

Minutes of the Meeting of the Syracuse Regional Airport Authority

Friday, March 20, 2020

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 20, 2020 at 11:02 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Chiarenza Gagliano.

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.”

Members Present/Telephone Conference:

Ms. Jo Anne Gagliano – Chair
Dr. Shiu-Kai Chin
Mr. William Fisher
Mr. Kenneth Kinsey
Mr. Michael Lazar
Mr. Robert Simpson
Mr. Michael Mirizio

Members Absent:

Ms. LaToya Allen
Dr. Donna DeSiato
Michael Quill
Mr. Michael Frame

Also Present/Telephone Conference:

Mr. H. Jason Terreri
Mr. John T. Carni
Ms. Joanne Clancy
Ms. Debi Marshall
Ms. Selena Nicholson
Mr. R John Clark

Roll Call

As noted, all Board members were present with the exception of, Ms. LaToya Allen; Dr. DeSiato; Mr. Frame; and Mr. Quill.

Ms. Gagliano started by welcoming everyone to the scheduled regular meeting of the Board at 11:02 a.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the February 27, 2020 Regular Meeting of the Board, a motion was made by Mr. Lazar and seconded by Dr. Chin and the minutes were unanimously approved.

The motion was approved: 7 ayes, 0 nays, 0 abstain

Executive Session

Chair Gagliano 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 Dr. Chin seconded the motion. Executive session began at 11:05 a.m.

Executive session ended at 11:28 a.m. No action was taken.

New Business

Resolution creating the position of Chief Commercial Officer for the Syracuse Regional Airport Authority

Director Terreri explained the skill set and focus of this newly created title. The Director of Business Development position will remain on the roster but will not be filled at this time. Mr. Fisher inquired if the HR Committee made this recommendation to the board and Mr. Lazar confirmed that was the case. Having no further discussion regarding this resolution, a motion was made by Ms. Gagliano and seconded by Mr. Lazar.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Resolution creating the position of Security Assistant for the Syracuse Regional Airport Authority

Director Terreri explained that with the TSA increased security demand requirements that this position will help fulfill those needs and that the new role was also recommended by the HR Committee to be added to the SRAA roster. Having no further discussion regarding this resolution, a motion was made by Ms. Gagliano and seconded by Mr. Lazar.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Resolution creating the position of Grants Administrator for the Syracuse Regional Airport Authority

The purpose of this role was explained to the board regarding the need for the finance department to have segregation of duties and focus on state and federal grants and was also recommended by the Finance Committee. Having no further discussion regarding this resolution, a motion was made by Dr. Chin and seconded by Ms. Gagliano.

The resolution was adopted: 7 ayes, 0 nays, 0 abstain

Directors Report

Director Terreri presented his report to the board. Director Terreri indicated that due to the Corona Virus situation, the original plan of providing documents regarding the parking deck and roadway plan strategy to share with the board has been altered but he would like to continue the discussion that was had during the Finance Committee meeting to go over roadway and landside planning for the airport. The initial study has been completed with a landside strategy to include the parking deck, roadway plan, rental car facility and expansion of other parking capacity needs. This project decision needs to move forward relatively quickly despite the current situation. A decision on financing and strategies needs to be complete by the end of the calendar year. A Land-side Strategy sub-committee to consider all of these options is being suggested to be formed for this purpose and to help the board determine the best courses of action. A discussion ensued regarding the types of skill set this sub-committee would need to be effective. Ms. Gagliano made a motion to approve the creation of a sub-committee for this purpose and Dr. Chin seconded that motion. The resolution was unanimously adopted.

Director Terreri reminded the board that given the current numbers due to the pandemic, the report is not indicative of the current situation. He went on to explain the breakdown of each item regarding passenger traffic and other updates. He noted that SYR is faring better than other local airports in terms of airline frequency cancellations and/or cuts to the market. The impacts to parking revenue and air service at SYR will be closely monitored. The food and retail operations at the airport is being curtailed to continue to serve the public during appropriate passenger traffic timing as that changes. Mr. Fisher stated some further clarifications of the Governor of New York's updated policies regarding essential business operations. Executive Director Terreri reassured the board that the Syracuse Regional Airport Authority will not be furloughing any employees and that the office personnel who are able to work from home have transitioned to that model with all objectives still being met. Janitorial staff is utilizing CDC cleaning methods and social distancing precautions are being taken by all staff with minimal interaction between departments. All other operations remain in place as required. The authority has enacted a hiring freeze, are delaying non-essential SRAA funded projects and the Executive Team is in the midst of reforecasting budgets and financial impacts due to the COVID-19 pandemic.

CFO Robin Watkins explained that our airport organization is in a strong position financially to weather this storm compared to other airports. CFO Watkins is working closely with the Executive Director in coordination with the airlines during this difficult time. Accounts receivables and forecasting models are being reviewed to determine potential paths forward. Industry level communication lines are open and helpful in assisting with best practice planning.

Director Terreri discussed the stimulus relief package pending for the airlines and transportation industry and timing of the same. He has had several discussions with local, state and federal representatives who have been very helpful and communicative. Airlines have asked for temporary relief of rents and a cooperative call is being set up with all airlines to discuss any relief packages with the airlines in the future based on aid and other financial needs of the SYR airport. Concessions has also contacted us regarding relief options that may become available as things progress. There are some revenue opportunities regarding the potential of parking planes not in service, rental cars or other vehicles at the airport which would help minimize the current financial impact of the loss of revenue due to the severe passenger drop. A discussion ensued regarding these potential revenue opportunities and planning surrounding same. Executive Director Terreri stated that the morale of the staff is good and that everyone is working together to get through this time and a discussion was had regarding opportunities to help the community as they arise.

Committee Reports and other updates

HR Committee has no further updates to report.

Governance Committee – Mr. Fisher discussed the possibility of working with the Board Development Committee to suggest changing the timing of the terms of appointees to the Syracuse Regional Airport Authority board so that they coincide better with election cycles.

Mr. Fisher suggested that the next set of meetings held be via video conference.

Chair Gagliano wished all health and safety during this time.

Adjournment

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

The meeting was adjourned at 12:04 p.m.