

**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

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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: [Signature]
Secretary

**RESOLUTION ELECTING MICHAEL FRAME
AS VICE-CHAIR OF THE BOARD OF THE SYRACUSE REGIONAL AIRPORT
AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the “Authority”) is a public benefit corporation, formed and operating pursuant to Article 8, Title 34 of the New York Public Authorities Law, as amended;

WHEREAS, by Resolution No. 4 of 2019 regular meeting the Board of the Authority appointed William Fisher as Vice-Chair of the Board to fill the Vice-Chair vacancy created by Vice-Chair Jo Anne Gagliano’s elevation to Chair of the Board as of such meeting;

WHEREAS, the Board wishes to fill the vacancy in the Vice-Chair position on the Board created by the Chair Appointment and Section 4.4 of the Organizational By-Laws of the Authority grants the Authority Board the power to elect by ballot, the Vice-Chair of the Authority;

WHEREAS, at its March 10, 2023 regular meeting an election ballot vote to fill the Vice-Chair position was conducted by the members of the SRAA Board.

NOW, THEREFORE, after due deliberation having been had thereon,

BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby elects Board Member Michael Frame as Vice-Chair of the Authority, effective as of March 10, 2023.

Vote: Ayes 9 Nays: 0 Abstentions: 1 (Mr. Frame).

Signed:  _____.

Secretary

Resolution Adopted Date: March 10, 2023

**RESOLUTION AUTHORIZING INCREASE IN CUSTOMER
FACILITIES CHARGES IN CONNECTION WITH RENTAL CAR
FACILITY OPERATIONS**

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-bbb of the Enabling Act provides that the purposes of the Authority include the development, expansion, maintenance and financing of aviation related facilities in Central New York in general and the Syracuse Hancock International Airport ("Airport") in particular; and

WHEREAS, the operations of the Airport include the provision of commercial rent a car operations through various concession agreements with private rent a car companies ("Concession Agreements") in order to serve the needs of the traveling public, and as operator of the Airport the Authority is charged with the maintenance, development and expansion of Airport rent a car operations as necessary; and

WHEREAS, private rent a car counters are currently located in the Airport terminal and rental cars are located in the Airport's approximately 40-year-old parking garage and occupy approximately 480 ready return spaces, in addition to other Airport locations used for cleaning, fueling and repair of rent a car (collectively the "Consolidated Airport Facilities"); and

WHEREAS, the Consolidated Airport Facilities require substantial improvements in order to meet the increasing needs of the traveling public at the Airport; and

WHEREAS, Section 2799-hhh of the Enabling Act authorizes the Authority to fix, revise, levy and collect such fares, rentals, rates, charges and other fees for the use and operation of any real property, aviation facility, or other facility operated by the Authority; and

WHEREAS, Section 396-Z of the New York General Business law allows rent a car companies to recover from vehicle renters any consolidated facility charges ("CFC's") imposed by an airport operator or its governing entity for the finance, design, construction and operation of consolidated airport facilities; and

WHEREAS, by Resolution No. 36 of 2018 the Authority engaged the professional airport financial consulting firm of Landrum & Brown, Inc. ("L&B") to advise it, among other things, with regard to the renovation and/or redesign of the Consolidated Airport Facilities and the financing necessary for such improvements; and

WHEREAS, L&B recommended, among other things, that the Authority:

- a. Commencing on or about September 1, 2019 impose a CFC on each car rental transaction at the Airport in the amount of \$5.00 per transaction per day or portion thereof, and that such amount be adjusted from time to time as necessary to support the costs and expenses described at c. below;
- b. That on or about September 1, 2019 such CFC also be imposed at such other vehicle rental locations subject to the imposition of such charge by the Authority; and
- c. That all CFC's imposed and collected by the Authority be used to fund capital costs, debt service, reserve funds and all other costs and expenses associated with the improvement of the existing Consolidated Airport Facilities or the construction of new Consolidated Airport Facilities; and

WHEREAS, by Resolution No. 16 of 2019 L&B's recommendations were approved and adopted by the Board and CFC's at the rate of \$5 per transaction per day or portion thereof, were

imposed effective on or about September 1, 2019; and

WHEREAS, in order to meet the anticipated costs and expenses of the existing Consolidated Airport Facilities and/or the construction of new Consolidated Airport Facilities, Authority management has recently recommended that the CFC be increased to \$7.50 per transaction per day or portion thereof, effective upon notice of such CFC increase to the rental car companies.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby RESOLVED, by the Board of the Syracuse Regional Airport Authority, that the CFC charge be increased from \$5 per transaction per day or portion thereof, to \$7.50 per transaction per day or portion thereof effective upon notice to the rental car companies of such CFC increase.

Resolution Adopted Date: March 10, 2023

Vote: Ayes 10 Nays: 0 Abstentions: 0

Signed:


Secretary