

Minutes of the Meeting of the Syracuse Regional Airport Authority

Thursday, February 27, 2020

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Thursday, February 27, 2019 at 10:01 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Vice Chair, Mr. William Fisher.

Members Present:

Ms. LaToya Allen (arrived at 10:30)
Dr. Shiu-Kai Chin
Mr. William Fisher
Mr. Michael Frame
Mr. Michael Lazar
Mr. Michael Mirizio

Members Absent:

Ms. JoAnne Gagliano – Chair
Dr. Donna DeSiato
Mr. Kenneth Kinsey
Mr. Michael Quill
Mr. Robert Simpson

Also Present:

Mr. H. Jason Terreri
Mr. John T. Carni
Ms. Joanne Clancy
Mr. Brian Dorman
Ms. Elana Essig
Mr. John Herne
Ms. Debi Marshall
Ms. Linda Ryan
Ms. Jennifer Sweetland

Roll Call

As noted, all Board members were present with the exception of, Ms. JoAnne Gagliano, Dr. Donna DeSiato, Mr. Kenneth Kinsey, Mr. Michael Quill and Mr. Robert Simpson.

Mr. Fisher stated he will Chair this meeting in the absence of Ms. JoAnne Gagliano. The meeting started by welcoming everyone to the scheduled regular meeting of the Board at 10:01 a.m. Mr. Fisher advised the Board that this meeting was rescheduled from February 7, 2020 and therefore will not count against attendance.

Reading and Approval of the Minutes

Mr. Fisher announced that we were anticipating another board members attendance, therefore, the approval of the minutes and resolutions will be tabled until that quorum is available.

Board agreed to start with the Director's Report.

Directors Report

Director Terreri presented his report to the board. Director Terreri indicated that the Military Activity is lower than in the past which is just related to training evolutions. The first quarter passenger growth is up 11%. In 2019, the SYR Airport broke two and a half million in passenger traffic. The last time that number was hit was in 1991. There are some new flights to announce: Allegiant is adding daily service during February – April to St. Petersburg, FL, also Ft. Lauderdale will be four times a week February – April. That will cover spring break. American Airlines will be adding a daily flight to Philadelphia. Frontier will be adding a larger aircraft which will be the largest aircraft operating at the SYR airport. United Airlines will be adding five additional daily flights to Chicago starting in June. The flight to DC will increase to four times a day starting in April.

Director Terreri updated the SRAA Board informing them that at the end of January, Local 400 was brought over to the Syracuse Regional Airport Authority. A signing ceremony was held. The transition for local 400 was seamless due to HR Manager, Debi Marshall and her staff who have done a fantastic job.

The insurance audit was completed with no findings as well as the security audit which also had no findings. The FAA approval was received for the realignment of the taxiway hotspot project. This was previously discussed that it was not the most conducive to the airport and how we function. Management worked with the tower and the FAA and did a realignment which resulted in no changes to the actual grant award simply some minor pricing changes with the contractor. Overall, this is on schedule to start this year. The airport is also using the new deicing tanks. Director Terreri thanked the board for their help with the holiday concert series, it was very well received by the community.

Director Terreri informed the board that we have hired a new CFO named Robin Watkins who will be starting with us on Monday, March 3rd. She came in and met with the staff and her finance team.

The Authority released the qualifications for the master plan, which is an FAA funded project. The schedule has been accelerated to meet the FAA requirements for the grant. A pre-submittal meeting was held on February 21st which was well attended responses are due, March 3rd. The SRAA will rely on the evaluation committee regarding a recommendation award in April.

In regards to the Strategic Plan, the Board received emails for the SWOT analysis which is scheduled for March 27th with a second phase to be scheduled sometime in April. A poll has been sent out for the Board to complete.

A discussion ensued regarding the Corona Virus and what contingency plans were currently in place.

Director Terreri gave a staffing update, the SRAA currently has Steve Busch on contract, and he has been working on our finances as the Interim CFO. Steve will be staying with the Authority through the month of April will assist with the CFO transition. Director Terreri also mentioned that Nicole Meeks our Accountant II will be leaving as her last day is today. Nicole won the election to go to Albany to become the CSEA Treasurer for the State. Congratulations goes to Nicole for this great opportunity.

Mr. Fisher asked how many positions are left under the City employment. Director Terreri stated there are 16 positions and we continue to move towards having all employees under the Syracuse Regional Airport Authority.

Committee Reports and other updates

Board Development Committee

Mr. Fisher reported that we may want to combine this committee back into the Governance Committee. We will need to be sure that whatever is under the charter of this committee's responsibilities that we make a decision to move them to the Governance Committee. There was also discussion regarding the appointment of board members. It was also discussed how board members are selected and how the SRAA Board could have more input on those candidates selected.

Executive Session

Mr. Fisher made a motion to go into executive session to discuss matters pertaining to the proposed pending or current litigation, and the financial credit and employment history of particular persons or corporations and the proposed lease of real property rights. The motion was approved by Mr. Lazar and seconded by Mr. Mirizio. Board members went into executive session at 10:24 a.m.

The motion was approved: 5 ayes, 0 nays, 0 abstain

Councilor LaToya Allen arrived at the meeting at 10:30 a.m. during Executive Session, which gave the SRAA Board a quorum to vote.

Executive session ended at 11:13 a.m. No action was taken.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the December 6, 2019 Regular Meeting of the Board, a motion was made by Mr. Mirizio and seconded by Mr. Lazar and the minutes were unanimously approved.

The motion was approved: 6 ayes, 0 nays, 1 abstain

New Business

Resolution approving the 2020 slate of member so the standing committees of the Syracuse Regional Airport Authority

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

The resolution was adopted: 6 ayes, 0 nays, 0 abstain

Resolution amending prior resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 400 and transfer of maintenance and custodial employees to SRAA Employment

Having no further discussion regarding this resolution, a motion was made by Mr. Mirizio and seconded by Ms. Allen.

The resolution was adopted: 6 ayes, 0 nays, 0 abstain

Resolution authorizing the creation of the position of Director of Public Safety 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: 6 ayes, 0 nays, 0 abstain

Public Work Enforcement Fund

Director Terreri updated the SRAA Board regarding a letter received from the Department of Labor asking the airport to contribute to this fund that is required. This letter was also received three years ago. Previously it was the choice of the board not to pursue it. This is considered revenue diversion under the FAA for us to send that money. Therefore, the Authorities position is not to do this because it would violate our federal grant assurances. The board inquired if any other airports pay this and it was discussed that we do not have that information but can check with airports nearby.

Board Development Committee and Succession Planning

Mr. Fisher briefed the board regarding how the board members are elected to the SRAA Board. When Mayor Walsh was elected to keep this succession plan going the thought was to let the Mayor appoint a vice chair, let that vice chair learn all about the authority. Then, when the Mayor decides it's time for the vice chair to become the chair that person is prepared. Unfortunately, the four year term of mayors coincides with none of the terms of the mayoral appointees.

Mr. Fisher suggested that we least think about asking the state to change these appointee term time-frames. This way the mayor can appoint to fill that vacancy. This topic was discussed with the board about perhaps communicating this idea with the Common Council, should it be the council's position to change a term to expire at the same time as

the Mayoral election with the need for only one term to be extended to accomplish this goal. Director Terreri stated we have three terms expiring at the end of 2020.

Adjournment

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

The resolution was adopted: 6 ayes, 0 nays, 0 abstain

The meeting was adjourned at 11:25 a.m.