



**Finance Committee Meeting Minutes
Friday, April 17, 2020**

These minutes reflect the activities of the Syracuse Regional Airport Authority Finance Committee during the meeting publically posted via ABO guidelines and held at Syracuse Hancock International Airport in the SRAA Board Room and also via WebEx and telephone conference call on Friday, April 17, 2020.

Note: The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

The Meeting was called to order by Dr. Chin at 9:31 a.m.

I. Roll Call:

In attendance: Ms. Gagliano, Dr. Shiu-Kai Chin, Mr. William P. Fisher, Mr. Mike Lazar, Mr. Michael Frame; Mr. H. Jason Terreri; Mr. John Carni; Ms. Joanne Clancy; Ms. Cheryl Herzog; Ms. Linda Ryan; Mr. Matt Szejwbka and Ms. Robin Watkins; Mr. Simpson joined the meeting at 10:15a.m.

II. Review and approval of minutes from previous meeting:

Mr. Fisher made a motion to approve the minutes from the previous meeting on March 20, 2020 and Ms. Gagliano seconded that motion. Motion carried unanimously.

III. Directors Report

Executive Director Terreri shared with the committee a presentation regarding the impact currently of COVID-19. Passenger numbers decreased 48% in March with the impact starting to hit mid-March for aircraft operations. For the last two weeks of the month it was approximately 80% drop for the month year over year. The current average for April is about 100-150 people per day through the checkpoint. Concessions and parking revenues are down significantly. A new revenue model is in process and we will share detail when available. Air service reforecasting for recovery planning indicates a 95% reduction in April/May, however, we are meeting the minimum requirements for the CARES Act. The Mid-level model and the high-best case scenario are all being looked at but seem to indicate an approximate 30% drop in end of

year performance. The best-case scenario would bring us back to 2017 levels by the end of the calendar year. This forecast is being updated weekly as numbers come out from TSA and frequent and continued conversations with the airlines. The SRAA is tracking all of the changes. The airlines have asked for exemptions from smaller regional airports in our catchment area that could be served through SYR instead. Tenants have asked for relief, the FAA put out guidance that there can be no waiver of fees. In the past, because of how things were budgeted, there have been large credits that have gone back to the airlines at the end of the year, therefore, the airlines would like to discuss getting those credits earlier than normal to offset losses for landing fees, which would give them relief on their cash flow. There will be no impact to the airport finances. MillionAir has declined any support. Advertising has not been impacted, we are adding an additional month to their contracts and again we are partnering with our food, beverage and retail tenants during this time. The Cares act is funding all approved Federal grants which have a local match, which amounts to approximately \$2 Million. The fund application for SRAA is in process. CFO Watkins re-emphasized that the authority is still in a good cash position and is being monitored and managed daily. The authority and tenants are all working on maintenance and cleaning to take advantage of the low passenger traffic flow and open spaces. Mr. Fisher led a discussion regarding the annual inspection and maintenance of the parking deck. Executive Director Terreri stated that he will share results with the board.

IV. New Business

- A. Status and process for 2020-2021 Operating Budget
- B. Finance Department restructuring update
- C. Authorization Policy Review
- D. Capital Projects update
- E. ABRM Software update

CFO Watkins briefed the board on the new budget process, restructuring of the finance department, re-alignment of job responsibilities, refining processing flow improvements along with segregation of duties improvements, policy reviews, and projects and software updates. The enhancement of these changes will provide much more transparency and reporting capabilities. Director Terreri and the board praised CFO Watkins progress, especially in such a short amount of time since she has joined the SRAA.

Executive Director Terreri notified the board that the SRAA has received approvals for Capital Projects. He further discussed with the board use of Cares Act funds and various projects.

CFO Watkins explained the new ABRM Software target date for live use is July 1st. This software will greatly improve airport revenue reporting, queries, it is user-friendly and integrates with the general ledger program.

Mr. Lazar asked some further questions regarding the financial impact to revenue due to COVID-19. Both Director Terreri and CFO Watkins again re-iterated the SRAA's financial position being in good shape to ride out the impacts of this pandemic for a long period of time, the plans for Cares Act funding and that they will continue to monitor the situation closely. Dr. Chin, Chair of the Finance Committee noted that in the midst of a pandemic that we are in a solid position and he is pleased with the information and the team's progress.

VI. Adjournment:

Mr. Lazar made a motion to adjourn and Mr. Fisher seconded that motion. Meeting was adjourned at 10:43 a.m.

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