



Human Resources Committee Meeting Minutes

October 28, 2016

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the Department of Aviation Conference Room on Friday, October 28, 2016.

The meeting was called to order at 11:10 a.m. by Ms. Beth Rougeux.

I. Roll Call

In attendance: Ms. Beth Rougeux, Mr. Michael Quill, Ms. Christina Callahan, Mr. Trent Amond, Mr. John McCann, Ms. Laurie Sabel

Not present: Dr. Shiu-Kai Chin, Mr. William Fisher, and Mr. William Simmons

II. Approval of Minutes from Previous Meeting

A quorum not being present, the minutes from the meeting of August 4, 2016 were reviewed and approval was deferred until the next meeting.

III. Old Business

A. Review Proposed Changes to Employee Handbook

Ms. Rougeux opened discussion of Old Business. The single item on the agenda being revisions to the Employee Handbook, the Committee took up discussion of each of the proposed changes.

1. It was decided that a provision for the Authority to offer supplemental benefits to retirees collecting Medicare may need to specify the conditions of coverage. Ms. Callahan stated that this section would be reviewed and a requirement for Medicare enrollment would be incorporated.

2. A proposed revision to require a doctor's note for use of sick time in excess of six days has been deleted for the present.

3. Whistle Blower Policy

Mr. McCann pointed out that there were inconsistencies between policies as stated in both the current and proposed Handbook policy, and the Board policy. It was determined that the Handbook would be revised to eliminate three (3) paragraphs referring to the Whistle Blower Policy, leaving only the last sentence, which directs the reader to the Personnel Office or the Authority website for more information.

4. Language was added to the effect that contributions to benefit packages for retirees would be based on pension amount.

5. It was agreed that the approved changes could be made on the authority of the Committee in spite of the absence of a quorum.

IV. New Business

A. Salary Benchmark Survey

Mr. Amond explained the reason and methodology for evaluating the salaries of the SRAA staff as outlined in the memorandum which was included with the ACI-NA Compensation Survey in the packet. He pointed out that all personnel currently are receiving salaries within the range of salaries as described in the Benchmarking Survey, with the exception of the Executive Director, whose salary was inconsistent and well below the standard. Mr. Amond pointed out that this presents a danger that other airports could use this as an opportunity to attract our executive talent by offering higher compensation. He recommended that the Board should consider this when conducting the evaluation of the Executive Director in the year ahead. Ms. Rougeux suggested that the Committee defer any decision on a resolution to the Board, regarding adoption of the survey standards, until more members are present. Ms. Callahan also stated that the SRAA would participate in the next ACI-NA Compensation Survey.

B. Committee Meeting Schedule

A discussion took place on the possibility of changing the meeting schedule, but it was decided that the current practice of two meetings on a meeting day was optimal. The date for the next HR Committee Meeting was tentatively set for Thursday, February 16, 2017.

Adjournment

There being no further business, the meeting adjourned at 11:55 a.m.