

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

Thursday, February 27, 2020

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional Airport Authority was called to order on Friday, February 27, 2020 at 10:01 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Ms. Jo Anne Chiarenza Gagliano.

### Members Present:

Ms. LaToya Allen (arrived at 10:30)  
Dr. Shiu-Kai Chin  
Mr. William Fisher  
Mr. Michael Frame  
Mr. Michael Lazar  
Mr. Michael Mirizio

### Members Absent:

Ms. Jo Anne Gagliano – Chair  
Dr. Donna DeSiato  
Mr. Kenneth Kinsey  
Mr. Michael Quill  
Mr. Robert Simpson

### Also Present:

Mr. H. Jason Terreri  
Mr. John T. Carni  
Ms. Joanne Clancy  
Mr. Brian Dorman  
Ms. Elana Essig  
Mr. John Herne  
Ms. Debi Marshall  
Ms. Linda Ryan  
Ms. Jennifer Sweetland

### Roll Call

As noted, all Board members were present with the exception of, Ms. LaToya Allen (arrived at 10:30), Ms. Joanne Gagliano, Dr. Donna DeSiato, Mr. Kenneth Kinsey,

Mr. Fisher stated he will Chair this meeting in the absence of Ms. Jo Anne Gagliano. The meeting started by welcoming everyone to the scheduled regular meeting of the Board at 10:01 a.m. Mr. Fisher advised the Board that this meeting was rescheduled from February 7<sup>th</sup> and will not count against attendance.

### Reading and Approval of the Minutes

Mr. Fisher announced that since there is no quorum the approval of the minutes and resolutions will be tabled until quorum is reached.

Board agreed to start with the Director's Report

## **Directors Report**

Director Terreri presented his report to the board. Director Terreri indicated that the Military Activity is lower than in the past which is just relating to training evolutions. The first quarter passenger growth is up 11%. In 2019 the SYR Airport broke the two and a half million in passenger traffic, the last time that number was hit was in 1991. There are some new flights to announce: Allegiant is adding daily service during February – April to St. Petersburg, FL, also Ft. Lauderdale will be four times a week February – April. That will cover spring break. American Airlines will be adding a daily flight to Philadelphia. Frontier will be adding a larger aircraft which will be the largest aircraft operating at the SYR airport. United Airlines will be adding five additional daily flights to Chicago starting in June. The flight to DC will increase to 4 times a day starting in April.

Director Terreri updated the SRAA Board informing them that at the end of January Local 400 was brought over to the Syracuse Regional Airport Authority. A signing ceremony was held. The transition for local 400 was seamless due to Debi and her staff they have done a fantastic job.

The insurance audit was completed with no findings as well as the security audit which also had no findings. The FAA approval was received for the realignment of the taxiway hotspot project. This was previously discussed that it was not the most conducive to the airport and how we function. So we worked with the tower and the FAA and did a realignment there were no changes to the actual grant award there were some minor pricing changes with the contractor. Overall this is on schedule to start this year. The airport is also using the new deicing tanks. Director Terreri thanked the board for their help with the holiday concert series, it was very well received by the community.

Director Terreri informed the board that we have hired a new CFO named Robin Watkins who will be starting with us on Monday, March 3<sup>rd</sup>. She came in and met with the staff and her finance team,

We also released the qualifications for the master plan, which is an FAA funded project. The schedule has been accelerated to meet the FAA requirements for the grant. A pre-submittal meeting was held on February 21 which was well attended responses are due March 3<sup>rd</sup>. We will go through the evaluation committee with an award for a recommendation in April.

In regards to the Strategic Plan the Board received emails for the SWOT analysis which is scheduled for March 27<sup>th</sup> with a following one to be scheduled sometime in April, a poll has been sent out we are asking for the Board to complete it so we can move forward with the strategic plan.

A discussion ensued regarding the Corona Virus and what plans were currently in place.

Director Terreri gave a staffing update, we currently have Steve Busch who has been working on our finances as the Interim CFO. Steve is under contract and will be staying through the month of April he will go through the transition with Robin. Director Terreri also mentioned that Nicole Meeks our Accountant II will be leaving, her last day is today she won the nomination to

go to Albany to be the CSEA Treasurer for the State. Congratulations to her this is a great opportunity.

Mr. Fisher asked how many positions are left under the City employment. Director Terreri stated there are 16 positions and we continue to move towards having all employees under the Syracuse Regional Airport Authority.

### **Committee Reports and other updates**

#### **Board Development Committee**

Mr. Fisher reported that we may want to combine this committee back into the Governance Committee. We will need to be sure that whatever is under the charter of this committee's responsibilities that we make a decision to move them to the Governance Committee. There was also discussion regarding the appointment of board members. It was also discussed how board members are selected and how the SRAA Board could have more input on those candidates selected.

### **Executive Session**

Mr. Fisher made a motion to go into executive session to discuss matters pertaining to the proposed pending or current litigation, and the financial credit and employment history of particular persons or corporations and the proposed lease of real property rights. The motion was approved by Mr. Lazar and seconded by Mr. Mirizio. Board members went into executive session at 10:24 a.m.

The motion was approved: 5 ayes, 0 nays, 0 abstain

LaToya Allen arrived at the meeting at 10:30 during Executive Session, which gave the SRAA Board a quorum to vote.

Executive session ended at 11:13 p.m. No action was taken.

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

Having no objections or additions to the minutes from the December 6, 2019 Regular Meeting of the Board, a motion was made by Mr. Mirizio and seconded by Mr. Lazar and the minutes were unanimously approved.

The motion was approved: 5 ayes, 0 nays, 1 abstain

### **New Business**

#### **Resolution approving the 2020 slate of member so the standing committees of the Syracuse Regional Airport Authority**

Having no further discussion regarding this resolution, a motion was made by Dr. Chin and seconded by Mr. Mirizio.

The resolution was adopted: 6 ayes, 0 nays, 0 abstain

**Resolution amending prior resolution authorizing collective bargaining agreement between SRAA and AFSCME Local 400 and transfer of maintenance and custodial employees to SRAA Employment**

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

The resolution was adopted: 6 ayes, 0 nays, 0 abstain

**Resolution authorizing the creation of the position of Director of Public Safety for the Syracuse Regional Airport Authority**

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

The resolution was adopted: 6 ayes, 0 nays, 0 abstain

**Public Work Enforcement Fund**

Director Terreri updated the SRAA Board regarding a letter received from the Department of Labor asking the airport to contribute to this fund that is required. This letter was also received three years ago. Previously it was the choice of the board not to pursue it. This is considered revenue diversion under the FAA for us to send that money. So the Authorities position is not to do this because it would violate our federal grant assurances. The board inquired if any other airports pay this and it was discussed that we do not have that information but can check with airports nearby.

**Board Development Committee and Succession Planning**

Mr. Fisher briefed the board regarding how the board members are elected to the SRAA Board. When Mayor Walsh was elected to keep this succession plan going our thoughts were to let the Mayor appoint a vice chair, let that vice chair learn all about the authority. Then, when the Mayor decides it's time for the vice chair to become the chair that person is prepared. Unfortunately, the four year term of mayors coincides with none of the terms of the mayoral appointees.

Mr. Fisher stated that our thought is that why don't we at least think about asking the state to change this over but just in terms of the appointees' terms. This way the mayor can appoint to fill that vacancy. So it was discussed with the committee about perhaps communicating with the Common Council. Should it be the council's position to change a term to expire at the same time as the Mayoral election. We would only need one term extended. Director Terreri stated we have 3 terms expiring this year.

**Adjournment**

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

The meeting was adjourned at 11:25 p.m.