

**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, December 6, 2019 - 11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
SRAA Board Room**

1. Roll Call (2 Minutes)
2. **Reading and Approval of the Regular Board Meeting Minutes from the November 8, 2019 (5 Minutes)**
3. **Director's Report (15 Minutes)**
4. Executive Session (20 Minutes)
5. **New Business (20 Minutes)**
 - **Resolution to adopt the 2020 Regular board and Committee Meetings Schedule for The Syracuse Regional Airport Authority**
6. Committee Reports and other updates (10 Minutes)
 - Finance Committee
 - HR Committee
 - Governance Committee
7. Adjournment

Bold = materials available

The mission of the Syracuse Regional Airport Authority is to provide safe, secure, efficient and low-cost air transportation service to the 12-county region that Syracuse Hancock International Airport currently serves. The Authority seeks to stimulate air service, economic development, trade and tourism by focusing on the shared goals of its stakeholders: more service to more destinations, lower operating costs and increased non-aeronautical revenue. The Authority recognizes that the Syracuse Hancock International Airport is a gateway to the central New York region and beyond and seeks to optimize customer service and exceed customer expectations with continuous improvements to the terminal building and public-use facilities.

Minutes of the Meeting of the Syracuse Regional Airport Authority

Friday, November 8, 2019

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, November 8, 2019 at 11:10 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
Ms. LaToya Allen

Members Absent:

Dr. Donna DeSiato
Mr. Michael Quill
Mr. Damian Ulatowski

Also Present:

Mr. H. Jason Terreri
Mr. John T. Carni
Ms. Cheryl Herzog
Mr. Brian Dorman
Mr. R. John Clark

Roll Call

As noted, all Board members were present other than Dr. Donna DeSiato, Mr. Michael Quill and Mr. Damian Ulatowski.

Ms. Jo Anne Gagliano, Chair

Chair Gagliano started by welcoming everyone to the scheduled Regular Meeting of the Board at 11:10 a.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the September 6, 2019 Annual Meeting and the Regular Meetings of the Board, a motion was made by Mr. Simpson and seconded by Mr. Fisher and the minutes were unanimously approved.

The motion was approved: 8 ayes, 0 nays, 0 abstain

Management Report

Executive Director Terreri highlighted the Director's report and explained what would be added or updated in the future. Air service aeronautical revenue is up 22% over budget and the non-aeronautical revenue is up 18%. The increase driven by seasonal traffic being extended and passenger level increases. The Authority has recently begun using monthly budgeting reporting vs. annual budgeting. Chief Operations Officer, John Carni discussed costs associated with TSA action plan improvements. Executive Director Terri noted that a Security audit was conducted resulting in no findings. Passenger and airline metrics are up 8% over budget and 12% month over month year to date. Director Terreri recently attended an air service conference and held discussions with various airlines regarding increasing frequency, seasonal, and non-stop markets. The conversations indicate that the SYR market is strong and that the airlines were happy. SRAA final audit was submitted for the first time in line with the service agreement by the deadline. The Part 139 inspection is complete. Only small non-safety violations were noted, such as a light being out, etc. Any corrections have been done, which is also earlier than has ever been completed. C&S Companies received a Diamond Award for Excellence for our terminal improvement project. Mr. Lazar noted the General Aviation traffic had increased as well.

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. Simpson and seconded by Mr. Fisher. Board members went into executive session at 11:19 a.m.

The motion was approved: 8 ayes, 0 nays, 0 abstain

Executive session ended at 12:28 p.m. No action was taken.

New Business

Resolution to update the Procurement and Contracting policy for the Syracuse Regional Airport Authority

Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Dr. Chin.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

Resolution authorizing the creation of the position of Research Analyst for the Syracuse Regional Airport Authority

Mr. Lazar noted that the HR Committee had reviewed this position in a lot of detail. Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Dr. Chin.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

Resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 400 and transfer of maintenance and custodial employees to SRAA employment

Executive Director Terreri thanked the negotiation team and expressed his excitement about bringing over approximately 53 positions over to the Authority January 1, 2020.

Mr. Fisher commented that when the airport authority began, there were a number of bargaining units and in many ways, the AFSCME Local 400 was the most significant one. Pat Hogan, previous Chair of the Aviation Committee put a lot of work into making sure that there was a comfort level surrounding bargaining unit negotiations and the common council also gave support. The SRAA vote follows the vote of the collective bargaining unit, making more than four dozen new authority employees which brings the SRAA closer to the mission of a unified work force. There are two more bargaining units that are part of the City of Syracuse. The SRAA is hopeful and eager to ratify agreements with those local units as well.

Having no further discussion regarding this resolution, a motion was made by Mr. Lazar and seconded by Mr. Fisher.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

Committee Reports

No further reports were given.

Adjournment

Executive Director Terreri reminded the board that the airport will be doing a Holiday Concert Series at the airport to increase community engagement and encouraged board members to let us know if they know of any group that would be interested.

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

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

The meeting was adjourned at 12:37 p.m.

**RESOLUTION ADOPTING THE 2020 REGULAR
BOARD AND COMMITTEE MEETING SCHEDULE FOR
THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the "**Authority**") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "**Enabling Act**") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 5.2 of the Organizational By-Laws of the Authority grants the Board of the Authority the power to hold regular meetings at such times and places as from time- to-time may be determined by resolution of the Board; and

WHEREAS, a proposed 2020 regular Board and Committee meeting schedule has been proposed and submitted to the Board by Authority management and has been duly considered by the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby adopts the 2020 regular Board and Committee meeting schedule as attached to and made a part of this Resolution, as the regular meeting schedule of the Board and its Committees of the Authority for 2020 ;and

BE IT FURTHER RESOLVED, that the Syracuse Regional Airport Authority hereby authorizes and directs the Secretary of the Authority to publish the 2020 regular Board and Committee meeting schedule, and to revise and republish any subsequent changes to the 2020 regular Board and Committee meeting schedule as the Board and/or Committees may require; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Resolution Adopted Date: December 6, 2019

Vote: Ayes ____ Nays: ____ Abstentions: ____

Signed: _____
Secretary

DRAFT - 2020 SRAA COMMITTEE MEETING SCHEDULE

DATE	COMMITTEE	TIME
Thursday, January 16th	BOARD DEVELOPMENT COMMITTEE	11:00 A.M.
Friday, February 7th	FINANCE COMMITTEE	10:00 A.M.
Friday, February 7th	BOARD MEETING	11:00 A.M.
Thursday, February 27th	HR COMMITTEE	11:00 A.M.
Thursday, February 27th	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, March 20th	FINANCE COMMITTEE	10:00 A.M.
Friday, March 20th	BOARD MEETING	11:00 A.M.
Friday, April 17th	FINANCE COMMITTEE	10:00 A.M.
Friday, May 8th	FINANCE COMMITTEE	10:00 A.M.
Friday, May 8th	BOARD MEETING	11:00 A.M.
Thursday, May 14th	HR COMMITTEE	11:00 A.M.
Thursday, May 14th	BOARD DEVELOPMENT COMMITTEE	12:00 P.M.
Friday, June 5th	BOARD MEETING (Location TBD)	11:00 A.M.
Thursday, July 23rd	HR COMMITTEE	11:00 A.M.
Thursday, July 23rd	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, September 11th	ANNUAL MEETING	11:00 A.M.
Friday, September 11th	BOARD MEETING	11:30 A.M.
Friday, October 9th	FINANCE COMMITTEE	11:00 A.M.
Thursday, October 15th	HR COMMITTEE	11:00 A.M.
Thursday, October 15th	GOVERNANCE COMMITTEE	12:00 P.M.
Friday, October 23rd	AUDIT COMMITTEE	11:00 A.M.
Friday, October 23rd	BOARD MEETING	12:00 P.M.
Friday, December 4th	BOARD MEETING	11:00 A.M.

Color Coding:

BOARD MEETING	HR COMMITTEE
FINANCE COMMITTEE	GOVERNANCE COMMITTEE
AUDIT COMMITTEE	BOARD DEVELOPMENT COMMITTEE