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Human Resources Committee Meeting Minutes

Thursday, October 22, 2026

Pursuant to the notice duly given and posted, the Human Resources Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, October 22, 2026, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:00 a.m. by Chair, Michael Lazar.

In Attendance:

Mr. Michael Lazar – Chair
Ms. Jo Anne Falco (Ex-officio)
Mr. Eric Ennis (Teams)
Dr. Shiu-Kai Chin
Mr. Michael Mirizio
Mr. Thomas Fernandez (Teams)

Absent:

Mr. Nathaniel Stevens

Other attendees:

Ms. Robin Watkins
Ms. Joanne Clancy
Ms. Katie Tiisler
Chief Justin Baum

Roll Call

As noted above, all members were present other than Mr. Stevens meeting the quorum requirements.

Approval of Minutes from Previous Meeting

Human Resources committee Chair Mike Lazar welcomed the group. As there were no further comments regarding the HR Committee minutes from the June 11, 2026, meeting, Dr. Chin made a motion to approve, and Mr. Mirizio seconded. Vote was carried unanimously.

HR Management Report:

Human Resources Director, Debra Marshall provided materials and gave an update on HR Goals and KPIs. The first quarter of the subsidiary is complete and other positions and job descriptions are being worked on. Various reporting requirements have been reduced by the disability tracking being removed from the federal regulations. Employee bonus program is being revised to be more department specific, and this information will be brought

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to the board in March at the offsite. A volunteer group has been created with interested employees to create more opportunities for SRAA employees to volunteer in the community, the first project is care packages for United Way. Other opportunities to assist community organizations are being researched. Electronic onboarding is being updated for new hires to ensure that it is as seamless as possible for our new hires. Payroll procedures are being reviewed with the finance department to increase separation and controls between Human Resources and Finance departments as was recommended by the auditors and the Audit Committee. Custodial and maintenance are fully staffed. It takes 52 days from posting to hire for new employees. Employee certifications, vacancies, retirements, promotions, and turnover and retention numbers were shared with the group.

New Business/Discussion:

Health insurance update – OCEBA was looking to merge plans to streamline platinum, but this did not make sense, so there is no change to cover coming up in the new enrollment period in November. A reduction in the self-funded level of cash on hand is being researched to see if a portion of the money can be utilized for other things instead of leaving it in a potentially overfunded account. There will be an employee benefits survey sent out to gain more information about what employees want to see for plans and coverage. The AAS employees are in a subgroup under SRAA for the plans.

Personnel Records policy was discussed regarding the new NY State law that employees must be provided with any information that is put in their personnel record that may have an adverse effect or disciplinary issue and employees can request a copy of the record. Further clarification and definitions of "personnel records" on this law is needed, and supervisors will be training on this new requirement.

Behavior of Employees policy changes have been made to clarify property damage, reporting of injuries, incidents and accidents and consequences involved for not reporting or falsification of records.

Pay procedures – Night shift differential policy was discussed for non-union staff and issues with implementing the calculations within the current payroll system. It was determined to go back to the old way with the qualifier of an exception to receive the differential only if they have worked for at least one hour during that timing. Department schedules vary due to airport activity and business needs therefore it would be difficult to have only three official shifts for all departments, but further discussion regarding potential changes and how Paylocity can work with those changes, will continue. Policy changes are always brought to the June Human Resources committee meetings that go into the new handbook each year effective July 1, the new fiscal year.

Executive Session:

No Executive session was held.

Adjournment:

Having no further business to discuss, a motion to adjourn was made by Ms. Falco and seconded by Dr. Chin, the meeting adjourned at 11:31 a.m.

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