



Human Resources Committee Meeting Minutes

February 27, 2020

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the SRAA Board Room on Thursday, February 27, 2020.

The meeting was called to order at 11:35 a.m. by Chair Michael Lazar.

I. Roll Call

In attendance:

Chair Michael Lazar
Dr. Shiu-Kai Chin
Mr. William Fisher
Councilor Latoya Allen
Mr. Michael Mirizio

Staff:

Mr. Jason Terreri
Mr. John Carni
Ms. Debi Marshall
Ms. Kristine Carson
Ms. Joanne Clancy

Absent:

Ms. Jo Anne Gagliano
Mr. Michael Quill

II. Approval of Minutes from Previous Meetings

Mr. Lazar made a motion to accept the minutes from the previous meeting of October 17, 2019, with a second from Mr. Fisher, the motion carried unopposed.

III. Executive Session

Mr. Lazar made a motion to enter Executive Session to discuss matters pertaining to proposed, pending or current litigation, the financial, credit and employment history of particular persons or corporations and a proposed lease of real property by the Authority. The motion was seconded by Mr. Fisher. The HR Committee entered Executive Session at 11:37 a.m.

Executive session ended at 12:02 p.m. No action was taken.

IV. Old Business

A. Ms. Debi Marshall informed the committee that the SRAA has asked that Civil Service change the status of a few of our positions. SRAA has created the Chief Operations Officer Position and asked that Civil Service change that to non-competitive. SRAA is waiting to hear back from Civil Service. SRAA has requested that the Executive Assistant, Research Analyst and Aviation Contract Officer positions also be changed to non-competitive. The Research Analyst exam has been cancelled until that decision has been made. SRAA will request that Airport Operations Officer and Airport Officer Worker be changed to non-competitive as those eligibility lists have had 4-6 people, there hasn't been an exam in several years and since it is so airport specific.

V. New Business

- A. Mr. Fisher motioned that this Committee recommend to the Board the creation of Chief Commercial Officer SRAA as described in our documents. The motion was seconded by Mr. Chin.
- B. Mr. Lazar invited a motion to recommend to the Board the creation of a Security Assistant position (full time position as it is currently a temporary position under seasonal aide). Mr. Chin seconded Ms. Allen's motion. The motion was unanimously carried.
- C. Mr. Lazar invited a motion for a recommendation for a Severe Weather Policy. Ms. Marshall explained this does not need to be approved by The Board as a policy, SRAA would communicate this to the employees if it is recommended today. Ms. Allen motioned, Dr. Chin seconded her motion, the motion carried unopposed.

VI. Adjournment

A motion to adjourn was made by Mr. Fisher and seconded by Mr. Chin, the meeting adjourned at 12:37 p.m.