

# SYRACUSE REGIONAL AIRPORT AUTHORITY

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**Syracuse Regional Airport Authority  
Regular Meeting Agenda  
Friday, March 25, 2022  
1:30 p.m. – 3:00 p.m.  
Offsite meeting**

**Please contact Cheryl Herzog:  
[herzogc@syraairport.org](mailto:herzogc@syraairport.org) for more information**

- Roll Call (2 Minutes)
- **Consent Agenda (5 min)**
  - **Approval of Minutes from the January 21, 2022 Regular Board Meeting**
  - **Resolution Creating the position of Airport Communications Center Manager**
- Committee Updates (30 min)
  - Ad-hoc Committee updates
  - **Finance Committee Updates**
  - **Governance Committee Updates**
  - HR Committee
  - Audit Committee
- **Executive Team Report (30 Minutes)**
- Executive Session (15 Minutes)
- **New Business/Discussion (10 minutes)**
  - ARFF discussion
  - Police discussion
  - Enabling Act legislation update status
  - SRAA Committee updates and structure discussion
  - View concession concept – North Terminal
- Adjournment

\* **Bolded items = materials available**

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

Friday, January 21, 2022

Pursuant to notice duly given and posted, the regular board meeting of the Syracuse Regional SYR Airport Authority was called to order on Friday, January 21, 2022, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and via Teams Video/Audio Conferencing by Chair Jo Anne Gagliano.

### Members Present/Video Conference:

Ms. Jo Anne Gagliano – Chair  
Mr. William Fisher – Vice Chair  
Ms. Latoya Allen  
Dr. Shiu-Kai Chin  
Dr. Donna DeSiato (joined via phone)  
Mr. Michael Frame (joined at 11:28 a.m.)  
Mr. Kenneth Kinsey (joined via phone)  
Mr. Michael Lazar  
Mr. Nick Paro  
Mr. Michael Quill  
Mr. Robert Simpson

### Members Absent:

### Also Present/Telephone Conference:

Mr. H. Jason Terreri	Mr. Dan Zenk
Ms. Robin Watkins	Mr. Aaron Harris
Mr. John Clark	Mr. Brian Coe
Ms. Joanne Clancy	Mr. Matt Szwejbka
Ms. Cheryl Herzog	Ms. Linda Ryan
Ms. Debi Marshall	
Mr. Jason Mehl	

Chair Gagliano began by welcoming everyone to the first meeting of the year of the SRAA Board at 11:01.a.m. Chair Gagliano welcomed new board member Nick Paro.

### Roll Call

As noted above all members were present except Michael Frame who joined the meeting at 11:28 a.m.

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

Having no objections or additions to the minutes from the December 3, 2021, SRAA Regular Meeting of the Board, a motion was made by Mr. Lazar and seconded by Mr. Fisher, and the minutes were unanimously approved.

## **Executive Team Report**

Director Terreri began by informing the SRAA Board that this meeting is when we present our Annual Report. The Annual Report was included in the materials provided to the Board. Hard copies will be distributed January 28<sup>th</sup> at the State of the Airport presentation. Director Terreri further reported on the enplanements data, which is showing good recovery with a slight downward bump due to the Omicron variant, which is expected to turnaround.

CFO Watkins updated the Board with the latest financial data. Landing weights are exceeding the expectations for the budget. Airlines continue to upscale their aircrafts. There are new service routes, Southwest started in November, with a full month of activity in the month of December. Enplanements are doing well there was a slight dip in December but year to date we are ahead of budget. CFO Watkins reviewed the Finance P&L Budget. The airport is in a good position for Operating Revenues and is seeing recovery from pandemic numbers with expenses slightly lower than planned budget. Several expenses were anticipated in the first six months but are now planned to come out of the budget towards the second half of the year. On the Operations line, the airport is showing income when the budget was planned for a loss at this point in the year. Non-Operating revenue is unchanged. Board member Lazar asked if the reporting is annually or by fiscal year. CFO Watkins stated we report financials by fiscal year while the passenger numbers are on a calendar year basis. A conversation ensued regarding lease expenses to the City of Syracuse. All questions were answered regarding how this is documented. CFO Watkins reviewed the Cost Per Enplanement (CPE) tracking, which exhibited the cost coming down. Ms. Allen asked what brings the CPE down? CFO Watkins explained it is a combination of the enplanements, along with the revenue numbers, as enplanements go up, the CPE comes down. Director Terreri mentioned that the Board wanted to see the CPE numbers dated back to 2010 but explained that in reviewing FAA 127's data, he and the finance department found the numbers to not be reliable prior to 2018. From 2018 and beyond we are comfortable with the reliability of the numbers. Chair Gagliano asked what the CPE rate is for other airports and Director Terreri stated other airports of our size it is between the \$6.00 - \$8.00 range. He explained that currently, we do not have a lot of non-aeronautical revenue, so as we start development of those sources of revenues, those results will also drive the CPE number down.

Mr. Carni reviewed the Operations Division updates. SYR had our first large snowfall of 7.1" with all equipment working well, and the airport stayed open. There were two submittals for The Glycol Collections and Recycling Services Request for Quote (RFQ), and we will have a resolution at today's meeting with our selection of Aero Mag. Aero Mag is proposing to put a recycling system on the two tanks that will allow the recovery of the glycol and recycle it and then SYR can resell it back to the airlines. This process not only is environmentally friendly but will eliminate discharging to the county which will be a substantial cost savings. Additionally, the airport recently contracted with Cintas to install 14 first aid stations, through employee areas and they will replenish the items monthly.

Mr. Mehl provided concessions updates. He discussed the Revenue Per Enplanement (RPE) which showed a favorable trend. Mr. Mehl informed the Board that Linda Ryan had made a connection with a teacher at RIT's College of Art and Design, who has a yearly program for students to take a real-world problem, bring it into the classroom and produce solutions. The students came out to SYR last week and SRAA staff presented the issue we have with the lack of pre-security food and beverage offerings. Next week the staff will go to RIT for a presentation of these designs. A good solution would solve one of the biggest complaints we receive from passengers. Mr. Mehl updated the Board on the Request for Proposal (RFP) for the Common Use Lounge and stated MAG USA came in with a great proposal and met all the requirements. Mr. Mehl reviewed the proposal highlights and stated their references came through with great reviews. General Counsel Clark stated that this approval for the Common Use Lounge does not require a resolution, but the Executive Team wished to inform the board, get feedback and note any objections to moving forward with the lounge. All questions regarding the Common Use Lounge were answered and the Board was in favor of the lounge concept.

Ms. Marshall provided an update on Human Resources. She reviewed positions and vacancies. CFO Watkins, and the IT staff went to the Sanford, FL airport to meet with their IT staff and learned a lot about common use software and needs for IT. The Authority realized this area is understaffed, so we plan to hire two additional IT employees to cover all shifts. The Common Use Software will give us more of an insight with who is using what gates and when. Dr. Chin asked if the additional IT staff were tied into the Cyber Security insurance needs. CFO Watkins stated that SYR now qualifies for Cyber Security insurance due to implementation of several programs and systems added to our structure. The additional staff will allow the airport to have staff onsite all hours if something should need IT attention. HR Manager Marshall welcomed new Custodial Worker I, Brittany Pauls and then reviewed the current staff trainings/certifications.

Director Terreri reminded the board members that the State of the Airport Presentation to the Community will be held Friday, January 28<sup>th</sup> at the Marriott Syracuse Downtown. Director Terreri, along with our air service consultant, Howard Mann will present the Annual Report for 2021 and SYR goals and initiatives for 2022.

That annual report was reviewed briefly, it was explained that normally we dedicate the annual report to spotlight a certain department. As the team reviewed everything that has happened this past year with COVID-19, the decision was made to recognize all SRAA employees. There is not one person or group that we could say went more above and beyond for this organization than the others. Every department played a key role in how we are coming out of this pandemic. Director Terreri thanked everyone for getting us through this past year and he introduced the Employees of the Year, Brian Coe and Aaron Harris. Brian joined the Authority two years ago as the Painter with the Trades group and is the type of person that the minute a call is made, the work is done. Aaron Harris was promoted to the role of Director of Airport Operations within the last year and has led the effort for solving fuel issues. Aaron was instrumental for the Signature transition, brought the Glycol Recovery idea to the Airport and has stepped up to the leadership capacity. Brian and Aaron were given awards and thanked for all they do.

## **Old Business**

### **Master Plan Committee Update**

The first of several public meetings was held on Wednesday, January 19<sup>th</sup>. Mr. Lazar stated that he took the time to thoroughly review the material. Mr. Lazar expressed that the Executive team and staff at the airport impressed the consultants above and beyond, which made their job easier, but more importantly it

made the report much more complete. Mr. Lazar said he could not find anything that was not covered in the materials.

### **Microsoft Teams Platform for Board/Committee Documents**

Thom Garrison, IT Manager will be present after the meeting today to go over access into Microsoft Teams. This will be the new platform for all SRAA Board materials. There will be a lot more information posted to this site than was put into Dropbox. Chair Gagliano mentioned the importance of the board members to read the materials ahead of time and have questions ready in advance so there is more time to spent focusing on the important items. Mr. Fisher asked if the information is archived and will Dropbox go away. Dropbox will be left intact, moving forward, all SRAA Board materials will be placed in the SRAA Board Teams channel.

### **New Business/Discussion**

#### **Update on Landside Planning Strategy Study – Ad-Hoc Committee**

Mr. Lazar shared with the board that the landside plan detail was pulled out of the study because of the focus on the parking garage. The level of detail and thought that went into the various alternatives is superb. Great work in picking the consultants Campbell-Hill Aviation Group, their selection was not price driven it was quality-driven.

Campbell-Hill Aviation Group also works on the forecasting for the airport. Research Analyst, Elana Essig has been involved with the forecasting piece and he was told that Elana had come up with numbers within 1% of his forecast. Good job Elana!

Director Terreri stated that the March 25<sup>th</sup> SRAA Board meeting will also be an off-site Retreat. This meeting be very important because we will be selecting the preferred of 3 alternatives for the landside plans with final decision made at the June Board meeting. These next two meetings are going to be very important. There will be another landside ad-hoc meeting prior to March 25<sup>th</sup>, everyone is welcome to come - date is to be announced.

### **RESOLUTION AUTHORIZING SELECTION AND ENGAGEMENT OF GLYCOL RECYCLING FIRM FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

Director Terreri stated this is a great initiative for the airport. We will not be discharging into the storm water system. It creates a competitive advantage as an airport by recycling the glycol on-site and selling at a discount to the airlines. It creates a revenue opportunity, it diversifies for us, and it is environmentally friendly. Anything collected for this season will be recycled for next season.

Mr. Fisher mentioned an RFQ process was followed that conformed to our existing SRAA Purchasing Policy. Director Terreri indicated board resolution is not required, however since it is a long-term commitment, a big change and a large project, he wanted the board to have full input and visibility for the project.

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

The resolution was adopted: 9 ayes, 0 nays, 2 abstain (members attended via phone)

## **RESOLUTION APPROVING AND AUTHORIZING THE AMENDMENT OF THE ACT CREATING THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

General Counsel Clark explained this amendment has been discussed in the past and there were some structural issues in the Enabling Legislation and what the Authority wanted to do to develop a strategy to amend this within 6 months. There have been some informational discussions with Senator Magnarelli who sponsored the original Enabling Act. He was told what the issues were that we discussed and is willing to pursue amendment of the Act through the State Legislature. Attached to the proposed Resolution is the summary of the amendments. These amendments have been supplied to the Assemblyman and the office came back with a draft of legislation which incorporates these changes, and they are willing to move forward with it once we provide an indication that the SRAA Board supports these amendments, hence the reason for the Resolution.

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

The resolution was adopted: 9 ayes, 0 nays, 2 abstain (members attended via phone)

### **Executive Session**

Chair Gagliano invited a motion to go into Executive Session to discuss matters pertaining to potential litigation and the employment of a particular person or corporation.

Mr. Fisher made the motion and Mr. Simpson seconded the motion. Executive session began at 12:00 p.m. Executive session ended at 12:37 p.m. No action was taken.

### **Adjournment**

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

**Resolution No.**

**2022**

**RESOLUTION CREATING THE POSITION  
OF AIRPORT COMMUNICATIONS CENTER MANAGER**

**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 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively, the "Enabling Act"); and

**WHEREAS**, Section 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

**WHEREAS**, the Authority desires to create the position of Airport Communications Center Manager which is a management position which is responsible for the 24/7 oversight of the Airport Communications Center (ACC) at Syracuse Hancock International Airport. This position reports to the Director of Public Safety, and is responsible for supervising communications center staff, including dispatchers, and ensuring the efficient operation of the ACC.; and

**WHEREAS**, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

**WHEREAS**, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

**NOW, THEREFORE**, after due deliberation having been had thereon, it is hereby

**RESOLVED**, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard workdays for such position and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Airport Communications Center Manager	7.25 hours

, and it is further

**RESOLVED**, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

**RESOLUTION ADOPTED**

**DATE:**     **March 25, 2022**

**VOTE:**    *Ayes* \_\_\_\_    *Nays* \_\_\_\_    *Abstentions* \_\_\_\_

**SIGNED:**    \_\_\_\_\_

*Secretary*

## AIRPORT COMMUNICATIONS CENTER MANAGER (SRAA)

### DISTINGUISHING FEATURES OF THE CLASS

This is management position which is responsible for the oversight of 24/7 Airport Communications Center (ACC) at Syracuse Hancock International Airport. This position reports to the Director of Public Safety, and is responsible for supervising communications center staff, including dispatchers, and ensuring the efficient operations of the ACC.

### TYPICAL WORK ACTIVITIES:

- Manages the operations of the Airport Communications Center
- Trains, plans, schedules, organizes, administers, oversees, mentors, and supervises ACC staff
- Evaluates employee performance on regular basis, provides feedback, and coaching and discipline as needed
- Monitors both surveillance and access control systems for infractions of airport security, law violations, or other emergencies.
- Reviews major incidents involving internal and external customers such as aircraft emergencies, security breaches, and medical incidents.
- Serves, along with Director of Public Safety, as a liaison with outside governmental agencies, and medical service providers
- Creates copies of audio and video recordings for the purposes of risk management, law enforcement, and safety.
- Set up new users in databases, Everbridge emergency communication system, and the remote Closed Circuit Television (CCTV)
- Digital signage control, including flight information display (FIDS)
- Prepares required training materials and conducts on-the-job training for new employees and ongoing training for existing employees.
- Maintains a Quality Assurance/Quality Improvement program for all levels of ACC operations.
- Conducts preliminary diagnosis of equipment failure in ACC, and reboots or replaces recording media as needed.
- Maintains Continuity of Operations Plans for ACC.
- Maintains computer-aided dispatch database, and grants access to new personnel as needed.
- Work order management
- Enters purchase requisitions into Enterprise Resource Planning (ERP) system for approval
- Assists with the development and updating of policies and procedures of the ACC
- Implements changes in ACC computer programs where appropriate
- Prepares, enters, and makes recommendations for operating and capital improvement budgets for ACC.
- Performs other related work assignments and tasks as requested.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of Authority's mission, values, and vision.
- Thorough knowledge of appropriate state and federal regulations and labor practices including, but not limited to: Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Family Medical and Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), Occupational Health and Safety Administration (OSHA), Equal Employment Opportunity Commission (EEOC), and any other applicable labor agreements.
- Thorough knowledge of laws concerning accessibility and distribution of criminal history information and sensitive information.
- Thorough knowledge of Federal Communications Commission (FCC) rules and regulations as they apply to radio receivers and transmitters involving emergency dispatching equipment.
- Knowledge of emergency communication formats.
- Knowledge of related standards and regulations governing airport operations, including FAA, TSA, and NFPA.
- Able to perform calmly and effectively in high stress situations
- Experience using emergency communications software and telecommunications, including cell phones and radios
- Working knowledge of office methods and procedures and familiarity with the use of standard office equipment, including personal computer/laptop, Windows and Microsoft Office Suite, and the internet resources.
- Ability to enter data in a timely and accurate manner.
- Ability to follow complex oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Skilled in communicating effectively at all levels of the organization and with stakeholders and outside agencies, both orally and in writing.
- Ability to speak effectively in front of small and large groups.
- Ability to interpret, analyze, and present data from various sources
- Ability to work independently and prioritize tasks
- Ability to stay well-organized and meet deadlines
- Strong analytical and problem-solving skills
- Skilled in preparing and producing timely and accurate oral and written reports
- Ability to supervise and develop staff to high level of performance

- Ability to work professionally and respectfully with a diverse staff, contractors, vendors, public agents, and the general public.
- Ability to perform the physical requirements of the position with or without a reasonable accommodation, which may include but are not limited to:
  - Sedentary work that involves sitting/standing at a desk
  - Occasional bending, lifting, pulling, pushing
  - Moving from one work area to another to accomplish tasks
  - Repeating motions that may include eyesight, wrists, hands and/or fingers.
  - Communicating with others, using various medias, to exchange information
  - Lifting up to 25 lbs. on occasion

**PREFERRED**

Experience at a communications center at a small hub airport or law enforcement/military operations center.

**MINIMUM QUALIFICATIONS**

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in public safety, public administration, criminal justice, emergency management, aviation management, business administration, or another related area; and two (2) years of experience in emergency communications center

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a associates degree in public safety, public administration, criminal justice, emergency management, aviation management, business administration, or another related area; and four (4) years of experience in emergency communications center.

C. Six (6) years of experience working in commercial airport security office and/or an emergency communications center.

C. An equivalent combination of education and experience as defined by the limits of (A) and (B) and (C)

*Rev. 3/2022*



**Finance Committee Meeting Minutes  
Friday, February 10, 2022**

Pursuant to notice duly given and posted, the Finance Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, February 10, 2022, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and Teams Virtual/Audio Conferencing by committee Chair, Dr. Shiu-Kai Chin.

The meeting was called to order by Dr. Chin at 9:36 a.m.

**Members Present - Video/Audio Conference:**

Dr. Shiu-Kai Chin (Chair)  
Mr. William Fisher - Video  
Mr. Michael Lazar  
Mr. Rob Simpson - Video  
Mr. Nick Paro  
Ms. Jo Anne Gagliano

**Members Absent:**

Mr. Michael Frame

**Also Present:**

Ms. Robin Watkins  
Mr. John Clark  
Ms. Cheryl Herzog

**Review and Approval of Minutes from Previous Meeting:**

Chair Chin asked if there were comments to the minutes. A motion was made by Mr. Lazar to approve the minutes from the previous meeting on October 22, 2021, and Ms. Gagliano seconded the motion. Motion carried by committee.

**Committee Business**

**A. Q1 Rates and Charges Review Update**

CFO Watkins indicated at the end of December that metric landing weights were up, airlines continue up gauging their aircraft and adding air service which drives revenue. Enplanements are running consistent with the budget. Financials are also doing very well. Expenses are just slightly below the budget. The Cost Per Enplanement (CPE) is in line with plan. CFO Watkins mentioned the SYR ARFF and plan for 174<sup>th</sup> ATKW to take over fire services and that transition will bring significant cost savings to SYR without impacting services. This transition will also help reduce the CPE further. The airport will still have costs related to maintaining the building,

but there will be no salary costs. There will be a transition period as the airport works through the switch over.

The airport is hoping for some lower costs this snow removal season if there are no major storms. Dr. Chin spoke about snow removal and how the cost is not within the airports control. Mr. Lazar indicated everything else is within control unless something out of the ordinary happens like COVID. The airport has come a long way with managing costs, there are reports that go out to department heads and the airport is able to plan better. Snow removal costs were discussed further about how they are budgeted, and CFO Watkins stated it is based on historical data.

Mr. Fisher inquired about the county E911 center and how they respond to calls. CFO Watkins stated that we are working directly with them. CFO Watkins reported that Chuck Combs, the Communications Project Manager, is setting up our communications system. We recently deployed handheld radios out onto the airfield and throughout our Operations Department. Mr. Combs has worked with the County 911 center to set up channels for the radios which will be utilized for emergency situations internally and externally. Mr. Combs has set up the policies and procedures for those radios to ensure compliance with regulations.

CFO Watkins reviewed the CARES funds and the guidelines for reimbursement. Projected costs for 2022 landing fees were explained and how that settlement is processed with the airlines including Common Area fees and the difference between signatory and non-signatory airlines and associated costs. CFO Watkins updated the committee on Common Use Platforms and indicated that will be going live on Friday, February 11<sup>th</sup>. Mr. Lazar commented that the Common Use Platform will allow the expansion of airlines.

CFO Watkins shared that the SRAA is actively looking into submitting the next PFC application. Items being requested in the upcoming application will be Maintenance Department equipment because the current equipment is so old that the parts are hard to find or not available anymore. Full analysis of the snow equipment has been completed. There are issues regarding delays with various equipment shipments taking 12-18 months lead times. The airport has necessary updates that need to be done with the Fuel Farm and costs will include the critical, recommended and options for replacing the buildings at that facility. The PFC application will include requests for two additional jet bridges and modifications to one gate that are needed.

CFO Watkins stated the airport has investigated options for modifications to the North Concourse to address capacity needs. If the UAI grant request is not approved, the airport would need to add an additional \$13.2M request in the PFC Application.

CFO Watkins updated the committee on Common Use Implementation. Hardware has been installed at gates 2 and 5 with the remainder to be completed 2/11/2022. Hardware is installed at the common use ticket counters. Testing is in process and User and Admin training is complete. Manuals and videos have been provided to the airline carriers to use when onboarding new staff. Dr. Chin inquired what happens if the hardware should break or is missing. CFO Watkins said the equipment being used is locked up in a cabinet and there is additional equipment if needed. It

was explained that no one else can log into the system, each user has their own security code. The software is cloud-based. The airlines need their specific login information. Mr. Paro asked if it were feasible to have the hardware at each gate, and CFO Watkins replied that this is the goal. Dr. Chin wanted to know the procedures when the system goes down. CFO Watkins stated there is redundancy with the database warehouse. Dr. Chin asked if we are responsible for operating the system and the connectivity is gone what is the plan? CFO Watkins stated it would be considered a level III issue and would be addressed immediately as an urgent ticket per agreement with Amadeus. All airlines have hand-held devices to use if necessary. There are security protocols with the Common Use companies, each of them must have their systems audited yearly. Mr. Lazar stated this should be added to the SRAA Risk Register.

Items of note for the Finance Committee budget preparation will start next month. Discussions will begin with the department heads to find out status of budget lines due to unanticipated costs and will review and prepare for next year incorporating new efficiencies. Mr. Fisher discussed the topic of the service agreement with the City of Syracuse and the Department of Aviation. CFO Watkins explained there is a form that goes to the City of Syracuse stating what SRAA has budgeted in terms of employees for last year. In 2021-22, there was only one City of Syracuse employee remaining who will be retiring next month. CFO Watkins explained that the Authority only pays the City of Syracuse for actual costs, not budgeted amounts.

**B. March offsite agenda discussion**

Chair Gagliano discussed with the committee that there will be an overnight retreat held March 24 – 25, 2022 for all SRAA Board members. Chair Gagliano stated that we have committed to the rooms and meals. The Chair of the Board and the Executive Director stressed that they would like every board member to attend and to not cancel at the last minute and shared further draft agenda details.

**C. Asset Capitalization Policy**

CFO Watkins mentioned there has been a new fixed-asset capitalization policy drafted. This policy provides updated guidance and addresses purchasing, capitalization, disposal and tracking of assets. The Authority has purchased tags and will attach them to our fixed assets.

**D. Investment Guidelines annual review**

CFO Watkins reviewed the Investment Guidelines and indicated there were no changes.

**Adjournment:**

Having no other topics brought to the committee, a motion was made by Dr. Chin to adjourn the meeting. Motion was approved by Mr. Lazar and seconded by Mr. Simpson. The meeting adjourned at 11:36 a.m.



**Governance Committee Meeting Minutes  
Friday, February 10, 2022**

Pursuant to notice duly given and posted, the Governance Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, February 10, 2022 in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and Teams Video/Audio Conferencing by committee Chair, Mr. William Fisher.

The meeting was called to order at 11:03 a.m. by Chair Fisher.

**Members Present – Video/Audio Conference      Members Absent**

William Fisher (Chair) – Video  
Ms. Jo Anne Gagliano  
Mr. Kenneth Kinsey  
Mr. Michael Lazar  
Mr. Michael Quill  
Mr. Nick Paro

**Also Present**

Ms. Robin Watkins  
Mr. John Clark  
Ms. Cheryl Herzog

**Review and approval of minutes from previous meeting:**

Chair Fisher asked the Committee to review the past committee minutes and waive the reading and adopt the minutes. A motion was made by Mr. Kinsey and seconded by Mr. Quill and was unanimously approved to accept the minutes from the February 26, 2021 Governance Committee meeting.

**New Business**

General Counsel Clark indicated that the A,B and C on the agenda items will be discussed in Executive Session, he proceeded to touch briefly on B and C. General Counsel Clark spoke briefly in regard to the ARFF discussion. He mentioned there is an agreement being created and

negotiations are proceeding accordingly. Mr. Fisher asked if there is a date that the agreement must be signed by. General Counsel Clark stated that there is no confirmed date, but he believes there should be a firm agreement commitment in place by the end of March. Mr. Fisher asked for the board to be updated on the progress of this agreement.

General Counsel Clark spoke about the Police discussion and indicated the process is proceeding and features are being implemented to accommodate the transition. This will be addressed in part in the context of the Enabling Act legislation update.

Chair Fisher brought up the topic of SRAA committees. Chair Fisher stated that Chair Gagliano and other members of the board have had some ongoing discussions about changing the nature of the committees. The committees do not have any specific power, they simply discuss items and then bring recommendations to the board for resolution. Chair Fisher stated that over the years certain actions required timeliness. A discussion continued regarding how to operationalize this issue. It was asked of Counsel if this can be done without requiring a Bylaws change. General Counsel Clark stated he has researched this topic. After further discussion, the outcome was it may be possible for the board to delegate the ability to act to a committee, but that committee should have at least six members present, who all vote unanimously, so this is a structural problem since we do not have six members on all committees. Mr. Lazar discussed examples of HR Committee topics including that approved positions are never removed from the SRAA organizational chart, therefore, the Executive Director can hire for previously approved positions which are already in the budget. General Counsel Clark stated approved committee items could also be approved officially later by the full board via a consent agenda. Chair Fisher will report at the next board meeting that we are encouraging committee chairs to take further action than they have in the past and take some action that perhaps are ministerial in nature and then bring those to the board in the form of a resolution on the consent agenda.

### **Executive Session**

Chair Fisher invited a motion to go into Executive Session to discuss matters pertaining to potential litigation and the financial and employment history of particular persons. Mr. Quill made the motion and Mr. Kinsey seconded the motion. Executive session began at 11:20 a.m. Executive session ended at 11:46 a.m. No action was taken.

### **Adjournment**

Having no other topics brought to the committee, a motion was made by Chair Fisher to adjourn the meeting. Motion was approved by Ms. Gagliano and seconded by Mr. Paro. The meeting adjourned at 11:36 a.m.