June 20th board meeting.

Executive Session

No executive session was held.

Committee Reports

There were no new committee minutes or comments from committee chairs other than the next scheduled meeting date reminders.

Adjournment

Having no other topics for discussion, a motion was made by Dr. DeSiato and seconded by Ms. Gagliano, to adjourn the meeting. The meeting was adjourned at 11:45 a.m.

**RESOLUTION APPROVING EXECUTIVE DIRECTOR'S PERFORMANCE
BONUS FOR 2024-2025**

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 renewed the agreement effective May 13, 2024, and

WHEREAS, during the first year of the renewed 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 activation of the new Airport Communications Center, ; 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; implemented a plan to position the airport and region as the Center of Excellence for UAS & AAM by executing a Memorandum of Agreement with the Department of Homeland Security; 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 sought input from the Board regarding the Executive Directors performance evaluation for the period 2024-2025; and

WHEREAS, the Human Resources subcommittee has recommended to the Board that the Executive Directors Employee Performance Evaluation for the period 2024-2025 be approved and that his annual performance bonus for the 2024-2025 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 2024-2025 period is hereby approved and that his annual performance bonus for the 2024-2025 period be set in accordance therewith; and

BE IT FURTHER RESOLVED, that the annual performance bonus be paid the first paycheck in July 2025.

Resolution Adopted Date: June 20, 2025

Vote: Ayes 7 Nays: 0 Abstentions: 0.

Signed: _____
Secretary

**RESOLUTION CREATING THE POSITION
OF DIRECTOR OF AIRPORT OPERATIONS (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 Airport Operations, which position is a high level administrative and managerial position responsible for overseeing daily operations at Syracuse Hancock International Airport, ensuring compliance with federal regulations, including CFR Part 139, and supervises a diverse team of Operations Specialists, Airport Communications Center specialists/supervisors and Airport Rescue and Firefighting team. Direction is received from the Chief Operations Officer.; 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)
Director of Airport Operations	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 20, 2025**

VOTE: Ayes 7 Nays 0 Abstentions 0

SIGNED:



Secretary

DIRECTOR OF AIRPORT OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS

This is a high level administrative and managerial position responsible for overseeing daily operations at Syracuse Hancock International Airport, ensuring compliance with federal regulations, including CFR Part 139, and supervises a diverse team of Operations Specialists, Airport Communications Center specialists/supervisors and Airport Rescue and Firefighting team. The incumbent will be responsible for effectively planning, developing, implementing, and monitoring all policies and procedures related to these areas. This position provides guidance for effective Airside and Landside Operations, world class customer service while ensuring compliance with Federal Aviation Administration (FAA), and New York State Department of Environmental Conservation (NYS DEC) requirements related to the safety of airport operations involving airfield maintenance, Aircraft Rescue/Firefighting operations, Airport security, wildlife management, and snow removal operations. An employee in this class exercises considerable latitude in carrying out these functions to ensure optimum delivery of services by maintaining the highest degree of adherence to Federal Aviation and NYS DEC Regulations. Direction is received from the Chief Operations Officer. Assignments are received through conference and/or written directives and allow for employee interpretation of the directive. Work is reviewed through observation of the programs, operations, conference, or the submission of written reports. Supervision is exercised over a number of subordinates, which may include front-line management. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans, assigns, schedules, motivates, counsels and evaluates the work of the Airport Operations Specialists, Airport Communications Center Supervisor and Airport Rescue and Firefighting Chief and oversight of hiring, training, professional development, discipline, attendance management, and payroll within each department.

Ensures compliance with Federal Aviation Regulations (FAR) Parts 139 and 77, and 49 CFR 1542. This involves becoming knowledgeable with the regulations; determining deficiencies with current operations through analysis based upon findings, develop/modify a comprehensive program to ensure meeting of the Federal Regulations and ensuring the best interests of the Syracuse Regional Airport Authority.

Has responsibility for the development, implementation and effective operation of those programs impacting Airport Operations, Security and Safety by coordinating with the Manager of Airfield Maintenance, Airport Police Chief, Facilities Manager, and Terminal Manager to ensure appropriate measures are taken to institute, evaluate and implement change where necessary.

Oversees Airport Communications Center to ensure consistent and effective communication and continuity of operations across airport programs and departments.

Monitors the accurate reporting and dissemination of airport and airfield condition information to air carriers and other airport users that affect the safe operations of aircraft and general public under FAR Part 139 and other applicable federal regulations.

Reviews airport inspection reports and makes recommendations for correcting deficiencies to appropriate airport staff.

Directs the development and monitoring of staff training programs governing operations procedures including inspections, assessment, and notification of airport conditions.

Assists with development and implementation of Safety Management System, ensuring that incidents and accidents are reported to SMS committee per FAA CFR 14 Part 139 regulations.

Assists with updating the Airport Certification Manual (ACM), Airport Emergency Plan (AEP), Wildlife Hazard Management Plan (WHMP), Snow and Ice Control Plan (SICP), and Airport Rules and Regulations.

Ensures Airport wide compliance with New York State DEC rules and regulations and SRAA's Best Management Practice Plan (BMPP), Spill Prevention Control and Countermeasures plan (SPCC) and the State Pollutant Discharge Elimination System (SPDES)

Provides oversight of compliance to all National Fire Protection Association (NFPA) 407 regulation.

Manage department budgets and spending in accordance with SRAA procurement rules and regulations.

May participate in the collective bargaining process.

Conducts investigations of incidents concerning violations that pertain to Federal, State and Local rules and regulations.

Develop annual and multi-year work plans and strategies to meet business needs.

Recommend, develop and implement airport policies and procedures in consultation with the Chief Operations Officer, Executive Director, airport tenants, and airline representatives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of Federal, State and Local regulations regarding airport operations, including Federal Aviation Regulations (FAR) Parts 139 and 77, and 49 CFR 1542.

Thorough knowledge of the principles and practices associated with sound management policies governing the operation of an airport.

Fundamental knowledge of Federal, State and Local environmental regulations. To include but limited to: Article 17 and 70 Environmental Conservation Law (BMP Plan), Rule 40 CFR 112 (SPCC Plan), 6 NYCRR Part 613 (PBS) 6 NYCRR Part 371 (Hazardous Waste Management)

Thorough knowledge of National Fire Protection Agency (NFPA) 407 : Standard for Aircraft Fuel Servicing.

Ability to supervise staff, and delegate responsibilities and to plan, organize, and coordinate the work of staff with varying job tasks and duties in a manner conducive to full performance and high morale.

Good knowledge of contractual agreements covering employees of the Authority under their direct or indirect supervision.

Ability to prepare concise oral and written reports.

Ability to effectively communicate both verbally and in writing.

Ability to interpret written material.

Strong analytical and problem-solving skills

Ability to work well in stressful situations, including emergencies

Must have strong leadership skills.

Ability to establish and maintain effective working relations and act as a liaison with a diverse group of people, including employees, governmental agencies, local air carriers, public officials, tenants, and the general public.

Ability to read and interpret plans and specifications.

Ability to stay organized and meet deadlines

Strong ability to use computers, and proficiency in Windows and Microsoft Office Suite.

Physical condition commensurate with the demands of the position and being able to perform the essential physical requirements of the position including pushing/pushing up to 75 lbs., remaining stationary, being mobile, standing and walking for long periods of time, working outside in all weather conditions, with or without a reasonable accommodation, and safely driving a vehicle.

MINIMUM QUALIFICATIONS

A) Graduation with a Bachelor's Degree, or higher, from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Business Administration, Aviation or a closely related area to the aforementioned; and, four (4) years of professional level work experience at an International Airport (classified Part 139) on a large program impacting the operations of airfield safety and maintenance at an airport; experience must include both movement and non-movement areas of airfield; or,

B) Eight (8) years of work experience in Airport Maintenance, Airport Operations, Airport Rescue or Airport Security, four (4) years of which must have been professional level on a large program impacting the operations of airfield safety and maintenance at an airport;

experience must include both movement and non-movement areas of airfield; or,

C) An equivalent combination of education and experience as described in A and B above;
and

D) Five years of supervisory/management experience required

Special Necessary Requirements: At time of appointment, Possession of a valid New York State driver's license 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.

Must obtain and maintain security clearance as required by role and TSA regulations.

Must obtain A.A.A.E. Certified Member (CM) designation within one year of appointment.

4/2025 Date Revised

**RESOLUTION CREATING THE POSITION
OF TERMINAL CONCESSIONS AND ADVERTISING 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 Terminal Concessions and Advertising Manager, which position is responsible for establishing and implementing an integrated strategic plan at the Syracuse Regional Airport Authority (SRAA), that identifies non-aeronautical revenue opportunities including terminal food & beverage and retail concessions, terminal space leases, enhancing tenant relationships, and negotiating advertising and sponsorship agreements (in-terminal and outside) with outside agencies in order to drive increased revenue. This position reports to the Chief Commercial Officer (CCO) who allows the incumbent a wide breadth of latitude for the use of independent judgment. Does related work as required; 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)
Terminal Concessions and Advertising 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: **June 20, 2025**

VOTE: **Ayes 7 Nays 0 Abstentions 0**

SIGNED:



Secretary

Terminal Concessions and Advertising Manager (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The Terminal Concessions and Advertising Manager is responsible for establishing and implementing an integrated strategic plan at the Syracuse Regional Airport Authority (SRAA), that identifies non-aeronautical revenue opportunities including terminal food & beverage and retail concessions, terminal space leases, enhancing tenant relationships, and negotiating advertising and sponsorship agreements (in-terminal and outside) with outside agencies in order to drive increased revenue. The work includes searching for new businesses interested in establishing a presence at the airport, creating proposals, and making presentations to prospective tenants. The employee reports to the Chief Commercial Officer (CCO) who allows the incumbent a wide breadth of latitude for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES

- Serve as the primary point of contact to ensure lease compliance, oversight of tenant operations on a day-to-day basis, coordinate emergency responses impacting tenant operations and resolve disputes with tenants concerning lease obligations involving other parties as necessary.
- Strategize and collaborate with internal and external stakeholders, implement logistics and oversee specialty programs and SRAA initiatives impacting concessions operations and overall customer experience. This includes but is not limited to in-terminal local, regional, and cultural events, concessionaire facilities management, concessionaire operations auditing, airside and landside concessionaire and vendor logistics, etc.
- Conduct analysis of concessions program activity to identify underperforming tenants and identify and suggest changes to rectify the performance issues.
- Build strong and effective relationships with both internal and external stakeholders to share information, leverage resources and jointly design and implement results-based solutions.
- Analyzes data and makes recommendations regarding complex commercial business opportunities for the SRAA; provides professional expertise, analyses, advice and consultation in a variety of commercial development matters; represents the SRAA in dealings and meetings with tenants, concessionaires and contractors.
- Develops Request for Proposals (RFP's) and lease documents, administers RFP procedures in accordance with SRAA policies and applicable law.
- Prospects new businesses interested in establishing a presence at the airport through outreach efforts, creating proposals, and making presentations to prospective businesses and advertisers.
- Collaborates with the CCO to identify and explore new business opportunities that will maximize the utilization and revenue.
- Any other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge and understanding of FAA regulations pertaining to airport commercial operations, including aeronautical and non-aeronautical land-use development, FAR Part 26, terminal concessions.
- Ability to deal persuasively and effectively with the general public, outside agencies, and tenants in a manner conducive to building and maintaining cooperative working relationships.
- Ability to analyze information gathered for the purpose of developing recommendations and/or making decisions that have the greatest potential for producing business results and revenue.
- Comprehensive knowledge of principles and techniques of aviation & airport business management, advertising, and sales knowledge of economics, forecasting, and risk/benefits analysis.
- Knowledge of program and project coordination and process improvement.
- Knowledge of and proficiency with a variety of computer programs including Microsoft Suite, Adobe, SharePoint, and digital advertising software programs.
- Knowledge of business and management principles involved in strategic planning and coordination of resources.
- Ability to use tools and methodologies to drive business process improvements and deliver solid business and revenue generating results.
- Strong analytical, written and verbal communication and presentational skills.
- Experience implementing and managing both NY State and Federal Airport Disadvantaged Business Enterprise Programs.
- Ability to analyze and formulate solutions to complex problems.
- Comprehensive knowledge of development and negotiation of contracts.
- Good knowledge of contractual agreements covering employees of the SRAA under their direct or indirect supervision.
- Ability to maintain professional, respectful, and cooperative working relationships with a diverse group of employees, contractors, vendors, public officials, and visitors, and any other individuals interacted with throughout the course of work.
- Ability to travel regularly within New York State and nationwide.
- Ability to meet the physical requirements of the position, which includes being stationary at a desk, utilizing a computer workstation, being mobile throughout the airport, and being able to communicate clearly, with or without a reasonable accommodation.

PREFERRED QUALIFICATIONS

Airport or aviation experience in business development or marketing

MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents to grant degrees, with a master's degree in business management, public administration, marketing, economics, finance, or a related field, and four (4) years of work

experience in business development and/or marketing; or,

B) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents to grant degrees, with a baccalaureate degree in business management, public administration, marketing, economics, finance, or a related field, and six (6) years of work experience in experience in business development and/or marketing, or

C) High School Diploma or equivalent and ten (10) years of work experience in experience in business development and/or marketing; or

D) An equivalent combination of education and experience as described in A, B, and C above.

Special Necessary Requirements:

A) Possession of a valid New York State driver's license appropriate to the vehicle operated at time of appointment or during the course of employment

B) Must be able to meet and maintain Transportation Security Administration Requirements authorizing unescorted access entry to Security Identification Display Area (SIDA)

Draft 05/2025

**RESOLUTION CREATING THE POSITION
OF PROPERTIES 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 Properties Manager, which position is a key driver of commercial growth at the Syracuse Regional Airport Authority (SRAA), responsible for maximizing both aeronautical and non-aeronautical revenue through strategic land use, real estate development, and general aviation business development. The role emphasizes expanding commercial opportunities, optimizing land assets, and attracting aviation-related tenants to ensure the long-term financial sustainability of the airport. This position reports to the Chief Commercial Officer (CCO). The position allows for a high degree of independent judgment and initiative. Performs related duties as required.; 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)
Properties Manager	7.25 hours

, and it is further

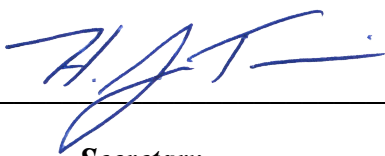
RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: June 20, 2025

VOTE: Ayes 7 Nays 0 Abstentions 0

SIGNED:



Secretary

Properties Manager (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

The Properties Manager is a key driver of commercial growth at the Syracuse Regional Airport Authority (SRAA), responsible for maximizing both aeronautical and non-aeronautical revenue through strategic land use, real estate development, and general aviation business development. The role emphasizes expanding commercial opportunities, optimizing land assets, and attracting aviation-related tenants to ensure the long-term financial sustainability of the airport. The incumbent plays a pivotal role in identifying, negotiating, and managing new and existing business opportunities and reports directly to the Chief Commercial Officer (CCO). The position allows for a high degree of independent judgment and initiative. Performs related duties as required.

TYPICAL WORK ACTIVITIES

- Leads the planning and execution of strategies that drive revenue through land development, general aviation growth, and commercial partnerships.
- Identifies and secures new business opportunities to optimize land and facility use, including hangars, fixed base operators (FBOs), MROs, and other aviation-related services.
- Supports the development and implementation of a long-term commercial development roadmap aligned with the SRAA Master Plan and Airport Layout Plan.
- Collaborates with airport leadership to advance infrastructure improvements supporting future commercial and general aviation expansion.
- Manages and monitors lease agreements, ensuring tenant compliance and maximizing occupancy and revenue performance.
- Engages with prospective tenants and developers by preparing financial analyses, proposals, and delivering persuasive presentations.
- Negotiates complex business agreements involving airport land, facilities, and services to achieve optimal returns for SRAA.
- Oversees real estate transactions, lease negotiations, land use compatibility, and environmental impact assessments related to development projects.
- Leads efforts related to general aviation facility planning and economic development opportunities, serving as or developing into a subject matter expert in this area.
- Creates and administers Request for Proposals (RFPs) and related procurement processes for new commercial, real estate, and aviation projects in accordance with SRAA policies and legal requirements.
- Monitors local zoning changes and regional development trends to inform airport land use planning and business development initiatives.
- Builds and maintains strong relationships with general aviation users, business partners, internal teams, and regulatory agencies.
- Coordinates with engineering, legal, planning, and operations teams to ensure alignment of projects with federal, state, and FAA compliance requirements.

- Tracks key performance indicators (KPIs) for commercial development and general aviation business units, adjusting strategies based on data and trends.
- Represents SRAA at industry events, community forums, and stakeholder meetings to promote airport development and growth opportunities.
- Collaborates with the CCO to identify and explore new business opportunities that will maximize the utilization and revenue.
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Strong knowledge of FAA policies and regulatory requirements including FAR Part 77, Part 139, Part 150, and airport land-use compatibility principles.
- Strong knowledge of airport non-aeronautical real estate development and general aviation operations, including ground leases, hangar development, FBOs, and aviation business trends.
- Proven experience in revenue generation, commercial negotiation, and land development strategy.
- Working knowledge of FAA policies on airport property management, land use, grant assurances, and applicable federal and state regulations.
- Ability to develop business cases and conduct cost-benefit analyses for aviation-related capital and commercial projects.
- Exceptional interpersonal and relationship-building skills with stakeholders including developers, tenants, aviation operators, and public agencies.
- Strong contract negotiation and administration skills.
- Excellent analytical, verbal, and written communication skills, with the ability to create compelling presentations and reports.
- Proficiency in Microsoft Office Suite, Adobe, digital planning tools, and customer relationship management (CRM) platforms.
- Ability to think strategically and execute tactically in a dynamic and fast-paced airport environment.
- Experience with New York State and Federal DBE (Disadvantaged Business Enterprise) program requirements is preferred.
- Ability and expectation to travel within New York State and nationally to represent the Syracuse Regional Airport Authority (SRAA) for business development and stakeholder engagement.
- Ability to meet the physical requirements of the position, which includes being stationary at a desk, utilizing a computer workstation, being mobile throughout the airport, and being able to communicate clearly, with or without a reasonable accommodation.

PREFERRED QUALIFICATIONS

Previous airport or aviation experience in property relationship management or business development is preferred but not required.

MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents to grant degrees, with a master's degree in business management, public administration, marketing, economics, finance, or a related field and four (4) years of work experience in property relationship management, or business development; or,

B) Graduation from a regionally accredited college or university, or one accredited by New York State Board of Regents to grant degrees, with a baccalaureate degree in business management, public administration, marketing, economics, finance, or a related field, and six (6) years of work experience in property relationship management, or business development; or

C) High school diploma or equivalent and ten (10) years of work experience in property relationship management, or business development; or

D) An equivalent combination of education and experience as described in A, B, and C above.

Special Necessary Requirements:

A) Possession of a valid New York State driver's license appropriate to the vehicle operated at time of appointment or during the course of employment.

B) Must be able to meet and maintain Transportation Security Administration requirements authorizing unescorted access entry to Security Identification Display Area (SIDA).

Draft 05/2025

**RESOLUTION AMENDING TITLE AND ESTABLISHING STANDARD WORKDAY
FOR THE POSITION OF FLEET MAINTENANCE SUPERVISOR (f/k/a Airport Fleet
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, by Resolution 33 of 2018 the Authority previously created the position of Airport Fleet Manager, but for which position no standard workday hours were then designated; and

WHEREAS, the Authority wishes to retitle this position as "Fleet Maintenance Supervisor" 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, after due deliberation having been had thereon, it is hereby

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby amends the title of Airport Fleet Manager 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)
Fleet Maintenance Supervisor	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 20, 2025**

VOTE: Ayes 7 Nays 0 Abstentions 0

SIGNED:



Secretary

FLEET MAINTENANCE SUPERVISOR (SRAA)

09170
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The Fleet Maintenance Supervisor plays a crucial role in managing the fleet maintenance operations for the Syracuse Regional Airport Authority (SRAA). Reporting to the Manager of Airfield Maintenance, this position is responsible for scheduling repairs, as well as overseeing the purchasing and inventory management of a wide variety of gas and diesel-powered equipment. This includes trucks, buses, heavy machinery, street cleaning equipment, lawn care tools, passenger vehicles, and snowplow equipment.

The duties are carried out in line with agency policies and encompass program administration, production coordination and scheduling, parts management, record keeping, and support services. The Fleet Maintenance Supervisor will supervise a team consisting of a Heavy Equipment Mechanic Crew Leader and three Heavy Equipment Mechanics. While receiving general oversight from an administrative superior, the role allows for significant independent judgment in planning and executing directives.

TYPICAL WORK ACTIVITIES

Oversee the fleet operations program, including purchasing, licensing, inventory, inspections, preventative maintenance, and repair/replacement schedules, ensuring all fleet members have proper licensure and up-to-date training.

Monitor and initiate actions to maintain Airport Authority fleet equipment in accordance with recognized trade standards and federal and state regulations.

Review and assign work orders to identify factors such as productivity rates, types of repair tasks performed, and the time required to perform such tasks, aiming to improve the efficient utilization of staff, equipment, supplies, and space.

Maintain electronic records of all inspections, preventative maintenance, and repairs made on vehicles and equipment.

Plan and submit recommendations regarding the repair and replacement of motor equipment for annual budget approval.

Recommend operating budget for motor equipment maintenance section based on budget analysis review.

Participate in safety programs and safety training, demonstrating total commitment and compliance with all safety and environmental policies.

Manage inventory through supply room activities, including maintaining parts and material inventories, controlling the issuance of parts and supplies, and performing inventory audits.

Procure new and used vehicles and equipment as directed to support airport needs.

Review specifications of regular and unconventional equipment and procure necessary parts and supplies for mechanics to perform required maintenance.

Research best pricing for inventoried and non-inventoried parts/materials.

Interact with motor equipment distributors, dealers, and sales personnel regarding the ordering and purchasing of motor equipment.

Maintain fleet fueling equipment and fuel inventories.

Perform other duties necessary to keep the airport and airport vehicles operating safely and efficiently.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the methods and procedures used in stocking, receiving, and dispensing of a wide variety of materials

Good knowledge of the procedures for requisitioning materials

Ability to keep accurate inventory records and make reports from these records

Ability to make accurate arithmetical computations

Good knowledge of repair shop safety rules and regulations

Working knowledge of automotive and maintenance repair parts and equipment as it pertains to the review of equipment specifications and inventory maintenance

Ability to write and to interpret technical specifications relating to the purchase of new equipment

Ability to read and interpret technical maintenance manuals, diagrams, and written reports

Proficiency in the use of a personal computer, including skills in a variety of computer-based technologies including Microsoft Suite.

Ability to perform basic financial management principles

Ability to maintain professional, respectful, and cooperative working relationships with employees, visitors, contractors, and vendors, and any other individuals interacted with throughout the course of work.

Able to perform the physical requirements of the position, including frequent standing, sitting, walking, lifting up to 50 lbs., pushing/pulling carts, driving, and working both indoors and outdoors, sometimes during inclement weather.

MINIMUM QUALIFICATIONS

Open Competitive

- A. Graduation with an Associate's Degree or higher in Accounting, Business Management, Finance, Automotive Management, Automotive Mechanics, Engineering, Aviation Management or a closely related field from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years of work experience in airfield or vehicle maintenance, fleet management, purchasing, or business management; OR,
- B. Five (5) years of work experience, or its part time equivalent, in airfield or vehicle maintenance, fleet management, purchasing, or business management, OR,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**RESOLUTION ADOPTING THE 2025-2025
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 2025-2026 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 2025-2026 Operating Budget as set forth on Exhibit A" of this Resolution.

Resolution Adopted Date: June 20, 2025

Vote: Ayes 7 Nays 0 Abstentions 0

Signed:



Secretary

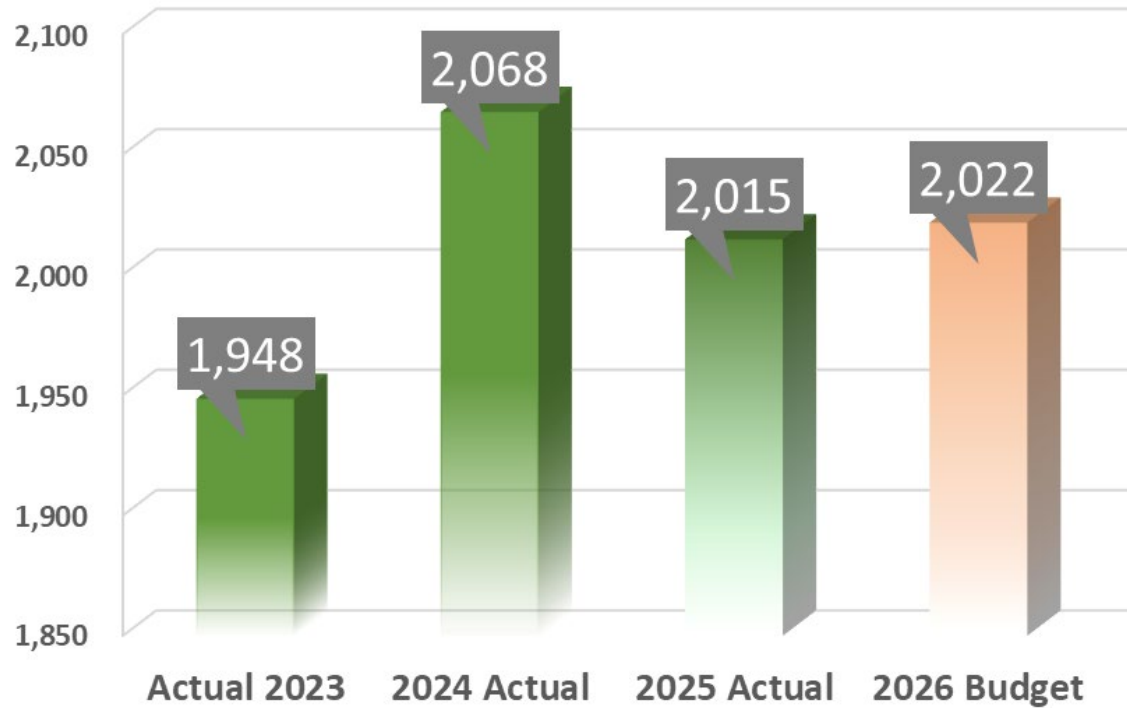
EXHIBIT A

2025-2026 Operating Budget

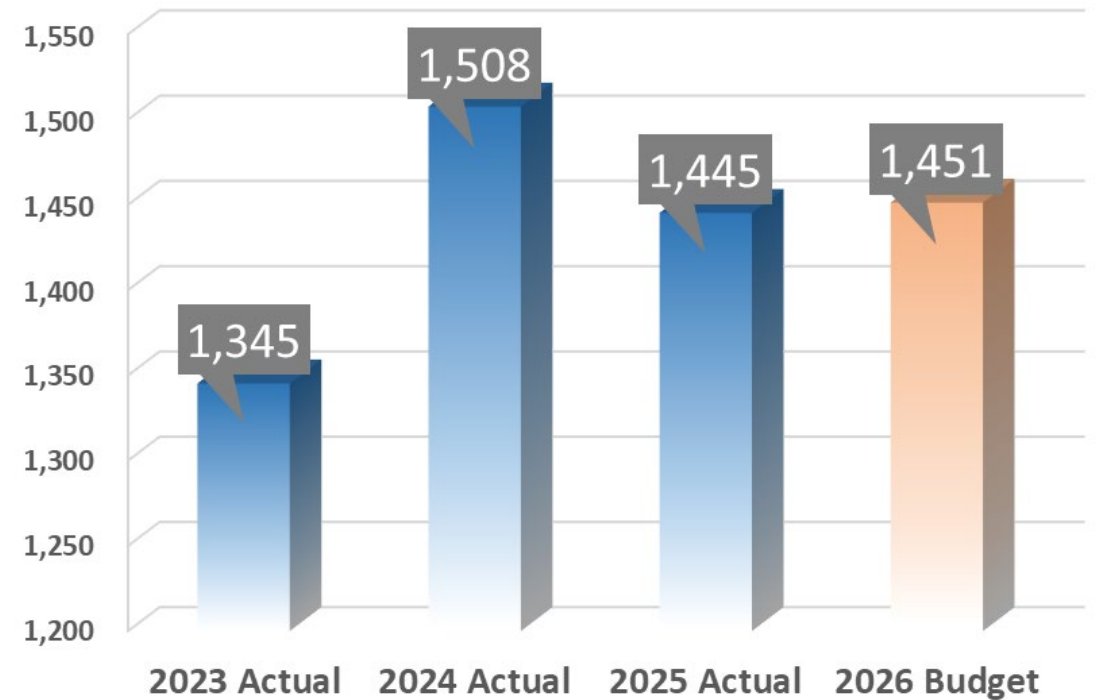
2025/2026 Fiscal Year Budget

Metrics

LANDING WEIGHTS



ENPLANEMENTS



Airport Operations Income Statement

- Includes parking lot construction and fuel farm maintenance as large ticket items.
- Operations consistent with current year.
- Maintenance costs for landside infrastructure including utility/communication lines and roadways.

In Thousands

	2024 Actual	2025 Forecast	2026 Budget
Airline Revenue	\$17,417	\$18,512	\$18,209
Concession & Transport	\$31,469	\$33,764	\$35,470
Non-Aeronautical	\$2,602	\$2,658	\$2,804
Operating Revenue	\$51,488	\$54,934	\$56,484
Parking Garage	\$6,024	\$7,080	\$10,869
Administration	\$9,515	\$12,005	\$10,565
Airport Security	\$5,652	\$5,524	\$5,090
Airport Operations	\$16,135	\$19,022	\$20,762
Other	\$3,168	\$2,857	\$3,769
Operating Expenses	\$40,494	\$46,488	\$51,054
Inc (Loss) from Ops	\$10,994	\$8,446	\$5,429
Grant Revenue	\$7,313	\$32,334	\$5,950
Capital Cont. Exp to City	(\$11,966)	(\$34,000)	(\$14,000)
Interest Inc/Exp	\$214	(\$725)	(\$670)
PFC Income	\$6,132	\$5,590	\$5,805
CFC Income	\$6,186	\$5,974	\$6,097
Non-Operating Rev. (exp)	\$7,879	\$9,174	\$3,182
Net Income (Loss)	\$18,873	\$17,620	\$8,612

Opportunities & Risks

Opportunities

Improved
Airline activity

Concession
spend
increases

Non-
aeronautical
opportunities

Risks

Decreased
Airline
Activities

Changes in
regulations/
legislation

Unknown
infrastructure
Repairs



Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, June 20, 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, June 20, 2025, at 11:05 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 - Teams
Dr. Shiu-Kai Chin
Mr. Michael Lazar
Mr. Robert Simpson
Mr. Nathaniel Stevens
Mr. Kenneth Kinsey

Members Absent:

Mr. Damian Ulatowski
Ms. Latoya Allen
Dr. Donna DeSiato
Mr. Tom Fernandez

Also Present:

Mr. Jason Terreri
Mr. Jason Mehl
Mr. Aaron Harris
Ms. Robin Watkins
Ms. Joanne Clancy
Ms. Debi Marshall
Chief Justin Baum

Chair Gagliano started the SRAA Board meeting at 11:05 a.m.

Roll Call

As noted above, all SRAA Board members were present in person other than Mr. Damian Ulatowski, Ms. Latoya Allen, Dr. Donna DeSiato, and Mr. Tom Fernandez.

Consent Agenda:

Chair Gagliano referenced the May 30, 2025, meeting minutes on the consent agenda and asked for any changes or comments. Having no objections or comments regarding the 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. Simpson, seconded by Dr. Chin, and the consent agenda was unanimously approved.

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

Airport Management Report:

Director Terreri welcomed the group and stated that an in-depth review of the budget had been taken place at the Finance Committee meeting. CFO Watkins reviewed metrics for May and a high-level review of the current recommended budget for the 2025-2025 FY. Given uncertainty in the current markets, budget projections for the next FY have remained flat. The new Airline Use and Lease Agreement (AULA) was reviewed and will go into effect July 1, 2025, all questions were answered. Dr. Chin, Chair of the Finance Committee, referred the group to the resolution and items in the packet.

New Business/Discussion:

Resolution Adopting the 2025/2026 SRAA Operations Budget – Chair Gagliano reminded the group that a deep dive on this budget was held during the past two Finance Committee meetings and all items were approved by the Finance Committee to be forwarded to the board. The board authorized the SRAA to pursue and accept all grants. Hearing no objections, Chair Gagliano invited a motion to approve the resolution. A motion was made by Dr. Chin, seconded by Mr. Lazar, the resolution was unanimously approved.

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

Resolution Adopting the 2025/2026 SRAA Capital Budget - Chair Gagliano reminded the group that a deep dive on the Capital budget was also held during the past two Finance Committee meetings and all items were approved by the Finance Committee to be forwarded to the board. The board authorized the SRAA to pursue and accept all grants. Hearing no objections, Chair Gagliano invited a motion to approve the resolution. A motion was made by Dr. Chin, seconded by Mr. Lazar, the resolution was unanimously approved.

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

Executive Director Terreri provided legislative updates regarding UAS and Advance Air Mobility executive orders and the unique opportunities it creates for SYR and NuAir being a leader in this space. SYR is the only location that has the ability to conduct drone detection and mitigation. SYR is three years ahead of other airports in this area. The FAA has revised their grant application agreements regarding certain programs related to DEI; the SRAA is looking into these requirements and legal review of these new changes in the applications is ongoing. The board will be updated with any new information. On the state front, the civil service legislation was approved, awaiting Governor's signature. This will make all SRAA positions exempt, other than the SRAA Police Department employees. A ribbon cutting is being planned for the new Gate 27 expansion, the date is not yet confirmed.

Committee Reports

The most recent Human Resources and Finance Committee meeting minutes were attached to the packet and there were no other committee reports. HR Director, Debi Marshall, discussed the items from the most recent minutes, there were no further questions.

Human Resources and Governance meetings have changed from September 11th to September 12th, 2025.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to the employment history and job performance of a particular person. A motion was made by Mr. Lazar, seconded by Ms. Gagliano. Motion was unanimously approved. Executive session began at 11:21a.m. and ended at 11:50 a.m.

Adjournment

Having no other topics for discussion, a motion was made by Mr. Simpson and seconded by Mr. Stevens, to adjourn the meeting. The meeting was adjourned at 11:52 a.m.

DRAFT

RESOLUTION: (1) ADOPTING THE 2025-2026 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 2025-2026 Capital Improvement Budget for the Authority (the "2025-2026 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 2025-2026 Projects through the FAA and NYSDOT CIP program and to accept CIP program grant monies and expend such monies on the 2025-2026 Projects; and

WHEREAS, the CIP program requires that the Authority contribute a portion or in some instances all of the overall cost of the 2025-2026 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 2025-2026 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 2025-2026 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 2025-2026 Projects; and (4) expend such grant monies and funds of the Authority for each 2025-2026 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 2025-2026 Projects.

Resolution Adopted Date: June 20, 2025

Vote: Ayes 7

Nay 0

Abstentions 0

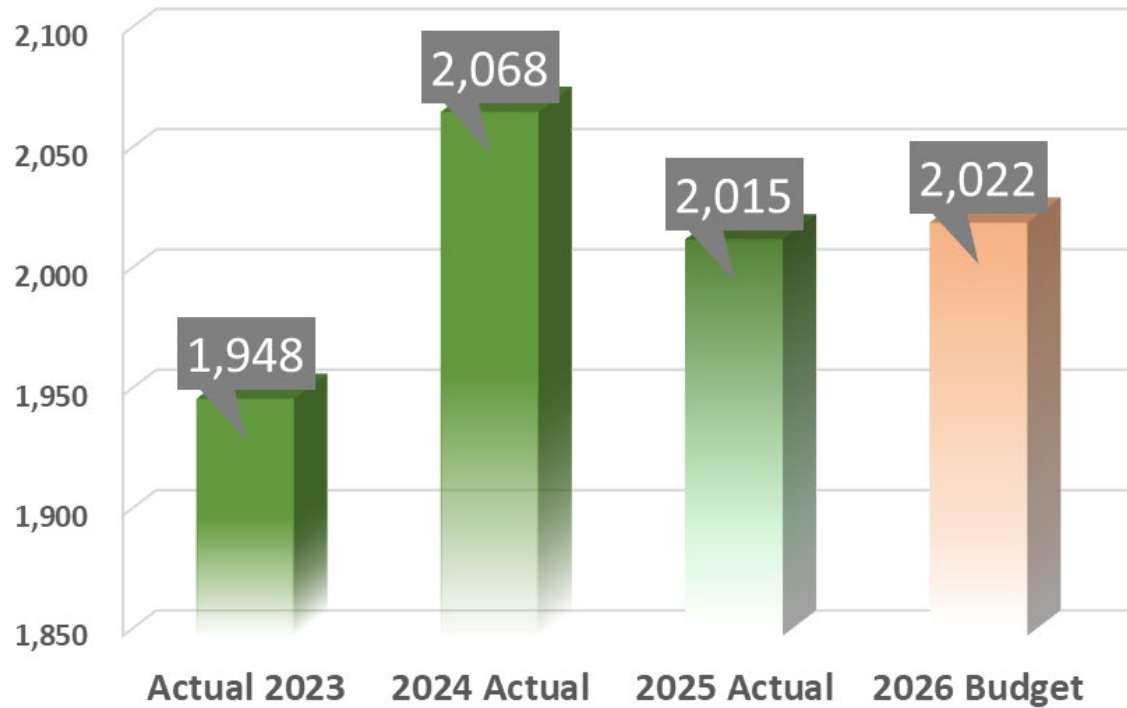
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Secretary

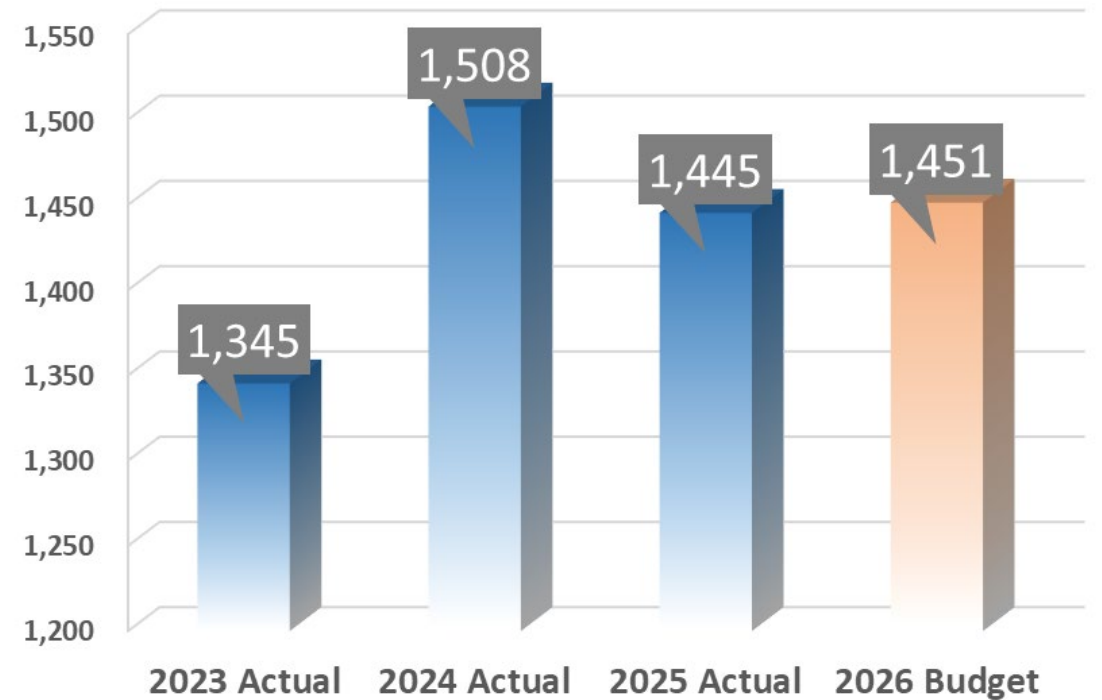
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