

## Minutes of the Meeting of the Governance Committee Meeting

Thursday, February 27, 2020

Pursuant to notice duly given and posted, the Governance Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, February 27, 2020 at 12:15 p.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by committee Chair, Mr. William Fisher.

### Members Present:

Mr. William Fisher – (Chair)  
Mr. Michael Lazar  
Mr. Michael Mirizio

### Members Absent:

Ms. JoAnne Gagliano – (Ex-Officio)  
Mr. Kenneth Kinsey  
Mr. Michael Quill

### Also Present:

Mr. Jason Terreri  
Mr. John Carni  
Ms. Joanne Clancy  
Ms. Latoya Allen

### Roll Call

As noted, all Committee members were present, except Ms. JoAnne Gagliano, Mr. Kenneth Kinsey and Mr. Michael Quill.

### Reading and Approval of the Minutes

The minutes for the July 25, 2019 Governance Committee meeting were tabled for approval at the next Governance meeting on July 23, 2020, which will also include the approval for today's meeting February 27, 2020.

### New Business

#### Review of the Commercial Leasing policy

Director Terreri informed the committee that we never had a formal Commercial Leasing policy. The policy will define how we handle non-aeronautical and aeronautical leasing discussions. It will formalize how we lease land, how we value the appraisal, the terms and approval process. A rate structure is included with the policy that will provide what the airport rates are for the SYR airport. The policy will include a full lease and rate structure so everything will be standard moving forward. The policy is in Dropbox for review. Director Terreri requested the committee to review the policy and provide him with feedback.

Chair Fisher asked what Director Terreri would like from the Governance Committee? Director Terreri stated that this is required go through the Governance Committee since it is a new policy.

**Review of SRAA Mission Statement (Annual review required by the ABO)**

Chair Fisher updated the committee member about the mission statement and how it must be reviewed annually by the committee and adopt it as it stands or amend it. Chair Fisher read the Mission Statement to the committee members. Chair Fisher stated that discussion in the past was that the mission statement was too long. Director Terreri stated that the Strategic planning that the airport is doing now will define the mission and vision of the airport. Chair Fisher said that to be in compliance with the Authority Budget Office (ABO) the Governance Committee must review the mission statement yearly for submission to the Authority Budget Office.

Chair Fisher made a motion to adopt the Mission Statement as written and to authorize management to submit it as something we have reviewed to the Authority Budget Office. Motion was approved by Mr. Mirizio seconded by Mr. Lazar and was unanimously adopted.

**Review of SRAA Mission Statement/Performance Measure (Annual review required by the ABO)**

Chair Fisher asked everyone to review performance goals. Chair Fisher confirmed the performance measures with everyone and concluded that on behalf of the Governance Committee, it is acknowledged that it was read and responses to the questions were understood.

Chair Fisher made a motion to adopt the authority mission statement and performance measurements and authorized management to submit it to the Authority Budget Office. Motion was approved by Mr. Lazar seconded by Mr. Mirizio and was unanimously adopted.

**Review of Records Retention Policy (Annual review required by the ABO)**

Chair Fisher inquired as to who the current the Records Retention Officer is? Ms. Clancy responded that it is the CFO and in the absence of a CFO, Director Terreri holds this role. Director Terreri updated the committee and stated that we are following the records retention policy currently in place. Ms. Clancy informed the committee that she attached a copy of the 2014 resolution that states the Syracuse Regional Airport Authority does not have their own independent policy but will follow the MI1 schedule. Chair Fisher requested this information be given to the new CFO for review and see if anything needs to be changed.

Chair Fisher made a motion to adopt the Records Retention Policy as it stands and authorized management to submit it to the Authority Budget Office. Motion was approved by Mr. Lazar and seconded by Mr. Mirizio and was unanimously adopted.

## **Adjournment**

Having no other topics brought to the committee, a motion was made by Chair Fisher to adjourn the meeting. Motion was approved by Mr. Mirizio and seconded by Mr. Lazar and was unanimously adopted.

Meeting adjourned at 12:33 p.m.