

## Minutes of the Meeting of the Syracuse Regional Airport Authority

Friday, September 6, 2019

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, September 6, 2019 at 11:32 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Chiarenza Gagliano.

### Members Present:

Ms. Jo Anne Gagliano – Chair  
Mr. William Fisher  
Dr. Shiu-Kai Chin  
Mr. John B. Johnson, Jr.  
Mr. Kenneth Kinsey  
Mr. Michael Lazar  
Mr. Robert Simpson  
Mr. Michael Quill  
Mr. Damian Ulatowski (left meeting 12:40p.m.)  
Ms. LaToya Allen

### Members Absent:

Dr. Donna DeSiato

### Also Present:

Mr. H. Jason Terreri  
Mr. Trent Amond  
Mr. John T. Carni  
Ms. Cheryl Herzog  
Ms. Jennifer Sweetland  
Mr. Brian Dorman  
Ms. Debi Marshall  
Mr. R. John Clark  
Hon. Morris Sorbello  
Mr. Michael Chapman

### Roll Call

As noted, all Board members were present other than Dr. Donna DeSiato.

### Ms. Jo Anne Gagliano, Chair

Chair Gagliano started by welcoming everyone to the scheduled Regular Meeting of the Board at 11:32 a.m.

## **Reading and Approval of the Minutes**

Having no objections or additions to the minutes from the June 14, 2019 Regular Meeting of the Board, a motion was made by Mr. Quill and seconded by Mr. Fisher and the minutes were unanimously approved.

The motion was approved: 10 ayes, 0 nays, 0 abstain

## **Management Report**

Executive Director Terreri noted that some format changes will be made to future management reports with further useful information to the board and will be providing a monthly Director's report with financial highlights, air service development activities, priority initiatives and risk strategy and other things of concern for the airport for productive discussions.

Some key performance indicators the Executive Director wanted to point out is that revenues are up, operating costs are down and passenger traffic numbers are up 11%. Monthly budget numbers and metrics will be provided going forward. He continued to go over various current revenue numbers for ground transportation, food and beverage, etc. He highlighted that the SRAA took over our own advertising which was approx. \$34,000 in revenue for 2018, and since bringing this in house in February, the revenue numbers continue to grow to approx. \$182,000 anticipated for 2019. Jennifer Sweetland, Director of Marketing, Communications and Air Service development led a discussion regarding the new in-house advertising program and the

The Executive Director discussed the kickoff of the 2020 Strategic Plan and highlighted that Steve Baldwin and Associates will be facilitating with the strategic plan and key initiatives with the goal to present a recommended strategic plan to the board at the first meeting in 2020. This will help the authority be in a position to better plan the budget to include these key strategic initiatives.

Delaware North has acquired Creative Food Groups and are in discussions with the SRAA on this transition.

The current airport parking contract ends in November of 2020. Executive Director Terreri advised the board that there is an internal review committee regarding the needs of the parking garage and how best to handle the at-capacity and exceeding parking levels that SYR is experiencing on a regular basis. A decision will need to be made in the next six months regarding the direction of this aging structure for repair or replacement.

NYAMA Annual conference is being held at the Syracuse Marriott Downtown, September 9-11, 2019 and all are welcome to attend the sessions and reception events. October 17<sup>th</sup> will be our HR and Governance Committee meeting as long as a Strategic Planning Workshop.

Vice Chair Fisher asked a question regarding the accounting challenges in regards to compliance with closing out the fiscal year end budgets and audits (pre-close vs. final numbers). Executive Director Terreri addressed this question and noted that there is a requirement to provide an audit within 120 days of the fiscal year close and that in the past, for a variety of reasons, the authority has been unable to meet that deadline. There is a commitment from our auditor that they will complete it this year by October 28, 2019. He continued by saying that new financial software program is being rolled out to assist with these reporting and contract management needs.

Dr. Chin asked a question regarding Enterprise Risk Management and how it will affect the Strategic Plan objectives. Executive Director Terreri said that a current weakness is that risks are not being properly tracked and anticipated as well as looking at updating the master plan, which has not been updated since 2006.

### **Executive Session**

Chair Gagliano made a motion to go into executive session to discuss matters pertaining to the financial, credit and employment history of particular persons or corporations

The motion was approved by Mr. Quill and seconded by Mr. Lazar. Board members went into executive session at 11:56 a.m.

The motion was approved: 10 ayes, 0 nays, 0 abstain

Executive session ended at 12:34 p.m. No action was taken.

### **New Business**

#### **Initial introduction of proposed Bylaws revisions (no vote to be taken)**

Executive Director Terreri noted that the main idea in making changes to the Bylaws would be to update the document to include verbiage of “as amended” as Committee and Charters are updated for various reasons, adding the “as amended” to the document would keep this document updated and in compliance. Vice Chair Fisher noted that the intention would be to recommend to the board adoption to charters and language would be brought to the board in draft form in November and for vote at the December meeting.

#### **Resolution Designating Executive Director as Secretary to the Board of the Syracuse Regional Airport Authority**

Executive Director Terreri explained that when the previous Director left earlier this year, the Secretary to the Board designation was assigned to CFO Trent Amond and that this would simply bring that position back to the Executive Director role.

Vice Chair Fisher initiated a discussion regarding any other additional responsibilities needing to still be transferred and it was determined that this is the last piece of outstanding business to transfer back to the Executive Director role. Having no further discussion regarding the resolution, a motion was made by Dr. Lazar and seconded by Mr. Simpson to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

#### **Resolution Authorizing the Creation of the Position of Assistant Secretary to the Board of the Syracuse Regional Airport Authority**

Executive Director Terreri noted that this position was previously on the SRAA Roster and would like that added back to allow for this position to be filled again in the future when and if it is needed in the future to support the authority and staff based on the strategic plan. Vice Chair Fisher recommended that in the future that the authority not remove positions from the roster in the future simply because they are not currently being

filled. Having no further discussion regarding the resolution, a motion was made by Dr. Lazar and seconded by Mr. Quill to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

**Resolution Re-titling the Position of Director of Airport Operations As Chief Operations Officer For the Syracuse Regional Airport Authority**

Executive Director Terreri noted that this second in command position is required by the FAA in the emergency plan to have a chain of command and therefore defines this title as the number two role in the Executive Director's absence. Having no further discussion regarding the resolution, a motion was made by Mr. Quill and seconded by Dr. Chin to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

**Resolution Modifying Publication Requirements for Syracuse Regional Airport Authority**

Executive Director Terreri explained that this request would remove the firm requirement to publish job postings in seven different newspapers considering that the majority of the current applicants are coming through electronic platforms such as Indeed and others. The current newspaper ads not only are cost prohibitive but are also not effective in providing qualified candidates. There are many other platforms on-line and at universities throughout the region as well as other job boards that would be more effective and lower cost. The advertising, based on the position may still be published through these newspapers and other means, but this resolution would remove the firm requirement to publish each of them in all 7 newspapers and instead utilize the places that target the proper audiences based on position. Councilor Allen noted her concern for people who do not have access to the internet for job searches being lost due to removing this requirement. Ultimately, her concerns were alleviated once the discussion continued about how Jobs Plus, CNY Works (local unemployment office) will all have the information for any current job postings to share for outreach with the public throughout the Central New York catchment area. Having no further discussion regarding the resolution, a motion was made by Mr. Fisher and seconded by Mr. Lazar to approve this resolution.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

**Committee Reports**

No further reports were given.

**Adjournment**

Having no other topics brought to the board, a motion was made by Mr. Fisher and seconded by Mr. Lazar to adjourn the meeting.

The resolution was adopted: 9 ayes, 0 nays, 0 abstain

The meeting was adjourned at 12:57 p.m.