



Human Resources Committee Meeting Minutes

February 15, 2018

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the SRAA Board Room on Thursday, February 15, 2018.

The meeting was called to order at 12:32 p.m. by Ms. Beth Rougeux.

I. Roll Call

In attendance: Ms. Beth Rougeux, Dr. Shu-Kai Chin, Hon. Mark Nicotra, Mr. Michael Quill, Ms. Christina Callahan, Mr. Trent Amond, Ms. Joanne Clancy, Ms. Debi Marshall

Absent: Mr. William Fisher, Mr. Patrick Mannion

II. Approval of Minutes from Previous Meeting

The Minutes from the HR Committee Meeting that took place on December 8, 2017 were presented for approval. A motion to approve was made by Mr. Nicotra, seconded by Dr. Chin and passed.

III. Executive Session

Ms. Rougeux invited a motion to go into Executive Session to discuss matters pertaining to proposed pending or current litigation for financial, credit, and employment history of particular persons or corporations and a proposed lease of real property by the Authority. Mr. Nicotra made the motion, and it was seconded by Dr. Chin. The Committee proceeded into Executive Session at 12:34 p.m. and emerged at 12:43 p.m.

IV. Staffing and Salary Analysis Report

Ms. Callahan presented a second draft of the Report to the Committee, which was completed by Steven Baldwin and Associates after conducting a comparison of salary and benefits among similarly sized airports. Ms. Callahan expressed the intention of going over the entire report, answering any questions from the Committee, and asking the Committee to recommend approval of the final study to the Board. After an overview of the data contained in the report, Dr. Chin requested clarification as to its purpose. Discussion ensued and it was held to be for the purpose of remaining competitive within the industry for recruitment and retention of the best qualified staff. Discrepancies between enplanements, number of staff, and titles were noted. Ms. Marshall was asked to give a summary of the payroll and HR software in use at various airports and its

capabilities and costs. She advised the goal is to use this information to conduct an RFP and have a new payroll/HRIS vendor effective no later than January 1, 2019. Ms. Callahan suggested that the Committee members review the report for an additional week, during which time they could submit additional comments and suggestions to be incorporated by SBA in their final draft. The final report will be presented to the full Board after review by the Human Resources Committee.

V. New Business

A. Drug and Alcohol Policy

Ms. Marshall recapped the need for a Drug and Alcohol Policy since the addition of Operations Workers with driving duties. She also described two different standards for this policy, specifically, D.O.T. or non D.O.T. She noted that certain defined circumstances can also result in a drug test and that specific individuals will be trained and authorized to make that decision. The HR Committee agreed that the policy should be added to the Employee Handbook. Dr. Chin made a motion to approve, Mr. Nicotra offered a second and it was unanimously approved.

B. Military Leave Policy

In the interest of time, consideration of this policy was put on hold.

C. AFLAC Supplemental Insurance

Ms. Marshall gave a brief overview of the optional supplemental insurance being offered by AFLAC. The involvement of the Authority would be limited to taking deductions from payroll to cover the premiums. It was agreed to offer this coverage to Authority employees.

VI. Adjournment

A motion was made to adjourn by Mr. Nicotra and seconded by Dr. Chin. The meeting adjourned at 1:53 p.m.