

# SYRACUSE REGIONAL AIRPORT AUTHORITY

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## Minutes of the Regular Meeting of the Syracuse Regional SYR Airport Authority

**Friday, April 23, 2021**

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional SYR Airport Authority was called to order on Friday, April 23, 2021 at 11:15 a.m. via Teams Video/Audio Conferencing by Chair, Ms. JoAnne 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/Video Conference:**

Ms. Jo Anne Gagliano – Chair  
Mr. William Fisher – Vice Chair  
Dr. Donna DeSiato  
Mr. Michael Frame  
Mr. Kenneth Kinsey  
Mr. Michael Lazar  
Mr. William Meyer  
Mr. Michael Quill  
Mr. Robert Simpson

### **Members Absent:**

Ms. Latoya Allen  
Dr. Shiu-Kai Chin

### **Also Present/Telephone Conference:**

Mr. H. Jason Terreri  
Mr. John Carni  
Ms. Robin Watkins  
Mr. John Clark  
Mr. Brian Dorman  
Ms. Joanne Clancy

Ms. Linda Ryan  
Mr. Al Overend  
Ms. Jennifer Sweetland  
Ms. Penny Perkins

### **Roll Call**

As noted above, all board members were present except for Ms. Latoya Allen and Dr. Shiu-Kai Chin.

Chair Gagliano began by welcoming everyone to the scheduled meeting of the SRAA Board at 11:15 a.m.

### **Reading and Approval of the Minutes**

Having no objections or additions to the minutes from the March 26, 2021 Regular Meeting of the Board, a motion was made by Mr. Fisher and seconded by Mr. Lazar and the minutes were unanimously approved.

### **Director's Report**

Director Terreri reviewed his report with the board members.

- The Authority completed the General Airport Consultant (GAC) selection. This will be included as a Resolution for vote at today's meeting.
- The Cargo Market study was finalized. This will tie into the Master Plan as we look to develop cargo infrastructure.
- Finalized the curb to counter ADA accessibility plan. This was put in place to solve the issues for passengers who need assistance from the curb line to the ticket counter and to their gate. This new plan has been in place for a week and has been working well.
- The SRAA has implemented the landside operations program. Last year we mentioned that we would be growing our Airport Operations Division to actively increase their responsibilities for the landside component of the Airport.
- Hosted the Airline consultation meeting for PFC application. Comments from the Airlines are due next week. We will then move forward with our PFC application.

Upcoming items for next month.

- The SRAA will hold our FAA annual emergency table-top exercise on May 13<sup>th</sup>. This is being led by Al Overend, John Carni and the ARFF station. ARFF has a new fire Captain due to the retirement of Captain Terry Krom, the newly assigned Captain is John Lisi.
- Department budgets are due next week.
- The Thales landing system certification program and the 160-day closure of Runway 10-28 will begin next week. Community outreach with local towns and in social media has been conducted regarding the closure and the temporary flight pattern changes. Instrument Landing System (ILS) testing will be conducted via drone technology. This test of the ILS systems has been coordinated with the Tower and with the FAA in Washington and our SYR teams.
- An accessibility program update will be held next month.

Mr. Jason Mehl has been hired as the new Chief Commercial Officer and will begin on May 10<sup>th</sup>. Mr. Mehl previously worked as the Interim Finance Manger last year with the authority. He has a commercial background. He will oversee the commercial aspects of the airport, such as revenue generation and land development.

CFO Watkins explained that revenues are up for March. The passenger throughput has also increased since the travel restrictions have been lifted. Landing weights are down in March. Passenger flights increased to the highest levels in March but remain down by 52%. Cargo continues to offset commercial losses.

Operating expenses incurred for the implementation costs for Spectrum fiber lines and for the completed ERP System which has been in effect for one month. Aerial study costs were incurred during March. Financial summaries remain on same path as they have for the past few months. The SRAA has approved and signed off on the PRISSM funds. The cash position has remained unchanged since the previous month. There will be an impact in cash as the passenger activity starts to pick up. A meeting was held with the airlines on March 25, 2021 and the PFC applications are due on April 26, 2021.

Director Terreri explained the passenger traffic activity. The traffic number totals are approximately 50% of the 2019 numbers. SYR shows a diverse mix of carriers which continues to shift percentages for each with our enplanement reports. Early last year, the airline traffic was heavily weighted towards leisure traffic. Now as the airlines start their recovery, it is moving back to the network carriers which are a mix of business and leisure travel. Currently the airport is showing 40% business travel and 60% leisure. It has been confirmed that United will bring back the Denver flight next month. Mr. Fisher asked if we would provide media coverage informing the public when new service starts. Director Terreri reported that we have been doing interviews and current information is posted regularly on social media. Mr. Meyers asked if the SYR Airport is looking at expanding service. Director Terreri stated we are always looking at expanding, some of the current service is seasonal and is based upon demand. Indications are that besides the Denver service on United, SYR will be serving BOS on American Airlines and Myrtle Beach on Allegiant beginning in June along with increased service to DCA on American Airlines and to LGA with Delta Airlines.

Cargo continues to be a spotlight; the cargo numbers illustrate a 32% increase which is due to small packages. The cargo tonnage shows the trend of exports out of the Syracuse area are greater than the imports. This has to do with what is currently going on in the local economy. FedEx and UPS are doing very well and have up gauged their aircraft and have maximized airport parking. This furthers the idea that SYR airport needs to continue to look ahead so we do not constrain the growth of cargo.

### **Executive Session**

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to public safety at the airport and the hiring of a particular persons or corporations.

Mr. Fisher made the motion and Mr. Lazar seconded the motion. Executive session began at 11:40 a.m. Executive session ended at 12:35 p.m. No action was taken.

**New Business/Discussion**

**RESOLUTION TO ADOPT NEW AUDIT FIRM FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

CFO Watkins spoke about the RFP for a new audit firm, there were three responses, a recommendation was made by the Audit Committee to approve moving forward with the new firm.

Having no further discussion regarding this resolution a motion was made by Mr. Fisher and seconded by Ms. Gagliano.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

Mr. Fisher stated that the HR Committee reviewed the next two new positions, and a motion was made in the HR Committee to recommend them to the SRAA Board for approval:

**RESOLUTION CREATING THE POSITION OF AIRPORT DISPATCHER**

Having no further discussion regarding this resolution a motion was made by Mr. Fisher and seconded by Mr. Lazar.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

**RESOLUTION CREATING THE POSITION OF AIRPORT OPERATIONS COMPLIANCE MANAGER**

Having no further discussion regarding this resolution a motion was made by Mr. Fisher and seconded by Mr. Lazar.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

**RESOLUTION AUTHORIZING NEGOTIATION OF EXECUTION OF GAC AGREEMENTS**

Director Terreri reminded the SRAA Board that we previously had 4 General Airport Consultant (GAC) contractors for the airport and that those contracts have expired. The airport went through a Request for Qualifications (RFQ) process and had several submissions. Through a collaborative scoring method and committee agreement which included board members, the committee is recommending to the board to enter into negotiation execution with six qualified GAC contractors.

Having no further discussion regarding this resolution a motion was made by Mr. Fisher and seconded by Mr. Quill.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

**RESOLUTION DESIGNATING GENERAL COUNSEL AS CHIEF ETHICS OFFICER**

Director Terreri stated that the airport had not formally identified a Chief Ethics Officer. SRAA General Counsel Clark stated that this should be included in the updates to the By-laws, and this is the next step to add this designation.

Having no further discussion regarding this resolution, a motion was made by Mr. Fisher and seconded by Ms. Gagliano.

The resolution was adopted: 8 ayes, 0 nays, 0 abstain

**Committee Reports and Other Updates**

- Audit Committee – Copy of minutes included in packet.
- HR Committee – Nothing new to report.
- Finance Committee – Copy of minutes included in packet.
- Governance Committee – Nothing new to report.

Mr. Fisher requested suggested an Ad hoc committee be established regarding the infrastructure for landside research.

**Adjournment**

A motion was made by Mr. Lazar and seconded by Mr. Fisher to adjourn the meeting. The meeting was adjourned at 12:45 p.m.