



Human Resources Committee Meeting Minutes

October 18, 2018

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 SRAA Board Room on Thursday, October 18, 2018.

The meeting was called to order at 11:01 a.m. by Mr. Michael Lazar.

I. Roll Call

In attendance: Mr. Michael Lazar, Dr. Shu-Kai Chin, Mr. William Fisher, Hon. Mark Nicotra,
Also Present: Hon. Khalid Bey, Ms. Christina Callahan, Mr. Trent Amond, Mr. John McCann,
Ms. Debi Marshall, Ms. Laurie Sabel
Absent: Hon. Michael Quill, Mr. Patrick Mannion

II. Approval of Minutes from Previous Meeting

The Minutes from the H.R. Committee Meeting that took place on May 17, 2018 were approved without objection.

III. Executive Session

A motion was invited by Mr. Lazar to enter Executive Session to discuss matters pertaining to:

- 1.) Proposed, pending, or current litigation; and
- 2.) The financial, credit, and employment history of particular persons or corporations; and
- 3.) A proposed lease of real property by the Authority.

The motion was made by Mr. Fisher and seconded by Dr. Chin. The Committee entered Executive Session at 11:05 a.m. and emerged at 11:45 a.m. with no action taken.

IV. New Business

Ms. Callahan introduced New Business by describing four (4) additional titles for which the SRAA management is seeking the recommendation of the H.R. Committee to the Board.

A. Marketing and Communications Specialist

All Airport advertising is currently managed under contract with a third party. The industry trend is toward in-house management to allow for more control and greater engagement with the community. This also presents opportunities for increasing revenues, while the costs will be offset by the savings in fees to the current vendor. A motion was made to recommend the creation of this position to the Board by Mr. Nicotra, with a second by Dr. Chin. The motion carried without dissent.

B. Airport Fleet Manager

The SRAA fleet includes snow removal equipment, Aircraft Rescue and Firefighting equipment, Security vehicles, and various other vehicles and equipment. After consultation between the division heads and management it was concluded that, under current practice, the fleet cannot be effectively managed considering the demands and size of the fleet, and accounting for the growth of the Authority's operations in the future. A dedicated position is needed to properly manage the equipment and vehicles for the Authority. A motion was made to recommend the creation of this position to the Board by Mr. Nicotra, with a second by Dr. Chin. The motion carried without dissent.

C. Payroll Assistant

Ms. Marshall described the demands and challenges of processing payroll under the current system which involves two separate pools of employees and variations in recording time and calculating pay hours. Ms. Marshall is processing the payroll for Authority employees, while a City employee currently handles remaining City payroll. The intent is to bring the processing together and create a new position in the Authority to be offered to the City employee, with a zero net change. A motion was made to recommend the creation of this position to the Board by Mr. Lazar, with a second by Mr. Nicotra. The motion carried without dissent.

D. Airport Welcoming Officer

This is a working title and may be changed. The purpose of this title will be to focus on customer service. The person who had previously held the title of Administrative Aide and functioned as the Receptionist has been promoted to Purchasing Contract Clerk. This new position will answer the phones, greet visitors to the office, and assist with all inquiries from the public and tenants to create a welcoming and interactive environment. A motion was made to recommend the creation of this position to the Board by Mr. Lazar, with a second by Mr. Fisher. The motion carried without dissent.

E. New York State Retirement Standard Work Day

New York State requires that all positions have a defined standard work day for the purpose of service credit calculations. Ms. Marshall explained that the schedule included in the packet formally defines the work day for all existing titles to comply with this requirement. A motion was made to recommend the adoption of the Standard Work Day Schedule to the Board by Mr. Lazar, with a second by Mr. Fisher. The motion carried unanimously.

F. New York State Sexual Harassment Prevention Law Update

Ms. Marshall described the new standards under New York State law and training requirements. She stated that she has reviewed the Authority's current policies and training program with Mr. McCann and he recommends only slight revision to achieve full compliance. Ms. Marshall also noted that training must be done annually and that Board members would also be required to take the approved training going forward.

V. **Motion to Adjourn**

The meeting adjourned at 12:00 p.m. by unanimous consent.