

SYRACUSE REGIONAL AIRPORT AUTHORITY

SYRACUSE HANCOCK INTERNATIONAL AIRPORT
1000 COL. EILEEN COLLINS BLVD.
SYRACUSE, NEW YORK 13212
P: 315.454.3263
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**Syracuse Regional Airport Authority
Regular Meeting Agenda
Friday, December 3, 2021
11:00 a.m. – 12:30 p.m.
Syracuse Hancock International Airport
Teams Conference Call
Join by phone 1-347-966-4080
Conference ID: 665 966 727 then hit pound #**

1. Roll Call (2 Minutes)
2. **Approval of Minutes from the October 22, 2021, Regular Board Meeting (5 Minutes)**
3. Executive Team Report (40 Minutes)
4. New Business/Discussion (15 minutes)
 - **Resolution Adopting the 2022 Regular Board and Committee Schedule for the Syracuse Regional Airport Authority.**
5. Executive Session (20 minutes)
6. Adjournment

* **Bolded items = materials available**

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Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

Friday, October 22, 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, October 22, 2021, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and via Teams Video/Audio Conferencing by Chair, Ms. JoAnne Gagliano.

Members Present/Video Conference:

Ms. Jo Anne Gagliano – Chair
Ms. Latoya Allen (arrived at 11:10)
Dr. Shiu-Kai Chin
Dr. Donna DeSiato
Mr. William Fisher – Vice Chair
Mr. Michael Frame (joined via Teams/audio)
Mr. Kenneth Kinsey (joined via Teams/audio)
Mr. Michael Lazar
Mr. William Meyer
Mr. Michael Quill

Members Absent:

Mr. Robert Simpson

Also Present/Telephone Conference:

Mr. H. Jason Terreri
Ms. Robin Watkins
Mr. John Clark
Ms. Cheryl Herzog
Ms. Debi Marshall
Mr. Jason Mehl
Ms. Jennifer Sweetland
Ms. Elana Essig
Mr. Matt Szwejbka

Roll Call

As noted above, all board members were present except Mr. Robert Simpson. Chair Gagliano began by welcoming everyone to the scheduled meeting of the SRAA Board at 11:04.a.m.

Reading and Approval of the Minutes

Having no objections or additions to the minutes from the September 24, 2021, SRAA Regular Meeting of the Board, a motion was made by Mr. Lazar and seconded by Dr. Chin, and the minutes were unanimously approved.

Executive Team Report

Director Terreri reviewed the enplanements, which showed we are continuing to move in on our 2019 numbers. The airport is doing very well, and we expect this to continue. The airlines continue to add new service in terms of frequencies and also the upgauging of aircraft. In the month of December we will exceed the number of seats by the 2019 number which is driven by Southwest, but also American Airlines will make their Dallas/Ft. Worth a main line aircraft starting in December. We also have some of the returning seasonal flights. The SYR Airport is continuing to come back faster than other upstate New York airports.

CFO Watkins provided the Financial Report. She presented the 2021/2022 Operating Metrics. The landing weights activity is exceeding the numbers from last year as well as the budgeted amount. The Finance area for total operating revenue has improved due to increased passenger traffic. In reference to income from operations the expenses remain consistent. The non-operating revenue bottom line is up compared to where we thought we would be in the budget, the airport is in a good position for the first quarter. The airport bond sale occurred on October 5th, orders were taken from 10:00 to 11:30 and were well received. Sales were allotted based on the orders as they came in. The final yield was 2.1% with final maturity in 2036. This process sets SRAA up so when the SRAA has to go back out to the bond market again for larger projects, it gives us a track record, the SRAA is a rated organization.

Mr. Carni reported on Operations. He spoke about the Airport wide cleanup. Aaron Harris was leading this project along with the Maintenance Department. This project is about 75% complete. Director Terreri mentioned part of what is driving this is the environmental health and safety program that is happening at the airport. This has been a very successful program. The Pre-Winter Meeting that was held on October 13th with the tenants. Discussion entailed how we are going to handle our snow removal, and what we expect from the airlines. The meeting went well, and the snow equipment is ready to go. The airport is also working on the Common Use Platform and the Airport is looking at the end of November as a start date. The gates impacted by this will be gate 1,5,12 on south and 20 & 27 on the north. This will provide more flexibility with overnight flights and airline usage as we get busier. Frontier Airlines has been moved from gate 1 to gate 20. Southwest will begin service on November 14th.

Mr. Mehl discussed the Concessions Revenue per Enplanement. The first quarter for Food and Beverage as well as retail was discussed for FY 2022 with a comparison to FY 2020's first quarter. Food and Beverage has increased due to expansion of what we offer. It was discussed that 25-30% of our traffic comes through the airport between 4 am and 5 am. We are working with our concessions to make sure we have areas open at this timeframe. Director Terreri mentioned that with our Operations Department we have staff that are out in the concourses that monitor and notice things so we are able to improve any gaps. There was a recent meeting with TSA to allow concession staff to get through the checkpoint earlier so they can prepare for the passengers during this peak time. Mr. Mehl indicated we have 100% of our concessions open now, where other airports are 50 – 65% open. He indicated Linda Ryan continues to work with our concessionaire to keep these areas open. Mr. Fisher asked if there has been any thought about what is going to be done with the hotel. To answer this questions, Mr. Mehl moved to discuss the land release/development at the airport and showed the Airport Layout Plan (ALP). The

SRAA is currently working with the FAA to get the land releases from various parcels so the Authority can diversify our revenue portfolio. He spoke about the various parcels and early stage plans for them. Dr. Chin asked if the areas are going to be travel related, it was explained that they are looking at some as travel related but the others will be non-travel related. Mr. Fisher asked about our community involvement with CenterState CEO, County Economic Development, etc. as we look to expand these areas. Director Terreri stated we have monthly calls that involve many of the Community related businesses depending on what the topic is that we are covering. He stated the airport is working with a very cohesive team and they have our parcel information as they are out doing presentations. Dr. Chin mentioned that Cargo was an area that held its own during COVID. Director Terreri stated that Cargo was a bright spot for the airport during COVID even with the loss of passenger traffic we were still bringing in a third of our operating budget because of the land leases the airport has. The goal is to elevate this area so if something should limit air travel, we have a backup.

Ms. Marshall spoke about the organizations updates. Currently we have six positions we are looking to fill. She introduced two new employees to custodial Bob Tracey and William Fourcoy. Ms. Marshall provided a brief overview of the Health Insurance and adding two new plans, a mid-tier plan and also a High Deductible Health plan with a health savings account. The annual enrollment will be in November but will not be available to union workers. There will be information sessions for staff early November. She spoke about the Diversity, Equity, and Inclusion (DEI) Cultural Climate Assessment, interviews are complete and focus groups are ongoing until early November. Ms. Gagliano asked if Ms. Marshall could explain this, Ms. Marshall stated that DEI what they are doing is basically doing interviews and focus groups to figure out what is our current foundation of working culture, what are their observations on race, equity and diversity in the workplace. Where can the airport improve, what is working well so there is a baseline as we move forward. Then later this year it will be presented to the Executive Team and early next year there will be an intensive training on strategic planning for this specific area. This will help create the initiatives and strategies for next year. The airport will be offering Sexual Harassment training in December. Succession planning is ongoing. We are starting an employee newsletter which will be rolled out in December. Mr. Lazar asked if the Board could receive a copy of the newsletter. It was agreed this will happen. Dr. Chin explained at the University they have to keep track of Title 9 reports and Ms. Marshall explained the SRAA's are title 6. Ms. Marshall explained there has not been a Title 6 complaint only American Disabilities Act (ADA) complaints. Ms. Marshall explained she could provide the report to the Board.

A conversation ensued regarding the Airport garage. All questions were answered.

Executive Session

Chair Gagliano invited a motion to go into executive session to discuss matters pertaining to potential litigation; the proposed acquisition, sale or lease of real property by the Authority; and collective negotiations pursuant to Article 14 of the civil service law.

Mr. Meyer made the motion and Mr. Fisher seconded the motion. Executive session began at 11:49 a.m. Executive session ended at 12:22 p.m. No action was taken.

Mr. Quill left the meeting after Executive Session.

New Business/Discussion

RESOLUTION ADOPTING VOLUNTARY RETIREMENT INCENTIVE PROGRAM

Ms. Marshall explained this will provide an opportunity for qualified employees to volunteer to retire with incentives. This will provide us to look at our Organizational Chart, regarding open positions and decide how we would like to move forward. There may also be a costs savings depending on who decides to retire and how the Authority handles the vacant position. Having no further discussion regarding this resolution a motion was made by Mr. Fisher and seconded by Mr. Meyer.

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

RESOLUTION ADOPTING POST-ISSUANCE COMPLIANCE PROCEDURES

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

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

2022 SRAA Committee Meeting Schedule Discussion

Director Terreri stated this is just a draft issued for comments and not to be voted on today. It will be in Dropbox for your review. He mentioned he would like to hold high level quarterly Board meetings and in between will be the committee meetings. Director Terreri spoke about the State of the Airport meeting which will be held on January 28th. We will hold an offsite breakfast, and at this event we will hand out the annual report. Mr. Fisher mentioned as we move forward with less Board meetings, we need to determine how much authority should be given on the committee level. Someone will need to look at the bylaws and determine the amount of authority to be granted to the committees. Ms. Gagliano stated that all information will come back to the Board as it does today, but this will allow the Board to make better recommendations.

Committee Reports

The HR Committee minutes were not approved at the meeting on October 14th due to not having a quorum. The HR Committee members that were present at today's Board meeting motioned to approve these minutes of July 22, 2021.

Mr. Lazar made a motion to accept the minutes from the previous meeting of April 23, 2021 with a second from Dr. Chin, the motion carried unopposed.

There was no discussion regarding the Committee Reports.

Adjournment

A motion was made by Mr. Lazar and seconded by Mr. Fisher to adjourn the meeting. The meeting was adjourned at 12:34 p.m.

**RESOLUTION ADOPTING THE 2022 REGULAR
BOARD AND COMMITTEE MEETING SCHEDULE FOR
THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

WHEREAS, the Syracuse Regional Airport Authority (the "**Authority**") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 (the "**Enabling Act**") and Article 8, Title 34 of the New York Public Authorities Law, as amended; and

WHEREAS, pursuant to Section 2799-ggg(4) of New York Public Authorities Law, as amended, the Authority adopted Organizational By-Laws for the organization and management of the Authority; and

WHEREAS, Section 5.2 of the Organizational By-Laws of the Authority grants the Board of the Authority the power to hold regular meetings at such times and places as from time- to-time may be determined by resolution of the Board; and

WHEREAS, a proposed 2022 regular Board and Committee meeting schedule has been proposed and submitted to the Board by Authority management and has been duly considered by the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Syracuse Regional Airport Authority hereby adopts the 2022 regular Board and Committee meeting schedule as attached to and made a part of this Resolution, as the regular meeting schedule of the Board and its Committees of the Authority for 2022; and

BE IT FURTHER RESOLVED, that the Syracuse Regional Airport Authority hereby authorizes and directs the Secretary of the Authority to publish the 2022 regular Board and Committee meeting schedule, and to revise and republish any subsequent changes to the 2022 regular Board and Committee meeting schedule as the Board and/or Committees may require; and

Resolution No.

2021

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Resolution Adopted Date: December __, 2021

Vote: Ayes ____ Nays: ____ Abstentions: ____

Signed: _____
Secretary

2022 SRAA COMMITTEE MEETING SCHEDULE

DATE	COMMITTEE	TIME
Friday, January 21st	BOARD MEETING	11:00 A.M.
Friday, January 28th	STATE OF THE AIRPORT	8:00 A.M.
Thursday, February 10th	FINANCE MEETING	9:30 A.M.
Thursday, February 10th	GOVERNANCE MEETING	11:00 A.M.
Thursday, March 10th	HR MEETING	11:00 A.M.
Friday, March 25th	BOARD MEETING	11:00 A.M.
Thursday, April 14th	AUDIT MEETING	9:30 A.M.
Friday, May 20th	FINANCE MEETING	9:30 A.M.
Friday, May 20th	BOARD MEETING	11:00 A.M.
Thursday, June 9th	FINANCE COMMITTEE	9:30 A.M.
Thursday, June 9th	HR COMMITTEE	11:00 A.M.
Friday, June 24th	BOARD MEETING	11:00 A.M.
Thursday, July 21st	FINANCE COMMITTEE	9:30 A.M.
Thursday, July 21st	HR COMMITTEE	11:00 A.M.
Thursday, September 8th	FINANCE COMMITTEE	9:30 A.M.
Thursday, September 8th	GOVERNANCE COMMITTEE	11:00 A.M.
Friday, September 23rd	AUDIT COMMITTEE	9:30 A.M.
Friday, September 23rd	BOARD MEETING	11:00 A.M.
Thursday, October 13th	FINANCE COMMITTEE	9:30 A.M.
Thursday, October 13th	HR COMMITTEE	11:00 A.M.
Friday, December 2nd	BOARD MEETING	11:00 A.M.
Color Coding:		
BOARD MEETING	HR COMMITTEE	
FINANCE COMMITTEE	GOVERNANCE COMMITTEE	
AUDIT COMMITTEE	ANNUAL MEETING	