

Minutes of the Special Meeting of the Syracuse Regional Airport Authority

Friday, October 25, 2019

Pursuant to notice duly given and posted, the special board meeting of the Syracuse Regional Airport Authority was called to order on Friday, October 25, 2019 at 9:05 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
Dr. Donna DeSiato (via facetime video)
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Robert Simpson (departed 10:05 a.m.)
Mr. Michael Quill
Mr. Damian Ulatowski
Ms. LaToya Allen (arrived 9:21 a.m.)

Members Absent:

Mr. John B. Johnson, Jr.

Also Present:

Mr. H. Jason Terreri
Ms. Maureen Fogarty
Ms. Joanne Clancy
Mr. Chip Clark – D’Arcangelo & Co., LLP

Roll Call

As noted, all Board members were present other than Mr. John B. Johnson, Jr.

Ms. Jo Anne Gagliano, Chair

Chair Gagliano started by welcoming everyone to the scheduled Special Meeting of the Board at 9:05 a.m.

Executive Session

The board did not desire to go into executive session, therefore no executive session was held.

New Business

Executive Director Terreri explained that the special board meeting was needed during this time for the board to meet in order to comply with the agreement to provide the city the audit within 120 days of the close of the fiscal year.

Resolution Approving the Fiscal Year end 2019 draft audit of the Syracuse Regional Airport Authority

Mr. Chip Clark, CPA, CIA, Partner with D'Arcangelo & Co., LLP explained extensively, the four reports and two letters required for the audit. Mr. Clark went on to explain the ABO requirements and compliance processes, timelines and commended all of the efforts management went through with additional outreach in order to meet the deadline requirements. Board discussions ensued regarding SRAA written policies, controls, testing, and procedures and previous compliance issues. There are 12 compliance requirement steps by the Federal Government for each grant. Dr. Chin asked questions about the controls being in line with the lines of authority. Dr. DeSiato, Chair of the Audit Committee stated that this is an evolving area of growth and that meeting the deadline requirement this year is significant. She also is looking forward to further future review, especially within the context of the short amount of time that the new Executive Director has been in the role and the upcoming strategic planning for the SRAA.

The board expressed its gratitude to management and the accounting office for all of their efforts and future efforts in continuing to shrink the timeline further to potentially meet the 90 day deadline by being actively proactive earlier with deadlines to vendors and establishing further best practices with a consultant who is well versed in aviation and authority accounting practices.

Mr. Simpson commented that he would like to ensure that items identified previously as a deficiency are not repeated in the future by using a coordinated strategy. Dr. DeSiato stated that action steps will be taken. Mr. Fisher commented that with the migration of the local union employees over to the SRAA, that the dependence upon City of Syracuse for accounting numbers should lessen in the future. Additionally, a discussion ensued that closing the more recent practice of closing the books monthly within 30 days is a financial best practice that should continue.

Mr. Fisher explained the history of retirement practices between the City of Syracuse and the authority and who is responsible for health insurance and retirement benefits through the aviation fund revenue as lease agreements allow. Additional discussion ensued regarding the importance of this topic in terms of balance sheet and position with bond rating agencies and future new employees retirement benefit planning.

Mr. Clark wrapped up conclusions regarding the reports and the draft audit. The Executive Director, the board and Chair of the Audit Committee, Dr. DeSiato once again thanked all of the accounting department for their efforts.

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

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

Adjournment

Executive Director and Chair Gagliano discussed the importance and the critical nature of full attendance at the kick-off meeting for the Strategic Plan on November 8th.

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

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

The meeting was adjourned at 10:15 a.m.