

# SYRACUSE REGIONAL AIRPORT AUTHORITY

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## Special Board Meeting Minutes of the Syracuse Regional Airport Authority

**Friday, June 18, 2021**

Pursuant to notice duly given and posted, the special board meeting of the Syracuse Regional SYR Airport Authority was called to order on Friday, June 18, 2021, at 10:32 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-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  
Ms. Latoya Allen  
Dr. Shiu-Kai Chin (joined at 10:30)  
Dr. Donna DeSiato (joined at 11:30 a.m.)  
Mr. Michael Frame (joined after role call via Teams)  
Mr. Kenneth Kinsey (joined after role call via Teams)  
Mr. Michael Lazar  
Mr. Michael Quill  
Mr. William Meyer  
Mr. Robert Simpson

### **Members Absent:**

Mr. William Fisher

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

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

Ms. Cheryl Herzog  
Ms. Debi Marshall  
Ms. Jennifer Sweetland  
Mr. Brian Meyer

### **Roll Call**

As noted above, all board members were present with the exception of William Fisher. Dr. Shiu Kai Chin, Dr. Donna DeSiato, Mr. Michael Frame, Mr. Kenneth Kinsey joined after roll call.

Chair Gagliano began by welcoming everyone to the Special Meeting of the SRAA Board at 11:06 a.m.

### **New Business/Discussion**

#### **Review of the Capital Budget 2021/22**

Ms. Watkins thanked the board members for reviewing the slides prior to the meeting and for the responses she received. The 2021/2022 capital budget entails a lot of information; the presentation will not be reviewed in detail. All questions will be answered.

Ms. Watkins started with enplanements. She explained that since the last discussion Southwest Airlines will be added to the Syracuse Airport. This will increase enplanements per month starting in December. It was discussed that landing weights will also increase with this additional air service. Ms. Watkins reviewed the impact of Southwest air service and what it will do for the Syracuse Regional Airport Authority financially for the next year. This will bring in incremental revenue for parking, car rentals, concessions, enplanements, etc. She explained how the transportation calculation is done, they use the historical parking revenue to enplanement. This is how the incremental revenue was calculated for Southwest Airlines. Mr. Lazar asked how they can you calculate without having confirmed number and Ms. Watkins explained that they use an overall average. Director Terreri explained the incentive program with Southwest. He stated that Baltimore/Washington is not a market that we currently serve so it qualifies under the incentive program, where Orlando is an established service that does not qualify. Ms. Watkins informed the board that due to this new service the airport will need to expand parking. The airport is looking at a surface parking area that can be implemented in a short period of time, this will incur some costs. There will be some inside terminal expenses relating to expanding baggage lines, common use software and a few minor items prior to the start of Southwest Airlines.

Ms. Watkins shared Budget Revenue by the month and there was no discussion. The Expenses showed the projected for 2021 and budgeted for 2022 by department. It was explained that it is broken down by Personnel services that are down slightly in 2022 due to retirement costs charges in 2021. These charges were resolved and the costs are now calculated on a monthly accrual. The other line item listed are Other than Personnel Services, this went up slightly due to parking garage repairs, common use software, new phone system and other items. The next slide Expenses by Category showed more detail of personnel. Ms. Watkins congratulated Ms. Marshall, Mr. Carni and the team for moving Trades to the SRAA. There is just one Trades staff that stayed with the City of Syracuse due to retirement next year. Director Terreri stated that the only staff that will not move over to the SRAA is Aircraft Rescue and Fire Fighting (ARFF) since this is a City of Syracuse station under a reimbursable agreement.

Ms. Watkins reviewed the Budget Full Time Equivalent (FTEs). She went over the Authorized FTEs and how many are filled and what is in the budget to fill. She explained there are five positions to be filled. Mr. Quill asked about the Airport Dispatcher position and what does that entail. Ms. Watkins explained they will oversee a comprehensive communication system. Currently the majority of the airport communication is on cellphones. The airport is going to rollout the comprehensive communications center will be located in the Security Department. This center will use radios. The radios have been ordered and will have a dedicated channel listing for communication purposes. In the event on an emergency, we can communicate with 911 or other areas outside the Airport through encrypted channels. The dispatch center will be staffed 24 hours a day and will centralize our day-to-day operation for workorders, custodial requests, etc.

Ms. Watkins moved onto the Summary of the Operating Expenses and the Operating Income/loss. This summary incorporates the Federal grant revenue, CARES2 funds and the AIP funding. AIP funding that comes from the FAA relates to the work done on runway 10-28 and airport pavement management plan. Another item on the table is the Airport Master Plan which will come out of PFC funding. Ms. Watkins spoke about the Capital Contributions is any activity that is done that improves the airfield or terminal is an asset. Those assets are owned by the City of Syracuse so once the airport completes projects as in Runway 10-28 and the cold storage unit, those assets are transferred to the City of Syracuse. Ms. Watkins indicated that this amount varies from year to year depending on what projects are taking place.

Ms. Watkins explained the CARES funds. She explained there are two approved CARES funds available. CARES3 has been approved by the Federal Government but they have not sent out the allocations or know when it will be available. Part of CARES2 funds were for concession relief, this is designated to reimburse airports for relief that they provided to concessions which includes car rentals. Mr. Lazar asked if they CARES3 funds could go away, it was clarified that it has been appropriated. Mr. Lazar asked if the 5M could be explained. Director Terreri explained that part of the PFC application we included a new Federal Inspection Station (FIS) which is customs and border protections space at the airport. The current location is outdated, and the airport has been notified by customs that the airport needs to upgrade the area or lose the international designation as an airport. Customs has updated their standards on what they require in the facility, and we are behind in this area. These funds will allow the airport to have a plan in place when we need to pursue this update.

Ms. Watkins reviewed the Capital projects for the next year which included the description of the project, the funding source and the profit and loss impact. Some of the major projects are for the Maintenance and Custodial Rehab projects that include HVAC, lockers, kitchen areas, women/men facilities and bringing it up to ADA compliance and other NYS State requirements in terms of employment. Mr. Lazar asked if there are any other counter spaces after Southwest Airlines comes to the SYR Airport. Director Terreri explained there are other counters available and in the future the airport may need to some more Airline related capital work in the terminal. It was also explained that some of the old counters are not ADA compliant. A conversation ensued regarding the debt services and further detail on some capital projects.

Ms. Watkins spoke about the ACIP Grant Projects 2021-2022 and indicated every year this will get updated. This lists the projects that the airport must do and the funding source. The line items were reviewed and explained to the board.

Mr. Lazar stated that this meeting provided a clear understanding of where the monies come from

and where they go. Chair Gagliano thanked everyone who sent questions in ahead of the meeting and thanked Ms. Watkins, Director Terreri and the whole team, the information was in detail and clear to understand.

### **Adjournment**

A motion was made by Mr. Lazar and seconded by Mr. Simpson to adjourn the meeting. The meeting was adjourned at 11:36 a.m.