



Human Resources Committee Meeting Minutes

May 18, 2017

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 Thursday, May 18, 2017.

The meeting was called to order at 11:06 a.m. by Ms. Beth Rougeux.

I. Roll Call

In attendance: Ms. Beth Rougeux, Dr. Shu-Kai Chin, Mr. William Fisher, Mr. Michael Quill, Ms. Christina Callahan, Mr. Trent Amond, Mr. John Clark, Mr. John McCann, Ms. Debi Marshall, Ms. Laurie Sabel

Not present: Mr. William Simmons, Mr. Mark Venesky, Mr. Patrick Mannion

II. Approval of Minutes from Previous Meetings

The minutes from February 16, 2017 were reviewed. Suggested amendments from John McCann being accepted, a motion was made to approve by Mr. Fisher, seconded by Mr. Quill, and passed unanimously.

III. Old Business

A. Town Hall Meetings

Ms. Callahan related her efforts to reach out to the union members and expressed her desire to negotiate in a proper environment with their leadership. Ms. Rougeux then described the discussion among those present at the Labor Management meeting and it was noted that there remains a good deal of misunderstanding about what the SRAA has to offer to those who come to the table. Additional communication with union membership will therefore be attempted in the interest of advancing the effort.

B. Staffing and Salary Analysis

1. SBA Proposal

Included in the packet was a proposal to provide analysis by Steven Baldwin Associates regarding the level of compensation for SRAA staff as compared to other airports. It was noted that the proposal did not include analysis of non-wage benefits. The cost exceeds the limit for authorization without an RFP, but it would be possible to invoke the "best interest" provision, due to the level of expertise of SBA in the airport business field and experience with Hancock International Airport. Otherwise it would be necessary to get two (2) more quotes before awarding the contract. Ms.

Rougeux expressed interest in getting more quotes, as well as requesting from SBA an updated proposal including benefits analysis. It was also suggested that there be a “not to exceed” clause added. These points were agreed upon: to solicit additional quotes as well as to expand the scope to include benefits and to require a “not to exceed” clause.

IV. Executive Session

At this time, it was decided that, due to time constraints, it would be best to go into Executive Session out of the regular order. Ms. Rougeux invited a motion and a motion was made by Mr. Fisher and seconded by Dr. Chin to enter Executive Session to discuss several matters pertaining to the employment history of particular persons or corporations and/or employment of particular persons or corporations by the Authority. The Committee entered Executive Session at 11:20 and emerged at 12:20, with no action taken.

V. New Business

A. Updates to Employee Handbook

1. SRAA position on NYS Retirement System 211 Waiver

It was discussed and agreed by the Committee that the SRAA would not offer any 211 waivers to SRAA employees

2. Accrued time eligible for payout upon separation from the SRAA

Ms. Marshall made the distinction that it is possible to deny accrued vacation time if it is stated in the handbook that this is the policy. Mr. McCann verified that this is a legal policy to adopt. He also stated that it would likely be used only in the case of discharge due to misconduct. Ms. Marshall proposed a revision that specifies denial of accrued vacation time in cases of “severe misconduct.”

It was decided that accrued vacation time would be paid in all cases.

Adjournment

A motion to adjourn being made by Mr. Quill and seconded by Dr. Chin, the meeting adjourned at 12:45 a.m.