



**Finance Committee Meeting Minutes
Friday, March 20, 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 telephone conference call on Friday, March 20, 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 9:36 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; Mr. R. John Clark; Ms. Robin Watkins; Ms. Linda Ryan; Absent: Mr. Simpson

II. Review and approval of minutes from previous meeting:

Mr. Lazar made a motion to approve the minutes from the previous meeting on October 11, 2019 and Ms. Gagliano seconded that motion.

III. Executive Session:

Dr. Chin invited a motion to go into executive session to discuss the employment history of a particular person or corporation. Mr. Lazar made the motion and Ms. Gagliano seconded the motion. Executive session began at 9:42 a.m.

Executive session ended at 10:05 a.m. No action was taken.

IV. New Business:

A. Airport parking financial planning:

Executive Director Terreri acknowledged that the world has changed since this planned topic for the airport. A workshop was completed for the parking concept financial planning. He asked the committee to for the moment, separate the current situation from the future/normal business needs. More detailed financial information will be forthcoming, but the belief is that we have the ability to finance a new parking deck. Parking rates were discussed showing that in comparison to other airports and large venues in the local area, SYR is far below others pricing and perhaps parking increases should be considered. Further discussion regarding finances continued regarding cash on hand management, rates and charges, debt service coverage, CFCs, and other funding opportunity analysis to cover the cost of replacement of the parking deck. Director Terreri stated that further guiding principles from this committee will be sought and suggest forming an ad hoc committee consisting of committee members experienced with grants, funding and other financial backgrounds specifically for this purpose to make decisions within this calendar year would be helpful. The Chair and committee agreed that this is an important project and will recommend creating this ad hoc sub-committee to the SRAA Board. CFO Watkins and Mr. Fisher discussed full lists of capital projects in the next 5-10 years and are gathering that information to share with the board. Mr. Lazar recommended further consideration regarding the interim relocation planning during the construction of the parking deck. Executive Director Terreri stated that all of that will be included in the overall land development plan. A timeline for the RFP for the expiring parking contract at the airport in the fall is in the planning phase.

Mr. Fisher made a motion to recommend the creation of the ad hoc sub-committee, for the parking garage to the board pursuant to the bylaws of the board for this purpose. Dr. Chin seconded. Motion was approved unanimously.

B. Review Investment Guidelines

Executive Director Terreri reminded the committee that this is a yearly ABO requirement and no changes have been made to the guidelines in the packet provided.

Mr. Fisher made a motion to continue with the existing Investment Guidelines policy and submit it to the ABO as required. Mr. Lazar seconded the motion and was approved unanimously.

C. Creation of the position of Grants Administrator for the Syracuse Regional Airport Authority

Dr. Chin made a motion to agree to recommend to the board the creation of the Grants Administrator position for the SRAA. Mr. Lazar seconded the motion. Motion was approved unanimously.

COVID-19

Mr. Fisher led a discussion regarding the COVID-19 pandemic, particularly regarding the impact to the airport workforce and not furloughing employees or reducing staff, as the airport is considered essential. Mr. Fisher wanted to cover many of the aspects of this discussion to be able to give a shorter update to the full board.

Director Terreri agreed that we are in alignment with not impacting the workforce as much as possible, that those workers who are able to work from home are doing so and continuing to meet daily objectives and that all essential services and projects at the airport are covered. Current open positions are on hold. CFO Watkins stated that the airport is in a good financial position to weather this storm. Several factors are at play regarding reduced revenue streams, however there are other opportunities for additional revenue and streamlining further measures and various projections are being worked on in the finance department. Mr. Lazar inquired further about the financial projections based on income and cash on hand that CFO Watkins stated would last 300 days. Further modeling is being conducted as the situation unfolds. Director Terreri stated that we have a hiring freeze currently in effect and other positions are not being filled as openings become available. Security staffing has been adjusted due to the reduction in passenger traffic. Director Terreri commended the Syracuse Police Department leadership for their partnership and continued assistance. Other projects such as the Exit Portals are currently on hold until we have a better understanding of the impact to our financials from COVID-19. Outstanding payments from any lease agreements are actively being collected and other ways to minimize expenses. The airlines have asked for rent waivers, the concessionaires have requested relief from the Minimum Annual Guarantee contract requirement. Parking is down 50% currently and we expect the rental car companies will also seek rent relief. Modifications may need to be considered to the airline use and lease agreements and the on-site hotel will certainly see hardship as well. The rates and charges need to be finalized before any modifications can be made and we need to see what type of federal bail out to the industry will be put in place by the President before making any commitments to the airlines or partners. Director Terreri stated that he is in close contact with our representatives and industry groups. Dr. Chin questioned what a safe minimum of cash on hand would be? Currently we have 300 days, but is there a minimum guideline of number of days suggested? CFO Watkins stated that she would send out information to the group regarding this and other questions for follow up. Director Terreri told the board that the authority would not be making any major financial decisions that have a long term impact to the airport without discussion and consensus of the board.

VI Adjournment:

Dr. Chin made a motion to adjourn and Mr. Lazar seconded that motion. Meeting was adjourned at 10:49 a.m.