



Human Resources Committee Meeting Minutes

July 25, 2019

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, July 25, 2019.

The meeting was called to order at 11:06 a.m. by Chair Michael Lazar.

I. Roll Call

In attendance:

Chair Michael Lazar
Mr. William Fisher
Hon. Michael Quill
Mr. Damian Ulatowski, (11:08)
Councilor Latoya Allen

Staff:

Mr. Jason Terreri
Mr. Trent Amond
Ms. Debi Marshall
Ms. Kristine Carson
Ms. Joanne Clancy

Absent:

Dr. Shiu-Kai Chin
Ms. Jo Anne Gagliano

II. Approval of Minutes from Previous Meetings

Hon. Quill made a motion to accept the minutes from the previous meeting of May 16, 2019, with a second from Mr. Lazar, the motion carried unopposed.

III. New Members

Mr. Terreri introduced Ms. Kristine Carson as the new Personnel Administrator for the Human Resource department. Joanne Clancy introduced Ms. Latoya Allen as a Councilor from the City of Syracuse.

IV. Executive Session

Mr. Lazar made a motion to enter Executive Session to discuss matters pertaining to the financial, credit and employment history of particular persons or corporations. The motion was seconded by Hon. Quill. The HR Committee entered Executive Session at 11:08 a.m.

Executive session ended at 11:31 a.m. No action was taken.

V. New Business

A. Civil Service Law

Ms. Marshall explained the interest in making select positions non civil service that are airport specific. She stated that part of that process would be to reach out to other airports to gain more information and combining efforts to explain the uniqueness of airports and the benefits it would service for the recruiting aspect. She explained the difficulties that arise for filling positions provisionally, having to relocate for a position that is bound by civil service and may only last a year. Mr. Terreri would like to use a strategic plan to drive the organizational chart and structure. Within this process there will be positions that are very specific to airport management and aviation that he would like to pursue being either exempt or noncompetitive positions. The strategic plan will drive potential organizational changes which will lead to positions that would benefit from recruiting aviation management professionals. Mr. Fisher stated that there is a classification system that does not always involve a test, therefore, it will allow us to fulfill our needs from a candidate. He encouraged asking Civil Service to create non-competitive classifications for these positions and suggested speaking with the County Personnel Director, Duane Owens. Conversation regarding qualifications, classifications, recruiting inside and outside of New York State for experienced Aviation Management continued. Ms. Marshall concluded that she will be in contact with Mr. Owens and continue her research.

B. Organizational Chart

1. Chief Operating Officer (COO)

Executive Director Terreri explained to the committee that he will be presenting to the Board that the title of Director of Airport Operations should also function as Chief Operating Officer (COO) to reflect the true nature of the position as the second in command, as he will be functioning as Deputy Executive Director when the Executive Director is not available. A discussion ensued regarding the merits of this change. Hon. Quill invited a motion to recommend this to the SRAA Board and Mr. Fisher seconded. The motion was unanimously carried.

2. Executive Secretary to the Board

Human Resource Manager Ms. Marshall recommended to the committee that the title of Secretary to the Board be put back on the Authority roster. A discussion ensued regarding the merits of this change. Mr. Fisher invited a motion to recommend this to the Board and Hon. Quill seconded. The motion was unanimously carried.

C. Sexual Harassment Prevention Training

Human Resources Manager Marshall explained to the committee that per SRAA policy and New York State law, all employees are required to complete sexual harassment prevention training annually and this has been updated in the handbook. Ms. Marshall asked if they would like to receive a copy of the handbook, all agreed that they will access it via Dropbox. Ms. Marshall

recommended and invited the board and committee members to participate in this annual training and noted that many of the board and committee members already comply with this state law via their current employers. Mr. Fisher invited a motion to recommend that all Board members successfully complete the sexual harassment prevention training if they have not already done so with their employer and Mr. Lazar seconded. The motion was unanimously carried.

VI. Adjournment

A motion to adjourn being made by Mr. Lazar and seconded by Mr. Ulatowski, the meeting adjourned at 11:50 a.m.