

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
January 21, 2015
11:00 a.m.**

- | | |
|--|-----------------|
| 1. Roll Call | Perrone |
| 2. Approval of Minutes from November 19, 2014 | Perrone |
| 3. 2015 Proposed Internal Audit Plan | Marasco |
| 4. Financials at November 30, 2014 | Franklin |
| 5. Budget to Actual at November 30, 2014 | Franklin |
| 6. Ethics Hotline Report | Crumb |
| 7. Other Business | Perrone |

Next meeting is March 25, 2015 @ 11:00 a.m.

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
January 21, 2015

Present:

John H. Perrone, Jr., Chairman
Hank Stuart
Hon. Anthony Daniele

Others Present:

Michael Giardino	Administrative Director
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb, Jr., Esq.	Assistant Secretary
James Marasco	StoneBridge Business Partners
Tom Niles	StoneBridge Business Partners
Andy Moore	

Meeting was called to order by Chairman Perrone at 11:04 a.m.

Approval of the Minutes from November 30, 2014

A motion was made to approve by Member Stuart and seconded by Member Daniele. The motion passed unanimously 3-0.

2015 Proposed Internal Audit Plan presented by StoneBridge Business Partners

Mr. James Marasco and Mr. Tom Niles provided the 2015 Proposed Internal Audit Plan to the Audit Committee. Mr. Niles stated that they would be using a three phase approach: risk assessment, internal audit fieldwork and reporting/communication. Mr. Niles reviewed the compliance auditing approach with the committee and stated that the proposed 2015 plan has a continued focus on revenue auditing to include: FBO agreements, parking agreements, food concession/vendors and car rental agreements as well as any ad hoc engagements deemed necessary. Through the proposed 2015 Audit plan the internal audits would address 1/3 of total revenue to the Authority. Four vendors proposed in the 2015 Audit plan have not been audited in prior years. Conversation ensued relative to the proposed 2015 Audit plan.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the financials through November 30, 2014; Cash is \$28 Million, Accounts Receivable is consistent with prior months, 86% is 30 days or less. One account has grown over the last six weeks and staff is working with legal to bring that vendor current. The balance sheet under liabilities shows \$1.25M owed to the County in debt payment, no major changes to balance sheet. The revenue is in line with 2013 within 1% of last year's totals. The reduction in revenue is mainly due to fuel farm debt reimbursement ending. Expenses are down 2.6% primarily due to the interest payments on the Authority Debt being down and professional services decreased in 2014. Net revenues are in line with 2013, a 1% decrease as compared to last year. The Budget to Actual as of November 30, 2014 shows total expensed or committed at about 81%, well within the budget. Assistant Treasurer Fedison is anticipating that through the month of December 2014, ROC will finish the year below budget. A motion was made to approve by Member Daniele and seconded by Member Stuart. The motion passed unanimously 3-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no new calls came into the Ethics Hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:32 a.m.

The next Audit Committee Meeting is March 25, 2015 @ 11 am.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 02-06-15

Agenda
Monroe County Airport Authority
Finance Committee Meeting
January 21, 2015
10:00 a.m.

- | | |
|---|-----------------|
| 1. Roll Call | Stuart |
| 2. Approval of Minutes from November 19, 2014 | Stuart |
| 3. Financing Options Update/Consultant Selection | Giardino |
| 4. Other Business | Stuart |

Next meeting is _____.

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Finance Committee Meeting
January 21, 2015

Present:

Hank Stuart, Chairman
Susan Keith

Excused Absence:

James G. Vazzana, Esq.

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order at 10:03 am.

Approval of Minutes from November 19, 2014

A motion was made to approve by Member Keith and seconded by Member Stuart. The motion passed 2-0.

Financing Options Update/Consultant Selection

Administrative Director Giardino reported that he and Deputy Director Moore have spoken with Stephen Baldwin & Associates and have been given a quote for the scope of the project described. Monroe County has recently amended their procurement guidelines. If that is approved by the board later today, proposal estimate would be within that scope. Airport Staff will meet with Stephen Baldwin initially and then Administrative Director Giardino would like to have Stephen Baldwin present his initial findings to the Finance Committee.

Other Business

Discussion ensued relative to determining the next date for the Finance Committee Meeting.

Meeting was adjourned @ 10:13 AM

The next Finance Committee Meeting is March 25, 2015 @ 10 am.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 02-06-15

Agenda
Monroe County Airport Authority
Regular Meeting
January 21, 2015
12:00 p.m.

- | | |
|---|------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from November 19, 2014 | Vazzana |
| 4. Employee Recognition(s) | Vazzana/Giardino |
| 5. Treasurer's Report | Franklin |
| 6. Finance Committee Report | Stuart |
| 7. Audit Committee Report | Perrone |
| 8. Approve and adopt the Monroe County Procurement Policy Update for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 9. Authorize a contract with GCR Inc. to provide the Installation, Testing and Maintenance of an Airport Operations Management System for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 10. Authorize a contract for ATM Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 11. Authorize expenditure in an amount not to exceed \$100,000 for Marketing, Promotions & Community Outreach Associated with the 2015 Rochester International Airshow | Giardino |
| 12. Authorization to sell a Portion of Property at 175 Buell Road for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 13. Authorization to enter into an assignment and modification of lease for Property at 1205 Scottsville Road for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 14. Authorization to execute a Memorandum of Agreement with the Federal Aviation Administration (FAA) to Construct, Operate and Maintain FAA owned Navigation Aids on Airport Property for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |

- | | |
|--|----------|
| 15. Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority | Crumb |
| 16. Traffic Report | Haas |
| 17. Director's Report | Giardino |
| 18. Other Business | Vazzana |

Next meeting is March 25, 2015 @ 12 noon

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ of 2015

**APPROVAL AND ADOPTION OF THE UPDATED MONROE COUNTY PROCUREMENT POLICY
FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the updated Monroe County Procurement Policy as amended from time to time at the Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: X-X

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ of 2015

AUTHORIZING A CONTRACT WITH GCR INC. TO PROVIDE INSTALLATION, TESTING AND MAINTENANCE OF AN AIRPORT OPERATIONS MANAGEMENT SYSTEM FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with GCR Inc. to provide installation, testing and maintenance of an airport operations management system for the Monroe County Airport Authority.

Section 2. GCR Inc. was determined by a Selection Committee to be the most qualified of the respondents. Airfield inspection and reporting is required under the Federal Aviation Administration (FAA), Part 139 Airport Operating Certification and a compatible work order module is vital to integrating the Part 139 inspection software into ROC's daily inspection activities. The Airport Operations Management System will include all software, installation, training, five-year warranty, maintenance, licensing and support. This contract will be for a period of three (3) years, with options exercisable by the Authority to renew for up to two (2) consecutive three (3) year terms, subject to performance review. This contract is to be awarded at an annual cost not to exceed:

Year 1: \$58,000; Year 2: \$9,000; Year 3: \$9,500

Section 3. Funding is available for this contract in the 2015 Monroe County Airport Authority budget as adopted by Resolution 19 of 2014 on September 24, 2014.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither GCR Inc., nor any of its principal officers, owes any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: X-X

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

**AUTHORIZE CONTRACT FOR ATM CONCESSIONS FOR THE MONROE COUNTY AIRPORT
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes a contract for the operation of an ATM concession and night depository service at the Greater Rochester International Airport (ROC) with Canandaigua National Bank & Trust that provides for the following:

- A. A Concession fee for one ATM post security location on the secure side which is the greater of either:
 - 1. A minimum annual guarantee (MAG) of \$12,000 or
 - 2. 35.1% of the annual Gross Sales

- B. A Concession fee for the one ATM on the public side which is the greater of either:
 - 1. A minimum annual guarantee (MAG) of \$8,000; or
 - 2. 35.1% of the annual Gross Sales

- C. Inclusion of a night depository on the public side.

Section 2. The initial term of this agreement is for three (3) years commencing February 1, 2015 with an option to renew for one (1) consecutive term of up to (3) three years by mutual consent of both the Concessionaire and the Authority three (3) months prior to the expiration of the initial term of this agreement.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 21, 2015

Vote: X – X

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$100,000 FOR MARKETING,
PROMOTIONS AND COMMUNITY OUTREACH ASSOCIATED WITH THE 2015 ROCHESTER
INTERNATIONAL AIRSHOW FEATURING THE US NAVY BLUE ANGELS**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$100,000 on behalf of the Monroe County Airport Authority for marketing, promotions and community outreach associated with the 2015 Rochester International Airshow featuring the US Navy Blue Angels to be held Memorial Day Weekend, May 22 to May 24, 2015.

Section 2. These funds will be appropriated from the Surplus Fund.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: X-X

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

AUTHORIZING THE SALE OF .10 ACRE OF PROPERTY AT 175 BUELL RD. FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to sell .10 acre of property at 175 Buell Road in the amount of \$3,000 to Roxbury Land LLC.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: X-X

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

**AUTHORIZATION TO ENTER INTO AN ASSIGNMENT AND MODIFICATION OF LEASE FOR
PROPERTY AT 1205 SCOTTSVILLE ROAD FOR THE MONROE COUNTY AIRPORT AUTHORITY AT
THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to approve on behalf of the Monroe County Airport Authority a request for an assignment of lease from Rochester Flight Services LLC to JetSmart Aviation Services Inc. for property at 1205 Scottsville Road, upon satisfaction of any legal issues deemed applicable by the Director and legal counsel.

Section 2. The Administrative Director of the Monroe County Airport Authority is authorized to permit the extension of the lease as stated in Article 2 of the original sub-lease agreement dated July 12, 2010.

Section 3. All terms and conditions of the Lease Agreement remain the same.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither JetSmart Aviation Services, Inc. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: X-X

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

AUTHORIZATION TO EXECUTE A MEMORANDUM OF AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) TO CONSTRUCT, OPERATE AND MAINTAIN FAA OWNED NAVIGATION AIDS ON AIRPORT PROPERTY FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a memorandum of agreement, a copy of which is attached hereto as **Exhibit A**, with the Federal Aviation Administration (“FAA”) to allow the FAA to construct, operate and maintain FAA owned navigation, communication and weather aid facilities (collectively the “Navigation Aids”) on airport property controlled by the Authority.

Section 2. The Agreement shall be for a period commencing as of October 1, 2014 and terminating September 30, 2034.

Section 3. The compensation for the FAA’s use of the property is that the information supplied to MCAA by the Navigational Aids is crucial to support MCAA air traffic operations.

Section 4. The records in the Office of the Monroe County treasurer have indicated that FAA owes no delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: X-X

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 21, 2015**

Present:

**James G. Vazzana, Esq., Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
John J. Perrone, Jr.
Susan Keith
Hank Stuart**

Excused Absence:

R. Thomas Flynn, Vice-Chairman

Others Present:

Michael Giardino	Director of Aviation
Merideth H. Smith	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
David Haas	

Meeting was called to order by the Chairman @ 12:05 p.m.

Approval of the Minutes from November 19, 2014

The minutes were approved without changes. A motion to accept the minutes was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 6-0.

Employee Recognition

Chairman Vazzana and Administrative Director Giardino acknowledged several employees at ROC whom had been identified by passengers and peers as providing exceptional customer service to ROC on recent occasions. Norine Parnell – VisitRochester, Barb Harrington – USAirways, Kailyn Fairwell – Delta Air Lines were present and awarded an ROC challenge coin for their individual contributions to ROC.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for November 2014 credit card usage by the Director had on it one (1) charge for the reporting period. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

Treasurer Franklin reported the travel and business expense statement for the period since November 2014. The statement for November - December 2014 had on it eighteen (18) expenses for the reporting period. It was noted that the Dec. 3 charge will have two different reports associated with it since there was a credit associated with it. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

A motion to accept both the credit card usage and report on travel and business expenses was moved by Member Kaleh and seconded by Member Perrone. The motions passed unanimously 6-0.

Finance Committee Report

Presented by Member Stuart.

Audit Committee Report
Presented by Member Perrone.

Approval and Adoption of the Monroe County Procurement Policy Update

Administrative Director Giardino reported that the Monroe County Procurement policy had recently been amended to increase the amount allotted for professional service agreements from \$5,000 to \$20,000. The Monroe County Airport Authority follows the Monroe County Procurement Policy. This resolution will allow the Monroe County Airport Authority to amend its procurement policy from time to time when necessary and keep it aligned with that of the Monroe County procurement policy. A motion to approve and adopt was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize a Contract with GCR Inc., to provide Installation, Testing and Maintenance of an Airport Operations Management System for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino stated that for Part 139 requirements the Airport must track maintenance, training and other records. To date, that tracking has been done in hand writing and while there have been no discrepancies in past inspections, this automated system will track and maintain records electronically so that in the future pulling data will be a streamlined, efficient process. The Airport issued a Request for Proposal (RFP) and two proposals were received from qualified vendors. A selection committee convened, evaluated the proposals and made the recommendation to select GCR Inc. Conversation ensued with regards to Part 139 Standards and the other airports GCR Inc. has similar products in use at. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize a contract for ATM Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that currently Canandaigua National Bank (CNB) has three (3) ATM's in the Airport. A Request for Proposals (RFP) was issued due to the upcoming contract expiration on the current ATM's and there was one respondent to that RFP, Canandaigua National Bank. The Airport selected the option from CNB that reduces the number of ATM's by one (1) machine, for a total of two (2) machines in the terminal (one in baggage claim and one that will be centralized in the food court). This option proposed the greatest revenue to the Airport. Chairman Vazzana abstained from voting on this resolution because he is a shareholder at CNB. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 5-0.

Authorize Expenditure in an Amount Not to Exceed \$100,000 for Marketing, Promotions & Community Outreach Associated with the 2015 Rochester International Airshow

Director Giardino reported that the airshow is coming in May featuring the US Navy Blue Angels. He reported that he had spoken individually to each board member previously about the US Navy Blue Angels coming to ROC. Director Giardino stated that approximately \$20,000 was expended last year for the USAF Thunderbirds Airshow in August 2014 to promote the ROC brand to airshow patrons using print, radio, parking sponsorship, guerilla marketing and administering surveys. This marketing package is similar and has been developed in consultation with Wahl Media to promote the ROC brand again to airshow patrons using print, radio, TV, billboards, social media and community outreach to properly vetted organizations and school groups to attend the Friday practice show that may not have the opportunity otherwise to attend an airshow. The funds for this will come from the Airport Surplus fund and this marketing initiative will highlight the ROC brand and its amenities on all airshow marketing, similar to what the Airport does now with marketing campaigns that highlight the ROC brand and air service. A motion to approve and adopt was moved by Member Daniele and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Selling a Portion of Property at 175 Buell Road

Assistant Secretary Crumb reported that this portion of property is a 0.1 acre piece of land, a tail of a parcel that was cut off when I-390 was developed. The buyer of this not developable property is an adjacent property neighbor who has offered \$3,000.00, deemed an appropriate amount by Monroe County Real Estate Department and plans to use the land for parking. Conversation ensued regarding the location of the property. A motion to approve and adopt was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 6-0.

Authorize Entering into an Assignment and Modification of Lease for Property at 1205 Scottsville Road

Assistant Secretary Crumb reported that Rochester Flight Services, LLC the tenant of the lease is interested in assigning the lease to their sub-tenant JetSmart Aviation Services Incorporated. The current lease with Rochester Flight Services, LLC expires in July with extensions agreeable upon mutual consent. It was discussed that it is in the best business interest of the Authority to having Fixed Base Operators like JetSmart Aviation Services providing essential services and aircraft owners leasing space from an FBO than leasing directly from the Authority. This will allow for a more streamlined process and maximum revenue to the Authority. A motion to approve and adopt was moved by Member Daniele and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Execution of a Memorandum of Agreement with the Federal Aviation Administration (FAA) to Construct, Operate and Maintain FAA Owned Navigation Aids on Airport Property

Assistant Secretary Crumb reported that the FAA provides certain Navigation Aids on property that ROC needs to be a part of the national airspace system. In the past, this was done with small individual agreements and when the equipment was no longer used new agreements were issued to replace prior agreements. Throughout the nation, the FAA is looking to streamline this process with a Memorandum of Agreement (MOA) which will eliminate the need for recurring small individual agreements. It was discussed that equipment is continually being upgraded and that there is no perceived benefit to keeping small individual agreements. A motion to approve and adopt was moved by Member Kaleh and seconded by Member Stuart. The motion passed unanimously 6-0.

Distribution of the Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority

Assistant Secretary Crumb distributed the Annual Statement of Financial Disclosure for Members and Officers and requested that all evaluations be completed and mailed within thirty (30) days from today's meeting to Mr. Crumb's attention using the stamped envelope provided.

Traffic Report

Mr. Dave Haas reported November 2014 enplanements at 93,909 (decrease of 0.9% as compared to November 2013) and December 2014 enplanements at 95,417 (decrease of 5.5% as compared to December 2013). Total enplanements for 2014 were 1,188,713 (decrease of 2.7% as compared to 2013 Total Enplanements). The average enplanements per day at ROC in 2014 were 3,257 down slightly from 2013 due in part to harsh winter weather especially during January – March 2014 and United ceasing operations to its Cleveland hub in 2014. Compared to the Thruway Airport enplanement activity in 2014: Albany was the only city to report annual increase at almost 1%, Syracuse was down 0.2% and Buffalo was down 7%. Load factors for the year averaged 81.6% in 2014, an increase over the average Load Factor in 2013 at 81.5%. Delta Air Lines captured the largest passenger share in 2014 with 28.6% of the market at ROC, followed by Southwest 20.1%, United and USAirways at 18.6% and 18.5% respectively, JetBlue 9.3%, American Envoy 4.5% and Air Canada 0.4%. Average Departing Seats were 117,075 for November 2014 and 118,668 for December 2014 bringing monthly comparisons of 2013 vs. 2014 closer together. Mr. Haas reported that Landing Weights totaled 1,354,819,944 lbs. for the year, down approximately 2.2% as compared to 2013 again impacted by harsh winter weather flight cancellations. FedEx landing weights increased in 2014 from 201.4 Million lbs. to 209.5 Million lbs., a 4% increase primarily due to more utilization of MD10 freighters vs. Airbus freighters. Scheduled Departing Trips for 2014 were 19,150 down approximately 7.7% as compared to 2013. 2014 schedule Impacts included: United ceasing operations to the Cleveland Hub, seasonal flight adjustments by Southwest Airlines to Tampa, Delta enhanced service in December to Minneapolis and Detroit using former AirTran B-717 aircraft, USAirways added of a second flight to Charlotte served by its affiliate Republic Airways and American Airlines began utilizing larger aircraft on its Chicago route.

Mr. Haas concluded that total operations reported by Air Traffic Control at ROC for 2014 were 86,543, a decrease of 5.2% (mainly in general aviation operations) as compared to 91,847 total operations in 2013.

Director's Report

Director Giardino discussed the topic of air travel cost relative to decreased fuel prices and cited recent articles on the topic that airlines are satisfied with pricing the way it is now and that one can't equate gasoline prices to jet A fuel pricing. Director Giardino mentioned again about the airshow coming in May and that planning is underway. Airport Construction update included allocating grant funding, PFC money expensed, the new Parking and Revenue Control System (PARCS) being implemented and aggressively pursuing real estate as determined in the Airport Master Plan. Director Giardino, as President of the New York Aviation Management Association (NYAMA) will be testifying at Budget Hearings In Albany, January 29th and participating in NYAMA Advocacy Day in March to engage Legislative officials. Giardino reported that he is very interested in hosting an Unmanned Aircraft Vehicle (UAV)/Unmanned Aircraft System (UAS) Symposium here at ROC and bringing together stakeholders in the topic such as RIT and others to discuss issues and topics of importance related to UAV/UAS. NYAMA will also be hosting the annual Fall Conference in ROC in September 2015. Lastly, Director Giardino discussed air service development initiatives and the possibility of ROC developing an incentive package to attract current or new airlines to add service to destinations unserved from ROC.

Other Business

Annual Ethics Training will follow the conclusion of today's meeting.

Meeting was adjourned @ 12:57 p.m.

The next Board Meeting is March 25, 2015. Annual Meeting will take place at 12 noon followed immediately by the Regular Board Meeting.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.
Assistant Secretary

Dated: 02-06-15

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 of 2015

**APPROVAL AND ADOPTION OF THE UPDATED MONROE COUNTY PROCUREMENT POLICY
FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the updated Monroe County Procurement Policy as amended from time to time at the Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated:

1/21/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 of 2015

AUTHORIZING A CONTRACT WITH GCR INC. TO PROVIDE INSTALLATION, TESTING AND MAINTENANCE OF AN AIRPORT OPERATIONS MANAGEMENT SYSTEM FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with GCR Inc. to provide installation, testing and maintenance of an airport operations management system for the Monroe County Airport Authority.

Section 2. GCR Inc. was determined by a Selection Committee to be the most qualified of the respondents. Airfield inspection and reporting is required under the Federal Aviation Administration (FAA), Part 139 Airport Operating Certification and a compatible work order module is vital to integrating the Part 139 inspection software into ROC's daily inspection activities. The Airport Operations Management System will include all software, installation, training, five-year warranty, maintenance, licensing and support. This contract will be for a period of three (3) years, with options exercisable by the Authority to renew for up to two (2) consecutive three (3) year terms, subject to performance review. This contract is to be awarded at an annual cost not to exceed:

Year 1: \$58,000; Year 2: \$9,000; Year 3: \$9,500

Section 3. Funding is available for this contract in the 2015 Monroe County Airport Authority budget as adopted by Resolution 19 of 2014 on September 24, 2014.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither GCR Inc., nor any of its principal officers, owes any delinquent Monroe County property taxes.

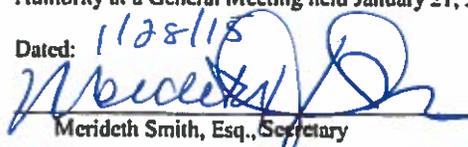
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated: 1/28/15



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2015

**AUTHORIZE CONTRACT FOR ATM CONCESSIONS FOR THE MONROE COUNTY AIRPORT
AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes a contract for the operation of an ATM concession and night depository service at the Greater Rochester International Airport (ROC) with Canandaigua National Bank & Trust that provides for the following:

- A. A Concession fee for one ATM post security location on the secure side which is the greater of either:
 - 1. A minimum annual guarantee (MAG) of \$12,000 or
 - 2. 35.1% of the annual Gross Sales

- B. A Concession fee for the one ATM on the public side which is the greater of either:
 - 1. A minimum annual guarantee (MAG) of \$8,000; or
 - 2. 35.1% of the annual Gross Sales

- C. Inclusion of a night depository on the public side.

Section 2. The initial term of this agreement is for three (3) years commencing February 1, 2015 with an option to renew for one (1) consecutive term of up to (3) three years by mutual consent of both the Concessionaire and the Authority three (3) months prior to the expiration of the initial term of this agreement.

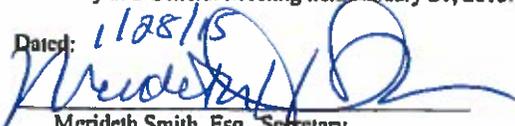
Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 21, 2015

Vote: 5-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated: 1/28/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2015

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$100,000 FOR MARKETING, PROMOTIONS AND COMMUNITY OUTREACH ASSOCIATED WITH THE 2015 ROCHESTER INTERNATIONAL AIRSHOW FEATURING THE US NAVY BLUE ANGELS

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$100,000 on behalf of the Monroe County Airport Authority for marketing, promotions and community outreach associated with the 2015 Rochester International Airshow featuring the US Navy Blue Angels to be held Memorial Day Weekend, May 22 to May 24, 2015.

Section 2. These funds will be appropriated from the Surplus Fund.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated: 1/28/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2015

AUTHORIZING THE SALE OF .10 ACRE OF PROPERTY AT 175 BUELL RD. FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to sell .10 acre of property at 175 Buell Road in the amount of \$3,000 to Roxbury Land LLC.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated: 1/28/15

A handwritten signature in blue ink, appearing to read "Merideth Smith", written over a horizontal line.

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2015

**AUTHORIZATION TO ENTER INTO AN ASSIGNMENT AND MODIFICATION OF LEASE FOR
PROPERTY AT 1205 SCOTTSVILLE ROAD FOR THE MONROE COUNTY AIRPORT AUTHORITY AT
THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to approve on behalf of the Monroe County Airport Authority a request for an assignment of lease from Rochester Flight Services LLC to JetSmart Aviation Services Inc. for property at 1205 Scottsville Road, upon satisfaction of any legal issues deemed applicable by the Director and legal counsel.

Section 2. The Administrative Director of the Monroe County Airport Authority is authorized to permit the extension of the lease as stated in Article 2 of the original sub-lease agreement dated July 12, 2010.

Section 3. All terms and conditions of the Lease Agreement remain the same.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither JetSmart Aviation Services, Inc. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated: 1/28/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2015

AUTHORIZATION TO EXECUTE A MEMORANDUM OF AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) TO CONSTRUCT, OPERATE AND MAINTAIN FAA OWNED NAVIGATION AIDS ON AIRPORT PROPERTY FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a memorandum of agreement, a copy of which is attached hereto as **Exhibit A**, with the Federal Aviation Administration ("FAA") to allow the FAA to construct, operate and maintain FAA owned navigation, communication and weather aid facilities (collectively the "Navigation Aids") on airport property controlled by the Authority.

Section 2. The Agreement shall be for a period commencing as of October 1, 2014 and terminating September 30, 2034.

Section 3. The compensation for the FAA's use of the property is that the information supplied to MCAA by the Navigational Aids is crucial to support MCAA air traffic operations.

Section 4. The records in the Office of the Monroe County treasurer have indicated that FAA owes no delinquent Monroe County property taxes.

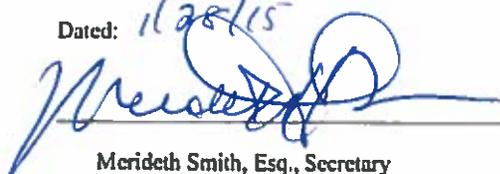
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 21, 2015.

Dated: 1/28/15



Merideth Smith, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
March 25, 2015
11:00 a.m.

- | | | |
|----|--|---------------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from January 21, 2015 | Perrone |
| 3. | Bonadio: Presentation of the 2014 Audit | Sheppard |
| 4. | Presentation of Internal Audit | Marasco/Niles |
| 5. | Annual Reporting and Resolution | Fedison |
| | <ul style="list-style-type: none">▪ Annual Public Authorities Report▪ Public Authorities Reporting Information System (PARIS) Report▪ Policy Review and Update | |
| 6. | Directors Litigation Update | Fedison |
| 7. | Ethics Hotline Report | Crumb |
| 8. | Other Business | Stuart |

Next meeting is May 20, 2015

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

March 25, 2015

Present:

John H. Perrone, Jr., Chairman

Hank Stuart

Late:

Hon. Anthony Daniele

Others Present:

Maryanne Fedison Assistant Treasurer

Merideth H. Smith, Esq. Secretary

Randy Shepard Bonadio & Company, LLP

Heidi Bresler Bonadio & Company, LLP

Meeting was called to order by Chairman Perrone at 11:01 a.m.

Approval of the Minutes from January 21, 2015

A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

Presentation of Internal Audit

Assistant Treasurer Maryanne Fedison presented an internal audit update as prepared by Stonebridge Business Partners. Ms. Fedison reported that it had been determined through an internal audit that Red Osier was not calculating royalty concessions for airport employee priced discounted meals properly. Red Osier paid a true-up to correct the underreporting and has implemented reeducated its employees of the current reporting practice for 2015 moving forward.

Annual Reporting and Resolution

Assistant Treasurer Maryanne Fedison presented the Annual Public Authorities Report, the Public Authorities Reporting Information System (PARIS) Report and the Policy Review/Update. Ms. Fedison discussed the contents of the documents and requirements for filing and publicly posting per the Authorities Budget Office (ABO) guidelines. It was noted that there were no changes to the policies with the exception of the procurement policy which was approved by the board at a previous board meeting. Member Stuart asked about the policy governing disposing of property and Ms. Fedison noted that she would check to make sure the current policy captured this information.

Ms. Fedison reported that the 2014 rates and charges true up was held with the airlines recently. The actual cost per enplaned (CPE) passenger for 2014 was \$11.60, a \$0.70 decrease from the 2014 budgeted CPE of \$12.30. Terminal rental rates decreased from 2014 budgeted rate of \$55.00 to 2014 actual rate of \$43.00 due to airport costs decreasing and revenues increasing. Ms. Fedison reported that the airlines were happy with the true-up and stated ROC as told by the airline property managers that ROC is often noted amongst airports our size for being cost conscious.

Directors Litigation Report

Secretary Merideth Smith presented a litigation report to the committee stating that there were currently five (5) personal injury and one (1) contract lawsuit at various stages of litigation and that Monroe County legal or contracted counsel are vigorously defending these claims. Ms. Smith reported that the I-390 case goes to court next month on appeal. Overall, there are a minimum number of claims at the Airport currently.

Ethics Hotline Report

Assistant Secretary Crumb reported that one call came into the Ethics Hotline for the reporting period but it was not intended for the Airport, therefore it was redirected to the proper entity. No other calls came into the Ethics Hotline for the reporting period.

Bonadio: Presentation of the 2014 Audit

Mr. Randy Shepard and Ms. Heidi Bresler from Bonadio & Company, LLP presented the 2014 Audit of the Monroe County Airport Authority. Mr. Shepard reported that there were no new accounting policies adopted, no misstatements or significant findings were identified as a result of the audit. The opinion rendered by the auditors was highly favorable indicating that the Authority continues to operate in an effective manner with proper internal audits in place. It was noted that in response to board suggestion, the engagement partner overseeing the audit and the number of years working on the audit was included in the auditor's executed statement.

Other Business

No other business presented.

Meeting was adjourned @ 11:26 a.m.

The next Audit Committee Meeting is May 20, 2015.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated:

5/4/15

Agenda
Monroe County Airport Authority
Governance Committee Meeting
March 25, 2015
11:15 a.m.

- | | | |
|----|---|---------|
| 1. | Roll Call | Vazzana |
| 2. | Approval of Minutes from November 19, 2014 Governance Committee Meeting | Vazzana |
| 3. | Annual Review of Mission Statement and Performance Goals & Measures | Vazzana |
| 4. | Annual Review of Confidential Evaluation of Board Performance - Summary Results | Crumb |
| 5. | Authorities Budget Office Policy Guidance Update | Crumb |
| 6. | Ethics Hotline Report | Crumb |
| 7. | Other Business | Vazzana |
| 8. | Adjournment | Vazzana |

Next Meeting is scheduled for _____TBD_____.

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Governance Committee Meeting

March 25, 2015

Present:

James G. Vazzana, Esq.

Susan Keith

Hon. Cynthia Kaleh

Excused Absence:

R. Thomas Flynn, Chairman

Others Present:

Michael Giardino

Administrative Director

Donald L. Crumb Jr., Esq.

Assistant Secretary

Meeting was called to order by Member Vazzana at 11:20 am.

Approval of the Minutes from November 19, 2014 Governance Committee Meeting

A motion was made to approve by Member Keith and seconded by Member Kaleh. The motion passed 3-0.

Annual Review of Mission Statement and Performance Goals & Measures

Member Vazzana presented the annual review of the mission statement and performance goals and measures with the committee. Member Vazzana stated that it appears that the authority has met all of the goals, a standard we would expect, offered suggestions from any members, none made. A motion was made to approve by Member Keith and seconded by Member Kaleh. The motion passed 3-0.

Annual Review of Confidential Evaluation of Board Performance – Summary Results

Assistant Secretary Crumb presented the annual review of confidential evaluation of board performance summary results. A motion was made to approve by Member Keith and seconded by Member Kaleh. The motion passed 3-0.

Authorities Budget Office Policy Guidance Update

Assistant Secretary Crumb stated that on January 13, 2015 the ABO issued new Guidance for restrictions placed on public authorities accepting grants and loans.

Ethics Hotline Report

Assistant Secretary Crumb reported that there was one call to the Ethics hotline for the reporting period; but that the call was erroneously made to the hotline. No other calls came into the Ethics hotline for the reporting period.

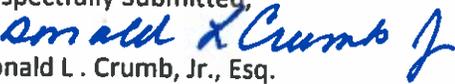
Other Business

Member Kaleh inquired about the status of including the name of the engagement partner overseeing the annual audit being included in the audit. No other business was presented.

Meeting was adjourned @ 12:34 AM

The next Governance Committee Meeting is TBD.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Secretary

Dated: 3-31-15

Agenda
Monroe County Airport Authority
Finance Committee Meeting
March 25, 2015
10:30 a.m.

- | | | |
|----|---|----------|
| 1. | Roll Call | Stuart |
| 2. | Approval of Minutes from January 21, 2015 | Stuart |
| 3. | Consultant Update | Giardino |
| 4. | Other Business | Stuart |

Next meeting is _____TBD_____.

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Finance Committee Meeting
March 25, 2015

Present:
Hank Stuart, Chairman
Susan Keith

Excused Absence:
James G. Vazzana, Esq.

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary

Meeting was called to order at 10:32 am.

Approval of Minutes from January 21, 201

A motion was made to approve by Member Keith and seconded by Member Stuart. The motion passed 2-0.

Consultant Update

Administrative Director Giardino reported that since the last meeting the Authority has contracted with Steven Baldwin Associates who specialize in governance and finance. Mr. Baldwin is in the process of setting up appointments with each board member. Conversation ensued among members with regards to the Airports current debt status. The consultant plans to present findings to the MCAA board at the regularly scheduled May meeting.

Other Business

No other business presented.

Meeting was adjourned @ 10:40 AM
The next Finance Committee Meeting is TBD.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.
Assistant Secretary

Dated: 3-31-15

Agenda
Monroe County Airport Authority
Annual Meeting
March 25, 2015
12:00 Noon

- | | | |
|----|--|----------------------------|
| 1. | Roll Call | Vazzana |
| 2. | Approval of Minutes from March 26, 2014 Annual Meeting | Vazzana |
| 3. | Appointment of Officers
Proposed Slate: | Vazzana |
| | Vice Chairperson: | R. Thomas Flynn |
| | Assistant Secretary: | Donald L. Crumb, Jr., Esq. |
| | Assistant Treasurer: | Maryanne Fedison |
| 4. | Other Business | Vazzana |
| 5. | Adjournment | Vazzana |

Minutes

MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING MINUTES
March 25, 2015

Present:

James G. Vazzana, Esq. Chairman
John J. Perrone, Jr.
Susan Keith
Charles Henry Stuart
Hon. Anthony Daniele
Hon. Cynthia Kaleh

Excused Absence:

R. Thomas Flynn Vice-Chairman

Others Present:

Michael Giardino Director of Aviation
Robert Franklin Treasurer
Maryanne Fedison Assistant Treasurer
Merideth H. Smith, Esq. Secretary
Donald L. Crumb, Jr., Esq. Assistant Secretary

Meeting was called to order by the Chairman @ 12:00 noon

Approval of the Minutes from March 26, 2014

Moved by Member Keith and seconded by Member Perrone that the minutes be approved without changes. The motion passed unanimously 6-0.

Appointed of Officers

Proposed Slate:

Chairman Vazzana proposed the following appointed officers as annually required by the Authority By Laws: R. Thomas Flynn as Vice – Chairperson, Donald L. Crumb, Jr., Esq., as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 6-0.

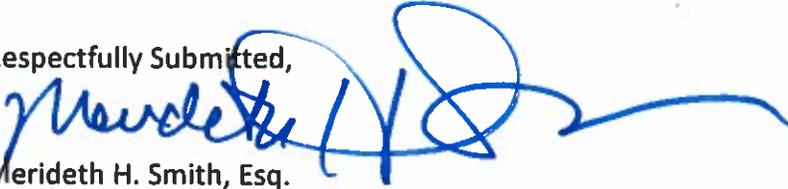
Other Business

No other business presented.

Meeting was adjourned @ 12:01 PM

The next Annual Meeting will be scheduled for March 23, 2016.

Respectfully Submitted,


Merideth H. Smith, Esq.

Secretary

Dated:

Agenda
Monroe County Airport Authority
Regular Meeting
March 25, 2015
12:05 p.m.

- | | |
|---|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from January 21, 2015 | Vazzana |
| 4. Treasurers Report | Franklin |
| 5. Finance Committee Report | Stuart |
| 6. Governance Committee Report | Vazzana |
| 7. Audit Committee Report | Perrone |
| 8. Approve Submission of Annual Report and Acceptance of 2014 Audit Report by Bonadio & Co., LLP | Perrone |
| 9. Authorize a Lease Agreement with the Federal Aviation Administration (FAA) for equipment located at 999 Beahan Road | Crumb |
| 10. Authorize an Amendment of the Lease between National Equity Holding LLC and the Monroe County Airport Authority for the Parking lot commonly known as the "Red Lot" | Giardino |
| 11. Authorize the Administrative Director to enter into an agreement with Qualified Airlines for new Non-Stop Service from ROC to an unserved airport as part of the Airline Incentive Package for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 12. Authorize an Amendment of the Concession Agreement with SSP America, Inc., f/ka Creative Host Services, Inc., for Operation of Food and Beverage Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 13. Authorize Amendment of the Agreement for Advertising with Normal Communications, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 14. Litigation Report | Crumb |
| 15. Traffic Report | Haas |
| 16. Director's Report | Giardino |

17. Other Business

Vazzana

Next meeting is May 20, 2015

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2014 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Annual Report for the Monroe County Airport Authority as presented at this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Maryanne Fedison, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (Handbook)

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2014 AUDIT REPORT BY BONADIO & COMPANY, LLP

Section 4. The Authority having reviewed the 2014 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 2)

ADOPTION: Dated: March 25, 2015

Vote: X-X

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated:

Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

**AUTHORIZE A LEASE AGREEMENT WITH THE FEDERAL AVIATION
ADMINISTRATION (FAA) FOR EQUIPMENT LOCATED ON AIRPORT PROPERTY AT
999 BEAHAN ROAD**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a "Small Lease for Real Property", a copy of which is attached hereto as **Exhibit A**, with the Federal Aviation Administration ("FAA") to allow the FAA to lease approximately thirty-five (35) square feet of floor space for the operation of the Calibration Performance Monitoring Equipment located at 999 Beahan Road Rochester, New York, which is airport property controlled by the Authority.

Section 2. The Agreement shall be for a period commencing as of October 1, 2014 and terminating September 30, 2024.

Section 3. The compensation for the FAA's lease of the property is Five Hundred and 00/100 Dollars per year.

Section 4. The records in the Office of the Monroe County treasurer have indicated that the FAA owes no delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: March 25, 2015

Vote: X-X

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated:

Donald L Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

AUTHORIZATION TO AMEND THE LEASE BETWEEN NATIONAL EQUITY HOLDING LLC AND THE MONROE COUNTY AIRPORT AUTHORITY FOR THE PARKING LOT COMMONLY KNOWN AS THE "RED LOT".

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to negotiate and execute an amendment to the lease (the "Lease") between National Equity Holding LLC (the "Landlord") and the Monroe County Airport Authority ("MCAA") for the parking lot commonly known as the "Red Lot".

Section 2. The Administrative Director is authorized to agree to the following revisions to the Rent set forth in the Lease:

Base Rent paid by MCAA to Landlord shall be paid as follows:

- Base Rent beginning February 1, 2015 and ending June 30, 2015 shall be paid on the first day of each calendar month at the rate of \$49,085.67 per month
- Base Rent beginning July 1, 2015 and ending at the end of the Initial Extension Term shall be \$425,000.00 per year, paid monthly on the first day of each calendar month in installments of \$35,416.67, each
- Annual Base Rent during each year of the first or second Extension Terms shall be \$425,000.00, plus an additional amount (the "Enplanement Premium"), based on the following formula:
 - o If enplanements for the Greater Rochester International Airport ("ROC") for the calendar year last ending before the end of the Initial Extension Term, or the first Extension Term thereafter, exceed 1,228,173 (the average annual enplanements as reported by the FAA for years 2009 - 2013), MCAA shall pay to Landlord an annual Enplanement Premium of thirty five cents (\$0.35) per enplanement for each enplanement above 1,228,173. Enplanement statistics used to calculate the Enplanement Premium for the rent calculations above shall be as reported by the FAA or a similar FAA publication."

Section 3. The Administrative Director is authorized to agree to the following revisions to the Term set forth in the Lease:

- The existing term of the Lease is ended as of January 31, 2015
- The Term shall be extended for the period commencing February 1, 2015, and ending January 31, 2020 ("Initial Extension Term")
- The Term may be further extended at the election of MCAA for up to two (2) additional five (5) year terms (collectively the "Extension Terms," and individually an "Extension Term").
- The Term shall automatically extend at the end of Initial Extension Term, and again at the end of the first Extension Term unless MCAA provides written notice of termination to Landlord, at least six (6) months prior to the end of the of

the Initial Extension Term or the first Extension Term, respectively, that Tenant desires the Amended Lease to terminate at the end of the expiring Term.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither National Equity Holding LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 5: This resolution shall take effect immediately.

ADOPTION:

Dated: March 25, 2015

Vote: X-X

I, Donald L Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated:

Donald L. Crumb, Jr. Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ of 2015

AUTHORIZATION TO OFFER AN INCENTIVE PACKAGE WITH QUALIFIED AIRLINES WHO INITIATE NEW NON-STOP SERVICE FROM THE GREATER ROCHESTER INTERNATIONAL AIRPORT (ROC) TO AN UNSERVED AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to negotiate and execute an airline incentive package with qualified airlines which provide non-stop service from the Greater Rochester International Airport (ROC) to an unserved airport.

Section 2. The Administrative Director is authorized to waive landing, terminal or operation fees and allocate marketing funds for qualified routes as deemed necessary for development of the airline incentive package.

Section 3. This resolution shall take effect immediately.

ADOPTION:

Dated: March 25, 2015

Vote: X-X

I, Donald L Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held March 25, 2015.

Dated:

Donald L. Crumb, Jr. Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

AUTHORIZE AMENDMENT OF THE CONCESSION AGREEMENT FOR OPERATION OF FOOD AND BEVERAGE CONCESSIONS AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT WITH SSP AMERICA, INC. f/ka CREATIVE HOST SERVICES, INC.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to negotiate and execute, on behalf of the Monroe County Airport Authority, an amendment of the Agreement for operation of food and beverage concessions at the Greater Rochester International Airport (the "Agreement") with SSP America, Inc. to:

a. Replace section A of Article 4- Concession Fees with the following:

Salvatore's Pizza Location

- Rent: 10% rent for sales up to \$250,000. 13% rent for sales over \$250,000.
- Minimum Annual Guarantee ("MAG"): Year 1 MAG of \$17,000. Each subsequent year, MAG will be 85% of total rent paid the prior year.

Blue Zone

- Rent: 14% rent for all sales up to \$450,000; 16% rent for all sales over \$450,000.
- MAG: Year 1 MAG of \$40,000. Each subsequent year, MAG will be 85% of total rent paid the prior year.

Genesee Pub

- Rent: 14% rent for all sales up to \$550,000; 16% rent for all sales over \$550,000.
- MAG: Year 1 MAG of \$40,000. Each subsequent year, MAG will be 85% of total rent paid the prior year.

b. Replace section A of Article 6-Use and Operation with the following:

Concessionaire shall use the three (3) Premises for the sole purposes of operating:

- 1.) Restaurant in the area known as Salvatore's Pizza Location;
- 2.) Restaurant and/or bar, pub, and lounge in the area known as the Blue Zone; and
- 3.) Restaurant and/or bar, pub, and lounge in the area known as the Genesee Pub

Any restaurant and/or bar, pub and lounge must be approved in writing by the Director.

MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. ____ of 2015
Page 2 of 2

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither SSP America, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: March 25, 2015

Vote: X-X

I, Donald L. Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held March 25, 2015.

Dated:

Donald L. Crumb, Jr., Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

**AUTHORIZE AMENDMENT OF THE AGREEMENT FOR ADVERTISING AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT WITH NORMAL
COMMUNICATIONS, LLC**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the Agreement for advertising at the Greater Rochester International Airport (the "Agreement") with Normal Communications, LLC to add the following language to the end of the first sentence of Article 2 (A)(2) in order to clarify the obligations of the parties:

, and excluding the payment of a fifteen percent (15%) commission paid to the Contractor.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Normal Communications, LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: March 25, 2015

Vote: X-X

I, Donald L. Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held March 25, 2015.

Dated:

Donald L. Crumb, Jr., Esq., Secretary

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 25, 2015**

Present:

James G. Vazzana, Esq., Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
John J. Perrone, Jr.
Susan Keith
Hank Stuart

Excused Absence:

R. Thomas Flynn, Vice-Chairman

Others Present:

Michael Giardino	Director of Aviation
Merideth H. Smith	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
David Haas	

Meeting was called to order by the Chairman @ 12:01 p.m.

Approval of the Minutes from January 21, 2015

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had twenty-one (21) expenses for the reporting period totaling \$3,364. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

The statement for December 2014, January & February 2015 credit card usage by the Director was presented for the reporting period. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. It was noted that the Authority credit card issued to the County Executive was not used during the reporting period however the annual fee of \$45.00 is routinely charged to this account but will be credited during the next billing cycle.

A motion to accept both the credit card usage and report on travel and business expenses was moved by Member Perrone and seconded by Member Kaleh. The motions passed unanimously 6-0.

Finance Committee Report

Presented by Member Stuart.

Governance Committee Report

Presented by Member Vazzana.

Audit Committee Report

Presented by Member Perrone.

Approve Submission of the Annual Report and Acceptance of 2014 Audit Report by Bonadio & Co., LLP

Member Stuart made the recommendation to the board that the board pass a motion to approve the 2014 Audit as presented in detail earlier by Bonadio & Co., LLP to the Audit Committee. A motion to approve and adopt was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 6-0.

Authorize a Lease Agreement with the Federal Aviation Administration (FAA) for equipment located at 999 Beahan Rd. for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb stated that lease with the FAA is for 35 square feet for FAA monitoring equipment, generating \$500.00 per year to the Authority. It was noted that the date on the resolution is October 2014; due to the negotiation process. A motion to approve and adopt was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 6-0.

Authorize an Amendment to the lease between National Equity Holding LLC and the Monroe County Airport Authority for parking lot commonly known as the "Red Lot"

Administrative Director Giardino reported that the proposed amendment pertains to the parking lot commonly known as the "Red Lot" located on the northeast corner of Brooks Avenue and Buell Road comprised of 1,100 parking spaces. The Authority leases this lot and the lease expires January 30, 2018. It was determined that due to the cost to lease the lot; it was not desirable to extend the lease on the initial terms. Following a lengthy negotiation period, both parties have come to terms on an agreement that would begin July 1, 2014 that saves the Authority over \$3.5 million in total as opposed to the initial terms. Escalations in rent for the extensions are tied to FAA enplanement data records. Chairman Vazzana commended those efforts put forth in reaching the negotiated outcome. Conversation ensued with regards to the particulars of the amendment and the options explored; the Airport has the first right/refusal in the amendment to purchase the lot should it ever become available for sale. A motion to approve and adopt was moved by Member Daniele and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize the Administrative Director to enter into an agreement with Qualified Airlines for new non-stop service from ROC to an unserved airport as part of the airline incentive package for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that incentive packages are not a new concept and are commonly accepted policy at other airports. The frequency of service at ROC has decreased daily from approximately 70 flights a day a few years ago to 50+ flights a day currently; enplanements are strong and planes are full. Director Giardino stated that there are unserved airports ROC could support service to and that the incentive program may entice a carrier to consider those destinations. The incentive is available to any qualified airline and Director Giardino asked for the Authority to consider amending the terms of the incentive for up to two years. There is a varying range of incentive package options to possibly include waiving of fees for qualified routes. Conversation ensued among board members with regards to terms of the incentive package and Director Giardino noted that there are FAA rules that govern incentives. A motion to approve and adopt as amended was moved by Member Perrone and seconded by Member Kaleh. The motion passed unanimously 6-0.

Authorize an Amendment of the Concession Agreement with SSP America, Inc. f/ka Creative Host Services, Inc., for Operation of Food and Beverage Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport

Director Giardino introduced guests Rob Moore and Sam Fantauzzo. Mr. Moore expressed his desire to bring Salvatore's local brand pizza to ROC under the concession agreement replacing Famous Famiglia brand. Chairman Vazzana commended the Authority's efforts to bring local brands to ROC food concessions. A motion to approve and adopt was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 6-0.

Authorize Amendment of the Agreement for Advertising with Normal Communications, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that an internal audit noted that commission paid as part of the advertising agreement was being interpreted differently by parties. This amendment is to clarify the language in the agreement to define properly that the advertising agency deducts 15% agency commission fees before reporting gross sales. It was

noted that at this time, the discrepancy in interpretation is irrelevant as the concessionaire pays a Minimum Annual Guarantee (MAG), however if the MAG were exceeded this amendment clarifies that contract language. A motion to approve and adopt was moved by Member Kaleh and seconded by Member Stuart. The motion passed unanimously 6-0.

Litigation Report

Secretary Merideth Smith reported that the litigation summary is included in the 2014 PARIS report and presented a litigation report to the committee stating that there were currently five (5) personal injury and one (1) contract lawsuit at various stages of litigation and that Monroe County legal or contracted counsel are vigorously defending these claims. Ms. Smith reported that the I-390 case goes to court next month on appeal. Overall, there are a minimum number of claims at the Airport currently.

Traffic Report

Mr. Dave Haas reported January 2015 enplanements at 84,835 (increase of 1.7% over January 2014 at 83,393) and February 2015 enplanements at 86,224 (decrease of 0.03% over February 2014 at 86,252). Total enplanements for 2015 are 171,059 (increase of 0.8% as compared to 2014 YTD). Compared to the Thruway Airports YTD, Albany (ALB) enplanements increased 5.2%, Syracuse (SYR) increased slightly 0.34% and Buffalo (BUF) decreased 2.32%. Load factors at ROC for January 2015 were 72.9 % (decrease slightly as compared to January 2014), February 2015 was 82.2% (increase slightly as compared to February 2014) – averaging 77.6% YTD. Departing seats are averaging about the same as 2014 – January 3,753 seats/day and February 3,744 seats/day.

Passenger airline landing weights are up 4.2% for the two month period YTD. January and February 2015 3,737 and 3,438 tons of cargo was handled at ROC. Scheduled departing trips for January 2015 were 1,520 up 8% as compared to January 2014. February 2015 scheduled departing trips were 1,335 down 4.2% as compared to February 2015; likely impacted by winter storm cancellations. For the two month period trips were up 1.9%. ROC is currently averaging about 52 non-stop flights per day.

Director's Report

Director Giardino reported that for fiscal year 2014 ROC returned \$1 Million back to airlines due to cost saving measures and revenue gains – the airlines were happy with the true-up, airline use-lease agreement ends this year and that negotiations are ongoing for executing extensions. Director Giardino commended all airport employees and tenants for continuation of services during this past grueling winter weather. It was reported that construction season is upon us as the weather warms up and that Federal grants are in place to spend approximately \$6 Million on airfield projects. Director Giardino reiterated the Authority's goal to continue air service development initiatives with the goal to further decrease the cost per enplanement (CPE) to below \$10.00 at ROC.

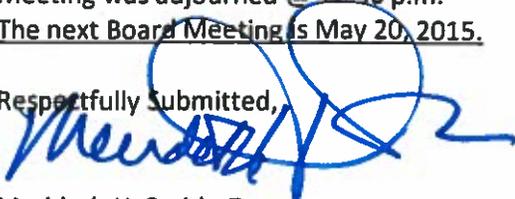
Director Giardino reported that the County Executive has asked the Authority to host an air service development summit for area business leaders on May 21st. Aviation industry consultants Ailevon and the Quotient Group have been asked to present at the event opening up dialogue on how corporations can impact airlines to increase air service from ROC. The 2015 Rochester International Airshow is coming up Memorial Day Weekend May 23 & 24, 2015. Director Giardino concluded that the Finance Committee has plans for a consultant to present to the full board at the May meeting.

Other Business

No other business was presented.

Meeting was adjourned @ 12:56 p.m.
The next Board Meeting is May 20, 2015.

Respectfully Submitted,


Merideth H. Smith, Esq.

Secretary

Dated: 5/4/15

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2015

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2014 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Annual Report for the Monroe County Airport Authority as presented at this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Maryanne Fedison, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (Handbook)

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 8 of 2015
Page 2 of 2**

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2014 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

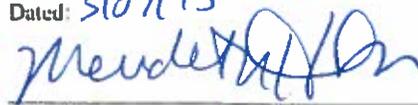
Section 4. The Authority having reviewed the 2014 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 2)

ADOPTION: Dated: March 25, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated:

3/27/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2015

**AUTHORIZE A LEASE AGREEMENT WITH THE FEDERAL AVIATION
ADMINISTRATION (FAA) FOR EQUIPMENT LOCATED ON AIRPORT PROPERTY AT
999 BEAHAN ROAD**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a "Small Lease for Real Property", a copy of which is attached hereto as Exhibit A, with the Federal Aviation Administration ("FAA") to allow the FAA to lease approximately thirty-five (35) square feet of floor space for the operation of the Calibration Performance Monitoring Equipment located at 999 Beahan Road Rochester, New York, which is airport property controlled by the Authority.

Section 2. The Agreement shall be for a period commencing as of October 1, 2014 and terminating September 30, 2024.

Section 3. The compensation for the FAA's lease of the property is Five Hundred and 00/100 Dollars per year.

Section 4. The records in the Office of the Monroe County treasurer have indicated that the FAA owes no delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

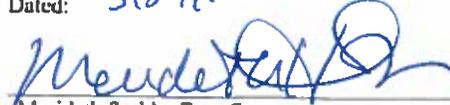
ADOPTION: Dated: March 25, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated:

3/27/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO.10 of 2015

AUTHORIZATION TO AMEND THE LEASE BETWEEN NATIONAL EQUITY HOLDING LLC AND THE MONROE COUNTY AIRPORT AUTHORITY FOR THE PARKING LOT COMMONLY KNOWN AS THE "RED LOT".

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to negotiate and execute an amendment to the lease (the "Lease") between National Equity Holding LLC (the "Landlord") and the Monroe County Airport Authority ("MCAA") for the parking lot commonly known as the "Red Lot".

Section 2. The Administrative Director is authorized to agree to the following revisions to the Rent set forth in the Lease:

Base Rent paid by MCAA to Landlord shall be paid as follows:

- Base Rent beginning February 1, 2015 and ending June 30, 2015 shall be paid on the first day of each calendar month at the rate of \$49,085.67 per month
- Base Rent beginning July 1, 2015 and ending at the end of the Initial Extension Term shall be \$425,000.00 per year, paid monthly on the first day of each calendar month in installments of \$35,416.67, each
- Annual Base Rent during each year of the first or second Extension Terms shall be \$425,000.00, plus an additional amount (the "Enplanement Premium"), based on the following formula:
 - o If enplanements for the Greater Rochester International Airport ("ROC") for the calendar year last ending before the end of the Initial Extension Term, or the first Extension Term thereafter, exceed 1,228,173 (the average annual enplanements as reported by the FAA for years 2009 - 2013), MCAA shall pay to Landlord an annual Enplanement Premium of thirty five cents (\$0.35) per enplanement for each enplanement above 1,228,173. Enplanement statistics used to calculate the Enplanement Premium for the rent calculations above shall be as reported by the FAA or a similar FAA publication."

Section 3. The Administrative Director is authorized to agree to the following revisions to the Term set forth in the Lease:

- The existing term of the Lease is ended as of January 31, 2015
- The Term shall be extended for the period commencing February 1, 2015, and ending January 31, 2020 ("Initial Extension Term")
- The Term may be further extended at the election of MCAA for up to two (2) additional five (5) year terms (collectively the "Extension Terms," and individually an "Extension Term").
- The Term shall automatically extend at the end of Initial Extension Term, and again at the end of the first Extension Term unless MCAA provides written notice of termination to Landlord, at least six (6) months prior to the end of the of

the Initial Extension Term or the first Extension Term, respectively, that Tenant desires the Amended Lease to terminate at the end of the expiring Term.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither National Equity Holding LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 5: This resolution shall take effect immediately.

ADOPTION:

Dated: March 25, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated: 3/27/15

A handwritten signature in blue ink, appearing to read "Merideth Smith", written over a horizontal line.

Merideth Smith., Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2015

AUTHORIZATION TO OFFER AN INCENTIVE PACKAGE WITH QUALIFIED AIRLINES WHO INITIATE NEW NON-STOP SERVICE FROM THE GREATER ROCHESTER INTERNATIONAL AIRPORT (ROC) TO AN UNSERVED AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to negotiate and execute an airline incentive package with qualified airlines which provide non-stop service from the Greater Rochester International Airport (ROC) to an unserved airport.

Section 2. The Administrative Director is authorized to waive landing, terminal or operation fees and allocate marketing funds for qualified routes as deemed necessary for development of the airline incentive package.

Section 3. This resolution shall take effect immediately.

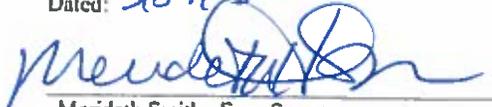
ADOPTION:

Dated: March 25, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated: 3/27/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 OF 2015

AUTHORIZE AMENDMENT OF THE CONCESSION AGREEMENT FOR OPERATION OF FOOD AND BEVERAGE CONCESSIONS AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT WITH SSP AMERICA, INC. f/ka CREATIVE HOST SERVICES, INC.

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to negotiate and execute, on behalf of the Monroe County Airport Authority, an amendment of the Agreement for operation of food and beverage concessions at the Greater Rochester International Airport (the "Agreement") with SSP America, Inc. to:

a. Replace section A of Article 4- Concession Fees with the following:

Salvatore's Pizza Location

- Rent: 10% rent for sales up to \$250,000. 13% rent for sales over \$250,000.
- Minimum Annual Guarantee ("MAG"): Year 1 MAG of \$17,000. Each subsequent year, MAG will be 85% of total rent paid the prior year.

Blue Zone

- Rent: 14% rent for all sales up to \$450,000; 16% rent for all sales over \$450,000.
- MAG: Year 1 MAG of \$40,000. Each subsequent year, MAG will be 85% of total rent paid the prior year.

Genesee Pub

- Rent: 14% rent for all sales up to \$550,000; 16% rent for all sales over \$550,000.
- MAG: Year 1 MAG of \$40,000. Each subsequent year, MAG will be 85% of total rent paid the prior year.

b. Replace section A of Article 6-Use and Operation with the following:

Concessionaire shall use the three (3) Premises for the sole purposes of operating:

- 1.) Restaurant in the area known as Salvatore's Pizza Location;
- 2.) Restaurant and/or bar, pub, and lounge in the area known as the Blue Zone; and
- 3.) Restaurant and/or bar, pub, and lounge in the area known as the Genesee Pub

Any restaurant and/or bar, pub and lounge must be approved in writing by the Director.

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 12 of 2015
Page 2 of 2**

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither SSP America, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: March 25, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated:

3/27/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 OF 2015

**AUTHORIZE AMENDMENT OF THE AGREEMENT FOR ADVERTISING AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT WITH NORMAL
COMMUNICATIONS, LLC**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the Agreement for advertising at the Greater Rochester International Airport (the "Agreement") with Normal Communications, LLC to add the following language to the end of the first sentence of Article 2 (A)(2) in order to clarify the obligations of the parties:

, and excluding the payment of a fifteen percent (15%) commission paid to the Contractor.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Normal Communications, LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

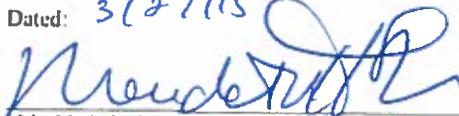
Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: March 25, 2015

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 25, 2015.

Dated: 3/27/15



Merideth Smith, Esq., Secretary

Agenda
Monroe County Airport Authority
Governance Committee Meeting
May 20, 2015
11:30 a.m.

- | | | |
|----|--|---------|
| 1. | Roll Call | Vazzana |
| 2. | Approval of Minutes from March 25, 2015 Governance Committee Meeting | Vazzana |
| 3. | Authorities Budget Office Policy Guidance Update | Crumb |
| 4. | Ethics Hotline Report | Crumb |
| 5. | Other Business | Vazzana |
| 6. | Adjournment | Vazzana |

Next Meeting is scheduled for ____TBD_____.

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
May 20, 2015

Present:

R. Thomas Flynn, Chairman

James G. Vazzana, Esq.

Susan Keith

Excused Absence:

Hon. Cynthia Kaleh

Others Present:

Michael Giardino

Administrative Director

Donald L. Crumb Jr., Esq.

Assistant Secretary

Meeting was called to order by Committee Chairman Flynn at 11:30 am.

Approval of the Minutes from March 25, 2015 Governance Committee Meeting

A motion was made to approve by Member Vazzana and seconded by Member Keith. The motion passed 4-0.

Authorities Budget Office Policy Guidance Update

Assistant Secretary Crumb stated that on March 12, 2015 the ABO issued new Guidance for Board Member Training. It was noted that the Monroe County Airport Authority (MCAA) is already in compliance with this guideline.

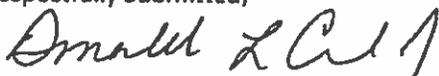
Other Business

No other business was presented.

Meeting was adjourned @ 11:42 AM

The next Governance Committee Meeting is TBD.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Secretary (Assistant)

Dated: 5-20-15

Agenda
Monroe County Airport Authority
Regular Meeting
May 20, 2015
12:00 pm

- | | | |
|-----|---|----------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Public Hearing on the Proposed Resolution Authorizing the Director of Aviation to Enter into a License Agreement | Vazzana |
| 4. | Approval of Minutes from March 25, 2015 | Vazzana |
| 5. | ROC Employee Recognition | Giardino |
| 6. | Treasurers Report | Franklin |
| 7. | Authorize Purchase of 672 Beahan Road, Town of Chili and Inclusion of 672 Beahan Road in the Property Covered by the Lease & Operating Agreement for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 8. | Authorize the Inclusion of 1110 Brooks Avenue and the Removal of 175 Buell Road from the Property Covered by the Lease & Operating Agreement for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 9. | Authorize a License Agreement with Crane-Hogan Structural Systems, Inc. for Approximately 1.3 Acres Located at 1185 Scottsville Road at the Greater Rochester International Airport | Giardino |
| 10. | Governance Consultant Report | Baldwin |
| 11. | Directors Report | Giardino |
| 12. | Other Business | Vazzana |

Next meeting is July 15, 2015

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

AUTHORIZE PURCHASE OF 672 BEAHAN ROAD, TOWN OF CHILI, COUNTY OF MONROE, STATE OF NEW YORK BY MONROE COUNTY AND INCLUSION OF 672 BEAHAN ROAD IN THE PROPERTY COVERED BY THE LEASE AND OPERATING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY AIRPORT AUTHORITY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to approve the acquisition by Monroe County, through purchase, property at 672 Beahan Road, Rochester, New York in an amount Sixty Thousand and 00/100 Dollars (\$60,000).

Section 2. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between Monroe County and the Monroe County Airport Authority to add the parcel located at 672 Beahan Road.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: May 20, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held May 20, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

AUTHORIZE THE INCLUSION OF 1110 BROOKS AVENUE IN AND THE REMOVAL OF 175 BUELL ROAD FROM THE PROPERTY COVERED BY THE LEASE AND OPERATING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY AIRPORT AUTHORITY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between Monroe County and the Monroe County Airport Authority to add the parcel located at 1110 Brooks Avenue, Rochester, New York to the property covered.

Section 2. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between Monroe County and the Monroe County Airport Authority to remove the parcel located at 175 Buell, Rochester, New York from the property covered.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: May 20, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held May 20, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

AUTHORIZE A LICENSE AGREEMENT WITH CRANE-HOGAN STRUCTURAL SYSTEMS, INC., FOR APPROXIMATELY 1.3 ACRES LOCATED AT 1185 SCOTTSVILLE ROAD AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Greater Rochester International Airport has a premises at 1185 Scottsville Road available for sublease; and

WHEREAS, Crane-Hogan Structural Systems, Inc. has approached the Airport regarding utilizing this premises in conjunction with work being performed for the State of New York Route I-390 Interchange Improvements project.

THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a license agreement and any amendments thereto, with Crane-Hogan Structural Systems, Inc. at the Greater Rochester International Airport, for use solely by Crane-Hogan Structural Systems, Inc., for construction site trailers, storage of construction equipment and vehicles only in conjunction with work being performed for the State of New York I-390 Interchange Improvements project and no other purpose.

Section 2. Crane-Hogan Structural Systems, Inc. will utilize approximately 1.3 acres in an 'as is' condition and agrees to pay an annual sum of \$13,024.44 , in twelve equal installments, and also agrees to pay all utilities, taxes, assessments or special charges levied on the premises. The initial term will be for one year commencing June 1, 2015 through May 31, 2016 with an option to extend on a month to month basis at a cost of \$1,085.37 per month through October 31, 2017.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Crane-Hogan Structural Systems, Inc. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: May 20, 2015

Vote: X-X

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held May 20, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
May 20, 2015**

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice - Chairman
Hon. Cynthia Kaleh
Susan Keith
Hank Stuart

Excused Absence:

John Perrone, Jr.
Hon. Anthony Daniele

Others Present:

Michael Giardino	Director of Aviation
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by the Chairman @ 12:04 p.m.

Public Hearing on Proposed Resolution Authorizing the Director of Aviation to Enter into a License Agreement

Chairman Vazzana reported that the public hearing was properly advertised on Friday, May 8, 2015 in the Rochester Business Journal. No comments from the public were brought forth. Public Hearing ended at 12:05 PM.

Approval of the Minutes from March 25, 2015

The minutes were approved without changes. A motion to accept the minutes was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 4-0.

ROC Employee Recognition

Administrative Director Giardino recognized five ROC employees from Envoy, JetStream and Airport Operations for recently meeting and exceeding expectations for employee awareness and customer excellence. Director Giardino presented each employee with a commemorative challenge coin on behalf of the Airport Authority.

Treasurer's Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had expenses for the reporting period totaling \$1,730. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected. A motion to accept the travel and business expenses was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 4-0.

The statement for March & April 2015 credit card usage by the Director was presented for the reporting period. It was noted that expected credits were refunded on the account. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card usage and report on travel and business expenses was moved by Member Keith and seconded by Member Kaleh. The motions passed unanimously 4-0.

Authorize Purchase of 672 Beahan Rd. and Inclusion of 672 Beahan Rd. in the Property Covered by the Lease & Operating Agreement for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb presented to the board to authorize the purchase of 672 Beahan Road in the property covered by the Lease & Operating Agreement for the Airport Authority. A motion to authorize purchase was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 4-0.

Authorize Inclusion of 1110 Brooks Avenue and Removal of 175 Buell Rd. in the Property Covered by the Lease & Operating Agreement for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb presented to the board that the 1110 Brooks Avenue property previously brought to the board for purchase and the sale 175 Buell Rd. need to be reflected by the Lease & Operating Agreement for the Monroe County Airport Authority. A motion to authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 4-0.

Authorize a License Agreement with Crane-Hogan Structural Systems Inc. for Approximately 1.3 Acres Located at 1185 Scottsville Road at the Greater Rochester International Airport

Administrative Director Giardino recommended to the board to authorizing a license agreement with Crane-Hogan Structural Systems Inc. for use of approximately 1.3 acres of land located at 1185 Scottsville Road for staging equipment associated with an upcoming road project. A motion to authorize a license agreement was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 4-0.

Governance Committee Report

Governance Committee Chairman Flynn stated that there were no matters of substance to come before the board and that the Authority is in compliance already with the updated guideline issued recently by the Authorities Budget Office. Member Kaleh apologized for her absence at Governance Committee. A motion to accept the report was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 4-0.

Governance Consultant Report

Consultant Stephen Baldwin, President and CEO of Stephen Baldwin & Associates presented a comprehensive Governance review report to the Board. A copy of the presentation is on file and each board member requested an electronic copy be sent to them. At the conclusion of Mr. Baldwin's report, Vice-Chairman Flynn suggested to Chairman Vazzana that the Governance Committee commence by meeting with Administrative Director Giardino and Assistant Secretary Crumb to develop a Transition Committee for moving forward. Conversation ensued amongst board members relative to this topic.

Director's Report

Director Giardino referenced the top 100 Airports mention that Mr. Baldwin touched upon during his presentation. Director Giardino reported that the 2015 Rochester International Airshow is this coming Memorial Day Weekend and shared a tentative flying schedule with members. Director Giardino also reported that the 1st Community Air Service Development Summit is being hosted this week at the JetSmart Aviation Hangar by County Executive Maggie Brooks and guest host David Flaum along with presentations from two industry experts on how corporations and communities can rally together to influence commercial air service growth.

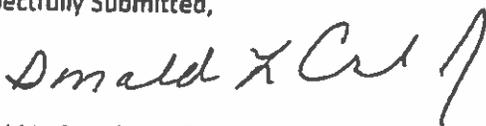
Other Business

No other business was presented.

Meeting was adjourned @ 12:40 p.m.

The next Board Meeting is July 15, 2015.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 5 - 20 - 15

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 OF 2015

AUTHORIZE A LICENSE AGREEMENT WITH CRANE-HOGAN STRUCTURAL SYSTEMS, INC., FOR APPROXIMATELY 1.3 ACRES LOCATED AT 1185 SCOTTSVILLE ROAD AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Greater Rochester International Airport has a premises at 1185 Scottsville Road available for sublease; and

WHEREAS, Crane-Hogan Structural Systems, Inc. has approached the Airport regarding utilizing this premises in conjunction with work being performed for the State of New York Route I-390 Interchange Improvements project.

THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a license agreement and any amendments thereto, with Crane-Hogan Structural Systems, Inc. at the Greater Rochester International Airport, for use solely by Crane-Hogan Structural Systems, Inc., for construction site trailers, storage of construction equipment and vehicles only in conjunction with work being performed for the State of New York I-390 Interchange Improvements project and no other purpose.

Section 2. Crane-Hogan Structural Systems, Inc. will utilize approximately 1.3 acres in an 'as is' condition and agrees to pay an annual sum of \$13,024.44 , in twelve equal installments, and also agrees to pay all utilities, taxes, assessments or special charges levied on the premises. The initial term will be for one year commencing June 1, 2015 through May 31, 2016 with an option to extend on a month to month basis at a cost of \$1,085.37 per month through October 31, 2017.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Crane-Hogan Structural Systems, Inc. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: May 20, 2015

Vote: 4-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held May 20, 2015.

Dated:


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 OF 2015

AUTHORIZE PURCHASE OF 672 BEAHAN ROAD, TOWN OF CHILI, COUNTY OF MONROE, STATE OF NEW YORK BY MONROE COUNTY AND INCLUSION OF 672 BEAHAN ROAD IN THE PROPERTY COVERED BY THE LEASE AND OPERATING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY AIRPORT AUTHORITY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to approve the acquisition by Monroe County, through purchase, property at 672 Beahan Road, Rochester, New York in an amount Sixty Thousand and 00/100 Dollars (\$60,000).

Section 2. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between Monroe County and the Monroe County Airport Authority to add the parcel located at 672 Beahan Road.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: May 20, 2015

Vote: 4-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held May 20, 2015.

Dated:


Donald L. Crumb, Jr., Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 OF 2015

AUTHORIZE THE INCLUSION OF 1110 BROOKS AVENUE IN AND THE REMOVAL OF 175 BUELL ROAD FROM THE PROPERTY COVERED BY THE LEASE AND OPERATING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY AIRPORT AUTHORITY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between Monroe County and the Monroe County Airport Authority to add the parcel located at 1110 Brooks Avenue, Rochester, New York to the property covered.

Section 2. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between Monroe County and the Monroe County Airport Authority to remove the parcel located at 175 Buell, Rochester, New York from the property covered.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: May 20, 2015

Vote: 4-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held May 20, 2015.

Dated:


Donald L. Crumb, Jr., Esq., Assistant Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
July 15, 2015**

- | | |
|---|----------------------|
| 1. Roll Call | Perrone |
| 2. Approval of Minutes from March 25, 2015 | Perrone |
| 3. Internal Audit Update | Marasco/Niles |
| 4. Overview Financials at May 31, 2015 | Fedison |
| 5. Budget to Actual at May 31, 2015 | Fedison |
| 6. Ethics Hotline Report | Crumb |
| 7. Other Business | Perrone |

Next Meeting is September 23, 2015

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
July 15, 2015

Present:

John H. Perrone, Jr., Chairman
Hank Stuart
Late: Hon. Anthony Daniele

Others Present:

Michael Giardino	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary
Tom Niles	Stonebridge Business Partners
Andrew Moore	

Meeting was called to order by Chairman Perrone at 11:03 a.m.

Approval of the Minutes from March 25, 2015

A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

Presentation of Internal Audit

Mr. Tom Niles reviewed the internal audits completed for The Hudson Group, Budget and Hertz. The internal audits looked at gross revenue and concession revenue for each entity. Mr. Tom Niles noted that the Hudson Group's actual operating hours varied from their contract and counsel will look into how to amend contract language moving forward so the two coincide. It was also noted that fees for late Budget car rental returns weren't reported into gross revenue. It was noted that the car rental request for proposals were being submitted and contract language in the next car rental contract would be revised to clarify any discrepancies on reporting of fees for late car rental returns. Overall, no material variances or significant findings were reported.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the financials through May 31, 2015; cash is \$26.4 million, accounts receivable is \$743,000. Revenues are up less than 1% as compared to 2014 due to increased parking revenue and decreased airline rental income. Expenses are in line with 2014 – interest debt has decreased due to debt decreasing. Budget to Actual 37% of the budget for the year at this time is expensed. A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 3-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:43 a.m.

The next Audit Committee Meeting is September 23, 2015.

Respectfully Submitted,


Donald L. Crumb Jr., Esq.
Secretary

Dated: 08-03-15

Agenda
Monroe County Airport Authority
Regular Meeting
July 15, 2015
12:00 pm

- | | | |
|-----|--|----------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from May 20, 2015 | Vazzana |
| 4. | Treasurers Report | Franklin |
| 5. | Audit Committee Report | Perrone |
| 6. | Authorize Use of Appropriation from the Surplus Fund for Marketing funds relating to the Airline Incentive Program for The Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 7. | Authorize a contract with VMD Systems Integrators, Inc. to Provide Exit Lane Monitors for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 8. | Authorize expenditure in an amount not to exceed \$15,000 for Platinum Sponsorship and conference registration at the 2015 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show | Giardino |
| 9. | Traffic Report | Haas |
| 10. | Directors Report | Giardino |
| 11. | Other Business | Vazzana |

The next meeting is September 23, 2015

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ OF 2015

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR
MARKETING FUNDS RELATING TO THE AIRLINE INCENTIVE PROGRAM FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appropriates \$100,000 from the Surplus Fund for marketing funds to be allocated for qualified air service routes as defined in the Airline Incentive Program.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 15, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

AUTHORIZE A CONTRACT WITH VMD SYSTEMS INTEGRATORS, INC. TO PROVIDE EXIT LANE MONITORS FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director, to execute a contract with VMD Systems Integrators, Inc. for Exit Lane Monitors at the Greater Rochester International Airport.

Section 2. VMD Systems Integrators, Inc. was determined by a Selection Committee to be the most qualified of the (4) respondents. This contract will be for (3) years, October 1, 2015 through September 30, 2018 with two-one year extensions. The annual costs will be:

First Year: \$493,788.80
Second Year: \$508,544.68
Third Year: \$539,597.56

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither VMD Systems Integrators, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 15, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$15,000 FOR PLATINUM SPONSORSHIP AND CONFERENCE REGISTRATION AT THE 2015 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE AND EXHIBIT SHOW

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$7,500 on behalf of the Monroe County Airport Authority for a Platinum Sponsorship of the 2015 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 16 to September 18, 2015 hosted by the Greater Rochester International Airport.

Section 2. The Administrative Director of the Monroe County Airport Authority is also authorized to pay the one day conference registration fee of \$250.00 for up to thirty (30) attendees consisting of Airport Authority board members, officers and Monroe County employees interested in attending the conference on Thursday, September 17, 2015; not to exceed \$7,500.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 15, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

Minutes

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

July 15, 2015

Present:

James G. Vazzana, Esq., Chairman

R. Thomas Flynn, Vice - Chairman

Susan Keith

John J. Perrone, Jr.

Hank Stuart

Hon. Anthony Daniele

Hon. Cynthia Kaleh

Others Present:

Michael Giardino Director of Aviation

Merideth H. Smith, Esq. Secretary

Donald L. Crumb, Jr. Esq. Assistant Secretary

Robert Franklin Treasurer

Maryanne Fedison Assistant Treasurer

Meeting was called to order by the Chairman @ 12:03 p.m.

Chairman Vazzana and Administrative Director Giardino presented Airport Fire Chief Todd Bane with an ROC challenge coin for his foresight to assist Canandaigua Airport with ARFF training in the event a commercial aircraft needed to land there due to their increased runway length. This training proved useful recently when a United Airlines flight bound for ROC made an emergency landing in Canandaigua.

Approval of the Minutes from May 20, 2015

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 7-0.

Treasurer's Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had expenses for the reporting period totaling \$5,731.99. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected. A motion to accept the travel and business expenses was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

The statement for May 2015 credit card usage by the Director was presented for the reporting period. The credit card expenses totaling \$1238.33 were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card usage report was moved by Member Kaleh and seconded by Member Daniele. The motions passed unanimously 7-0.

Audit Committee Report

Presented by Member Perrone.

Authorize Use of Appropriation from the Surplus Fund for Marketing funds relating to the Airline Incentive Program for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that Authorities Airline Incentive Program included \$50,000 marketing money per qualified route. The Airport would like to appropriate \$100,000 from the Surplus fund because this money was not allocated in the 2015 budget and would leave room should another airline or route be identified between now and the end of 2015. It was noted that a line item for marketing funds relating to the airline incentive

program would be included in the 2016 proposed budget. A motion to authorize was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize a Contract with VMD Systems Integrators, Inc. to Provide Exit Lane Monitors for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that per NYS procurement guidelines a request for proposals (RFP) was issued for exit lane monitors at each concourse; the current contract with AECOM is set to expire. Director Giardino reported that seventeen (17) firms downloaded the RFP from Monroe County's Purchasing website, two (2) addendums were issued and five (5) proposals were received. Of the five (5) proposals received, one (1) was considered non-responsive (proposed alternate unmanned exit lane using technology not human beings). The selection committee found VMD System Integrators, Inc. to be the most qualified responder to the RFP. Conversation ensued among board members and it was stated that the selection committee consisted of: Deputy Director Andrew Moore, Monroe County Purchasing Director Dawn Staub, Airport Security Coordinator Michael Hunzek and Airport Grant & Contract Manager Stephanie Lucania. It was also stated that the current Exit Lane Monitor contractor AECOM did not submit a proposal to this RFP and that VMD year one (1) cost proposed is lower than the final year of the AECOM contract. A motion to authorize was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize expenditure in an amount not to exceed \$15,000 for Platinum Sponsorship and conference registration at the 2015 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show

Administrative Director Giardino reported to the board that ROC is the host community for the upcoming annual Fall New York Aviation Management Association (NYAMA) fall conference. Chairman Vazzana noted that Director Giardino is the current President of NYAMA. Administrative Director Giardino reviewed the program for the upcoming conference with board members and indicated that the event was drawing national industry speakers from the Federal Aviation Administration (FAA), a keynote luncheon address from Delta Air Lines Vice-President of Customer Service as well as state transportation leaders from NYSDOT and the NYADO. Platinum sponsorship in the amount of \$7,500 is being sought by the board and one day conference attendance for up to thirty (30) board members or county personnel who work on airport projects. It was noted that the special events: fishing charter, golf, Strong Museum/Eastman House tour and ROCtoberfest were not included in the one day conference and that those wishing to attend those would need to pay their own way. A motion to authorize expenditure was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas presented a composite report for the first six (6) months of 2015. Enplanements recorded through June 2015 were 569,521, this is a 1.72% decrease as compared to the first six (6) months of 2014 recorded at 579,509 (9,988 less passengers). January 2015 and February 2015 were consistent with 2014; March 2015 was up 5.4% over March 2014 and April 2015 was down 9.6%, compared to April 2014. The April 2015 decrease may be attributable to the holiday period in 2015. May and June 2015 were down about 3.5%; July and August are typically our heaviest travel months, and with the fourth Quarter entry of Allegiant Air we hope to see an upward trend in passenger enplanements.

Traffic shares have Delta 29.8%, Southwest 22.9% and US Airways/American Airlines 22.5%. October 17, 2015 is scheduled to be the last day of service for the US Airways brand as it merges to become the New American Airlines.

As compared to the thruway Airports, SYR and ALB did not have June 2015 numbers available, YTD BUF passenger enplanements are down 1.6% similar to ROC at 1.7%, for YTD 5 months SYR is down 0.4% and YTD ALB up 6% as compared to 2014.

YTD 2015 Load factors are 81.2% compared to YTD 2014 at 80%. United Airlines has the highest load factor at 85.6% followed by JetBlue 84% and US Airways/American Airlines 84%.

YTD Average Departing Seats in 2014 was 120,387 as compared to 2015 YTD at 116,793 ; ranging 3,750 seats per day. Mainline service has decreased over the past month. Landed weights are down 8.9% due to this mainline reduction. Cargo is doing well at 3600 tons /month and Fed Ex Express is operating a 767-300.

YTD Departing trips are down approximately 500 trips (2-3 trips per day) or 5.2% as compared to 2014. Mr. Haas presented a matrix to the board comparing non-stop flight service at the Airport.

Director's Report

Director Giardino reported that construction season is underway. The FAA grant money ROC anticipated, entitlement money was recently funded as expected and that the projects are going along fine. The Airport viaduct roadway project is currently out to bid. Passenger facility charge (PFC) money is being spent on the ramp improvement project which is programmed to take place every year as defined in the Airport's master plan. Southside airfield improvements are underway to bring taxiway configuration into FAA compliance being funded by ninety-percent Federal, five-percent State and five-percent Local (Authority) money.

Director Giardino reported that the Airline Use/Lease agreement expires at year end with two – two year extensions. Administration is working with the airlines to meld that into one – three year extension to bring us through when the Airport debt expires. Airlines at ROC are happy that lease rates are down, signatory rates remain stable at \$55 per square foot, landing fees are stable and cost per enplaned passenger is decreasing.

Director Giardino stated that the Airport was accepting car rental concession RFP's and that car rental operations are \$4 million net revenue to the Authority. It is anticipated this resolution will go before the board in September.

Lastly, Director Giardino encouraged the board to attend the NYAMA fall conference if possible and noted that the FAA required Airport Emergency triennial drill would take place the final day of the conference. Also that Allegiant Air service begins two times per week beginning in the fall with non-stop service to Ft. Lauderdale (FLL) on a 177 seat aircraft.

Other Business

Member Stuart thanked airport staff for hosting the first annual Airport Community Air Service Development Summit. The board wishes to send thank you letters to both David Flaum for his participation in hosting the summit and to Marty Birmingham of Five Star Bank for their sponsorship of the 2015 Rochester International Airshow.

Meeting was adjourned @ 12:55 p.m.

The next Board Meeting is September 23, 2015.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated: 8/4/15

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 17 OF 2015

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR
MARKETING FUNDS RELATING TO THE AIRLINE INCENTIVE PROGRAM FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appropriates \$100,000 from the Surplus Fund for marketing funds to be allocated for qualified air service routes as defined in the Airline Incentive Program.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: 7-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 15, 2015.

Dated: 7/20/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 of 2015

AUTHORIZE A CONTRACT WITH VMD SYSTEMS INTEGRATORS, INC. TO PROVIDE EXIT LANE MONITORS FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with VMD Systems Integrators, Inc. for Exit Lane Monitors at the Greater Rochester International Airport.

Section 2. VMD Systems Integrators, Inc. was determined by a Selection Committee to be the most qualified of the (4) respondents. This contract will be for (3) years, October 1, 2015 through September 30, 2018 with two-one year extensions. The annual costs will be:

First Year: \$493,788.80
Second Year: \$508,544.68
Third Year: \$539,597.56

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither VMD Systems Integrators, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: 7-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 15, 2015.

Dated: 7/20/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 of 2015

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$15,000 FOR PLATINUM SPONSORSHIP AND CONFERENCE REGISTRATION AT THE 2015 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE AND EXHIBIT SHOW

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$7,500 on behalf of the Monroe County Airport Authority for a Platinum Sponsorship of the 2015 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 16 to September 18, 2015 hosted by the Greater Rochester International Airport.

Section 2. The Administrative Director of the Monroe County Airport Authority is also authorized to pay the one day conference registration fee of \$250.00 for up to thirty (30) attendees consisting of Airport Authority board members, officers and Monroe County employees interested in attending the conference on Thursday, September 17, 2015; not to exceed \$7,500.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: 7-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held July 15, 2015.

Dated: 7/20/15



Merideth H. Smith, Esq., Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 30, 2015
11:00 a.m.**

- | | | |
|----|---|---------------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from July 15, 2015 | Perrone |
| 3. | Internal Audit Update | Marasco/Niles |
| 4. | Financial Reporting
2016 Authority Budget
2016 Renewal & Replacement Fund Budget
Trial Balance at August 31, 2015
Budget to Actual at August 31, 2015 | Fedison |
| 5. | Ethics Hotline Report | Crumb |
| 6. | Other Business | Perrone |

Next meeting is December 2, 2015

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

September 30, 2015

Present:

John H. Perrone, Jr., Chairman
Hon. Anthony Daniele

Excused Absence: Hank Stuart

Others Present:

Michael Giardino	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary
Tom Niles	Stonebridge Business Partners
Andrew Moore	

Meeting was called to order by Chairman Perrone at 11:00 a.m.

Approval of the Minutes from July 15, 2015

A motion was made to approve by Member Daniele and seconded by Chairman Perrone. The motion passed unanimously 2-0.

Presentation of Internal Audit

Mr. Tom Niles, Stonebridge Business Partners reported that several internal audits are in the process and provided a brief status of each of those audits. At this time, no final internal audit is complete for reporting.

Financial Reporting

Assistant Treasurer Maryanne Fedison distributed the Internal Audit Schedule to date for the committee to review per Member Stuarts request from the last Audit Committee meeting. The Audit Schedule is a tool that is used to build the 2016 Audit Plan. Assistant Treasurer Fedison reported that the mid-year analysis for rates and charges was presented to the airlines and per the contract if a differential of 5% (+ or -) exists, mid-year adjustments to rates and charges is required. The airlines have been adjusted accordingly and all are satisfied.

Assistant Treasurer Fedison presented the 2016 Authority Budget and 2016 Renewal & Replacement Fund Budget to the audit committee. All categories of the analysis decreased with the exception of Professional Services. Professional services included anticipatory funds for airline incentive package marketing fee's and funds for the governance review consultant as well as savings on the new exit lane monitoring contract. A detailed line by line analysis was provided along with further information about the transfer of funds from 2015 to 2016 Renewal & Replacement funds for rollover of money for approved projects (ARFF Vehicle Purchase & HVAC Upgrade) that aren't being paid during 2015 but will be paid in 2016.

Assistant Treasurer Fedison presented the Trial Balance and Budget to Actual at August 31, 2015. Accounts receivable is \$792,000 of which 99% is less than 60 days old; no significant issues pertaining to late paying vendors. \$1.4 Million Operations & Maintenance Debt Service owed to the County was transferred in September in payment of the airport share of services. Deferred revenue has increased reflecting that tenants are paying in advance of date due. Cash on hand is typical for this time of year. Revenues are in line with the 2014 figures, net parking revenue is up, car rental revenue is down due to Thrifty moving offsite and terminal rents are down \$500,000 which is good news for the airlines. Expenses are comparable to prior years, spending is at the same rate of last year. The Budget to Actual includes the additional line item added for \$100,000 for airshow marketing - \$98,000 was expended all eligible under the airshow marketing terms. Assistant Treasurer Fedison concluded that 66.7% of the Budget is expensed to date (58% if you remove the Renewal & Replacement funds) – indicating spending at a slower pace than this time last year. A motion to accept was made to approve by Member Perrone and seconded by Member Daniele. The motion passed unanimously 2-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

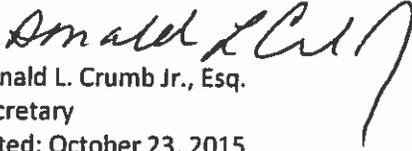
Other Business

No other business presented.

Meeting was adjourned @ 11:27 a.m.

The next Audit Committee Meeting is December 2, 2015.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Secretary

Dated: October 23, 2015

**Agenda
Monroe County Airport Authority
Regular Meeting
September 30, 2015
12:00 p.m.**

- | | |
|---|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from July 15, 2015 | Vazzana |
| 4. Treasurers Report | Franklin |
| 5. Audit Committee Report | Perrone |
| 6. Approval and Adoption of the 2016 MCAA Operating Budget | Perrone |
| 7. Approval and Adoption of the 2016 MCAA Renewal and Replacement Budget | Perrone |
| 8. Authorize Signatory Airline Contract Extension and Amendment for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 9. Authorize Contracts for Car Rental Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 10. Authorize Assignment of Use and Lease Agreement for Space and Services with USAirways to American Airlines for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 11. Authorize Advertising contract Extension and Amendment for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 12. Authorize Amendment to the Lease/Concession Agreement for Newsstand/Giftshop and Video Arcade Concession with Hudson News Company d/b/a Hudson Group for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 13. Authorize Purchase of 674 Beahan Road, Town of Chili and Inclusion of 674 Beahan Road in the Property Covered by the Lease & Operating Agreement for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 14. Traffic Report | Haas |
| 15. Directors Report | Giardino |
| 16. Other Business | Vazzana |

Next meeting is December 2, 2015

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ OF 2015

**APPROVAL AND ADOPTION OF THE 2016 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The 2016 Budget, in the form presented to the Authority and attached
hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ of 2015

**APPROVAL AND ADOPTION OF THE 2016 MONROE COUNTY AIRPORT
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the
2016 Renewal and Replacement Budget as presented at this meeting and appended
hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

AUTHORIZE SIGNATORY AIRLINE CONTRACT EXTENSION AND AMENDMENT FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

WHEREAS, the Monroe County Airport Authority (the AUTHORITY) and AIRLINES have executed an Airline-Airport Use and Lease Agreement dated January 1, 2013, and

WHEREAS, the initial Lease term expires on December 31, 2015, and Article 3 of the lease contained a provision for renewal of the Lease for one (1) additional two (2) year period (the "First Renewal Term") followed by one (1) additional two (2) year period (the "Second Renewal Term"); and

WHEREAS, the AUTHORITY and AIRLINES mutually desire to exercise the First Renewal Term of the Lease, and

WHEREAS, the AUTHORITY and AIRLINES desire to define the manner and use of the Surplus Fund in regards to the Agreement; and

WHEREAS, the AUTHORITY and AIRLINES desire to expand the definition of Signatory Airlines; and

Section 1. The County Executive, or as her designee, is hereby authorized to execute a signatory airlines contract extension and amendment on behalf of the Authority as follows:

- a. The term of the contract is being amended to be extended for one (1) three (3) year term from January 1, 2016 to December 31, 2018.
- b. The following paragraph shall be added to Article IX as a new Section 9.04(C):

Each calendar year, prior to any other use of the Surplus Fund for that year, AUTHORITY shall apply from the Surplus Fund, as a credit against Signatory Airline rates and charges, Three Hundred Thousand and 00/100 Dollars (\$300,000) in calendar year 2016 of this Agreement and shall increase the amount applied in each calendar year thereafter by an additional Three Hundred Thousand and 00/100 Dollars (\$300,000) over the amount required to be applied in the preceding calendar year. Such amounts shall be applied as follows: (i) eighty percent (80%) of such funds shall be allocated to Signatory Airline Terminal costs and expenses and shall reduce the Average Signatory Airline Terminal Rental Rate computed in accordance with Exhibit "G" and (ii) the remaining twenty percent (20%) shall be allocated to Signatory Airline Airfield costs and expenses and shall reduce the Average Signatory Airlines' Landing Fee Rate computed in accordance with Exhibit "G".

- c. Amending Article I to add the following language shall at the end of the definition of "Signatory Airline":

Any all-cargo Scheduled Air Carrier shall be charged Signatory Airline rental fees and charges if it guarantees an annual minimum of 30,000,000 pounds of Maximum Gross Landed Weight throughout the Term of this Agreement, and executes an agreement with the AUTHORITY substantially similar to this Agreement, except that its agreement shall not include the minimum space requirement set forth in Section 5.01(B) of this Agreement. For each of the all-cargo Scheduled Air Carriers receiving Signatory Airline rental fees and charges pursuant to this section, the Authority shall annually review the monthly activity reports and any other data it deems necessary to determine if the guaranteed annual Maximum Gross Landed Weight has been achieved. If the guaranteed annual Maximum Gross Landed Weight has not been achieved, an invoice for the shortfall shall be issued to the applicable all-cargo Scheduled Air Carrier for the applicable landing-fee rates owed for the applicable annual period.

- d. All other terms and conditions of the contract remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither the Airlines nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: September 30, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ of 2015

**AUTHORIZE CONTRACTS FOR CAR RENTAL CONCESSIONS FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, for the operation of a car rental concession and for lease of office, counter, and ready return area space at the Greater Rochester International Airport. The concession contracts are hereby awarded to: The Hertz Corporation; Avis Rent A Car System, LLC; SNORAC, LLC d/b/a National Car Rental; Budget Rent A Car System, Inc.; SNORAC, LLC d/b/a Alamo Rent A Car; and SNORAC, LLC d/b/a Enterprise Rent-A-Car. The contracts provide the following:

A. A concession fee which is the greater of either:

(1) A minimum annual guarantee with the individual concessions as follows:

	Year 1	Year 2	Year 3
The Hertz Corporation	\$768,300.00	\$741,000.00	\$755,000.00
Avis Rent A Car System, LLC	\$549,861.00	\$560,865.00	\$572,077.00
SNORAC, LLC d/b/a National Car Rental	\$595,001.00	\$612,502.00	\$630,003.00
Budget Rent A Car System, Inc.	\$599,437.00	\$611,426.00	\$623,655.00
SNORAC, LLC d/b/a Alamo Rent A Car	\$262,501.00	\$271,252.00	\$280,003.00
SNORAC, LLC d/b/a Enterprise Rent-A-Car	\$542,501.00	\$525,002.00	\$507,503.00

(2) Percentage of rent of 10% of concessionaire's annual gross revenue.

B. Rent of \$80.00 per square foot per year for terminal space and an allocation per block in the ready return area for each year of the agreement as follows:

	Terminal Rent	Ready Return Rent	Total
The Hertz Corporation	\$59,040.00	\$120,840.00	\$179,880.00
Avis Rent A Car System, LLC	\$62,880.00	\$84,800.04	\$147,680.04
SNORAC, LLC d/b/a National Car Rental	\$62,160.00	\$100,700.04	\$162,860.04
Budget Rent A Car System, Inc.	\$49,760.04	\$55,119.96	\$104,880.00
SNORAC, LLC d/b/a Alamo Rent A Car	\$60,720.00	\$31,800.00	\$92,520.00
SNORAC, LLC d/b/a Enterprise Rent-A-Car	\$51,279.96	\$40,280.04	\$91,560.00

C. A three (3) year term commencing October 1, 2015 and expiring September 30, 2018 with the option to renew for one (1) successive one (1) year term at the sole discretion of the Authority.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither The Hertz Corporation; Avis Rent A Car System, LLC; SNORAC, LLC d/b/a National Car Rental; Budget Rent A Car System, Inc.; SNORAC, LLC d/b/a Alamo Rent A Car; and SNORAC, LLC d/b/a Enterprise Rent-A-Car, nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: September 30, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
 Monroe County Airport Authority, do hereby
 certify that the within Resolution was duly
 adopted by the Monroe County Airport Authority
 at a General Meeting held September 30, 2015.

Dated:

 Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ OF 2015

AUTHORIZE ASSIGNMENT OF A USE AND LEASE AGREEMENT FOR SPACE AND SERVICES WITH US AIRWAYS, INC. TO AMERICAN AIRLINES, INC., FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an assignment of the Use and Lease Agreement last dated January 22, 2013 (the "Agreement") for space and services at the Greater Rochester International Airport, with US Airways, Inc. to American Airlines, Inc. once the Administrative Director receives a fully executed assignment and assumption agreement between the parties which requires American Airlines, Inc. to assume all obligations under the Agreement and requires US Airways, Inc. to be secondarily liable and obligated for the performance of American Airlines, Inc. under the Agreement.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither American Airlines, Inc. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

AUTHORIZE AMENDMENT OF THE AGREEMENT FOR ADVERTISING WITH NORMAL COMMUNICATIONS, LLC FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the Agreement for advertising at the Greater Rochester International Airport (the "Agreement") with Normal Communications, LLC as follows:

- The Term of the Agreement shall be extended for five (5) years commencing as of August 1, 2015 and terminating as of July 31, 2020.
- The Rental set forth in Article 2 (A)(1.) shall be expanded to include the following information in regards to Minimum Annual Guaranteed Rent ("MAG") for the five (5) year renewal term:

Contract Year	Annual MAG	Monthly
08/01/2015-7/31/2016	591,230.30	49,269.19
08/01/2016-7/31/2017	608,967.21	50,747.27
08/01/2017-07/31/2018	627,236.23	52,269.69
08/01/2018-07/31/2019	646,053.31	53,837.78
08/01/2019-07/31/2020	665,434.91	55,452.91
Total contract	<u>3,138,921.96</u>	

- The first paragraph of Section B shall be replaced with the following:

Commencing as of August 1, 2015, Contractor is to pay the Rent for that calendar month by the first day of the fourth (4th) month thereafter (e.g. Rent for August 2015 will be due on November 1, 2015). Each month, Contractor shall still provide the Authority with a list of contracts, renewals or extensions thereof, made the prior month setting forth the name of each Exhibitor, commencement date, termination date, Assigned Area, and payment amount.

Payments described in the schedule set forth above shall continue to be due and payable as provided above, notwithstanding that certain payments shall be due subsequent to the expiration of the five (5) year extension term.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Normal Communications, LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ OF 2015

AUTHORIZE AMENDMENT NO. 7 OF THE LEASE/CONCESSION AGREEMENT WITH THE HUDSON NEWS COMPANY d/b/a HUDSON GROUP FOR NEWSSTAND, GIFTSHOP AND VIDEO ARCADE CONCESSIONS FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend Article 8(1) of the Lease/Concession Agreement for Newsstand/Giftshop and Video Arcade Concessions at the Greater Rochester International Airport with The Hudson News Company d/b/a Hudson Group as follows:

The hours of operation "6:00 A.M. and 10:00 P.M." in Article 8(1) of the Lease shall be amended to "4:30 A.M. and 8:30 P.M."

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither The Hudson News Company d/b/a Hudson Group nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

AUTHORIZE PURCHASE OF 674 BEAHAN ROAD, TOWN OF CHILI, COUNTY OF MONROE, STATE OF NEW YORK BY MONROE COUNTY AND INCLUSION OF 674 BEAHAN ROAD IN THE PROPERTY COVERED BY THE LEASE AND OPERATING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to approve the acquisition by Monroe County, through purchase, property at 674 Beahan Road, Rochester, New York in an Ninety-five Thousand and 00/100 Dollars (\$95,000).

Section 2. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between the Monroe County and Monroe County Airport Authority to add the parcel located at 674 Beahan Road.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: X-X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 30, 2015**

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Susan Keith
John J. Perrone, Jr.
Hon. Anthony Daniele
Hon. Cynthia Kaleh

Excused Absence:

Hank Stuart

Others Present:

Michael Giardino	Director of Aviation
Merideth H. Smith, Esq.	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by the Chairman @ 12:01 p.m.

Approval of the Minutes from July 15, 2015

The minutes were approved without changes. A motion to accept the minutes was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Treasurer's Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had expenses for the reporting period totaling \$7,943.31. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected. A motion to accept the travel and business expenses was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

The statements for June - August 2015 credit card usage by the Director was presented for the reporting period. The credit card expenses totaling \$8,868.58 were submitted within the required 10 days and with appropriate supporting documentation; a charge for a NYAMA attendee delayed flight accommodations is being reimbursed to the Authority by NYAMA. A motion to accept the credit card usage report was moved by Member Kaleh and seconded by Member Perrone. The motions passed unanimously 6-0.

Audit Committee Report

Presented by Member Perrone.

Approval and Adoption of the 2016 MCAA Operating Budget

Audit Committee Chair John Perrone Jr., reported that 2016 MCAA Operating Budget was presented in its entirety to the Audit Committee. A motion to authorize was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 6-0.

Approval and Adoption of the 2016 MCAA Renewal and Replacement Budget

Audit Committee Chair John Perrone Jr., reported that the 2016 MCAA Renewal and Replacement was presented in detail to the Audit Committee. A motion to authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Signatory Airline Contract Extension and Amendment for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported to the Board that the current airline agreement expires December 31, 2015 and had two (2 year) renewals. The last debt payment for the Authority is January 1, 2019 and any extension beyond three years with the airlines would require a different model than the current. Negotiations with the airlines have resulted in the resolution presented today – same agreement but instead of two (2 year) renewals – one (3 year) renewal with a phased Surplus Fund credit each year of the agreement back to the airlines and cargo provider DHL to pay signatory rates. Director Giardino stated that under this proposed resolution the Airport is paid for – for the next three years and that one airline – United was the first to express their intent to sign. A motion to authorize extension and amendment was moved by Member Flynn and seconded by Member Daniele. The motion passed unanimously 6-0.

Authorize Contracts for Car Rental Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported to the Board that the current car rental agreement ends today. A standard procurement process has taken place and a bidding process over space at the car rental counters and garage has taken place, result of that process is detailed in the resolution. The goal is to keep car rental revenue stable over the next few years. The car rental business at ROC is stable. A motion to authorize a contract was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 6-0.

Authorize Assignment of Use and Lease Agreement for Space and Services with US Airways to American Airlines for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported to the Board that US Airways is being acquired by American Airlines and is being renamed the new American. This resolution makes that name change to the lease – similar to what has taken place with airline mergers at ROC in the past. A motion to authorize assignment was moved by Member Perrone and seconded by Member Kaleh. The motion passed unanimously 6-0.

Authorize Advertising Contract Extension and Amendment for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported to the Board that Normal Communications is currently under contract for advertising at ROC and this resolution exercises the five year extension of that agreement with some amendments. Director Giardino stated that this advertising agency has done well for ROC and continues to increase revenue in the terminal. Chairman Vazzana asked if the agency was current, Assistant Secretary Donald Crumb Jr. answered yes. A motion to authorize the extension and amendment was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 6-0.

Authorize Amendment to the Lease/Concession Agreement for Newsstand/Giftshop and Video Arcade Concession with Hudson News Company d/b/a Hudson Group for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported to the Board that the hours of operation Hudson News uses currently is not in alignment with the contract. Remediating this with the contract was a recommendation from Stonebridge, the Authority's Internal Auditor from a past report. The current hours of operation Hudson News follows is in alignment with the ROC flight schedules. A motion to authorize the amendment was moved by Member Kaleh and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize Purchase of 674 Beahan Road, Town of Chili and Inclusion of 674 Beahan Road in the Property Covered by the Lease & Operating Agreement for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported to the Board that this property lies in the runway protection zone (RPZ) at ROC and in the Airport's Master Plan. The FAA would encourage ROC to own this land because of the Master Plan. The seller came willingly to the Airport first to see if the Airport was interested in purchasing the property, purchase price is based on real property appraisal. A motion to authorize the purchase was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas presented the traffic report for July and August 2015. July and August are typically the highest enplanement months of the year and this year was the same; July 2015 and August 2015 enplanements were 110,159 and 108,877 respectively. Year to Date enplanements for 2015 are 788,557 down just 1/6% as compared to Year to Date enplanements for 2014 at 801,015. Delta Air Lines continues to lead in passenger share with 30.4% followed by Southwest 22.3%, American 22.2% (reflects merger with US Airways) and United 16.4%. Thruway airport comparisons show Rochester (ROC), Buffalo (BUF) and Syracuse (SYR) below 2014 enplanement figures for the first eight months of 2015. Albany (ALB) has seen some growth. Load factors are up Year to Date as compared to 2014, 82.7% vs. 81.7%. Seats available for July 2015 were 125, 578 and August 2015 125,425. Landed weights are 878,155 million through August 2015. July 2015 and August 2015 departures each totaled 1,643 departures per month.

Director's Report

Director Giardino reported the he and Deputy Directory Andrew Moore had recently made air service visits with Southwest and JetBlue Airways. Director Giardino thanked board members for their support recently at the Ronald McDonald House airshow proceeds event, stadium promotion and the New York Aviation Management Association (NYAMA) Fall Conference. It was reported that NYAMA was a great success and rose over \$70,000 in sponsorship for the scholarships and advocacy by the organization. The Airport's FAA required Airport Triennial Emergency drill was a success thanks to Fire Chief Todd Bane's efforts – Chief Bane also is celebrating 35 years of service to Monroe County. ROC continues to work with the community to address the topic of unmanned aircraft and their coexistence near commercial airports. Conversation ensued amongst board members on the topic of unmanned aircraft. Director Giardino also address the pending LaGuardia (LGA) perimeter rule and its potential impact on air service from ROC. ROC may lose frequency to LGA as a result of lifting the perimeter rule to longer haul flights at the slot controlled LGA. The Rochester Business Alliance (RBA) recently supported the lifting of the perimeter rule for reasons unknown and ROC will continue to monitor the outcome of the perimeter rule debate. Director Giardino reported that local media is continuing to cover the topic of the Federal Governments REAL ID issue and compliance with New York State Driver's licenses. ROC will continue to communicate to the traveling public the status of this issue and continues to wait to hear from the Federal Government the plan moving forward, ROC has been told by the Federal Government that ample time will be provided to passengers should REAL ID create the need for NYS residents to acquire additional forms of identification for air travel. Member Keith asked about the \$4.5 million dollar entitlement grant ROC had received and Member Perrone commended the Airport on a job well done hosting the NYAMA conference.

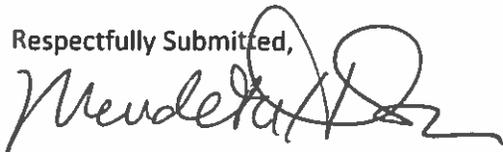
Other Business

No other business was presented.

Meeting was adjourned @ 12:55 p.m.

The next Board Meeting is December 2, 2015.

Respectfully Submitted,



Merideth H. Smith, Esq.
Secretary

Dated: 10/29/15

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 20 OF 2015

**APPROVAL AND ADOPTION OF THE 2016 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The 2016 Budget, in the form presented to the Authority and attached
hereto is adopted.

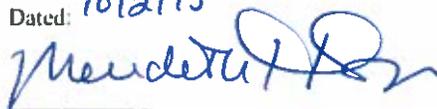
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: 6-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated: 10/2/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 21 of 2015

**APPROVAL AND ADOPTION OF THE 2016 MONROE COUNTY AIRPORT
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the
2016 Renewal and Replacement Budget as presented at this meeting and appended
hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: 6-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated: 10/2/15


Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 22 of 2015

**AUTHORIZE SIGNATORY AIRLINE CONTRACT EXTENSION AND AMENDMENT FOR
THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

WHEREAS, the Monroe County Airport Authority (the AUTHORITY) and AIRLINES have executed an Airline-Airport Use and Lease Agreement dated January 1, 2013, and

WHEREAS, the initial Lease term expires on December 31, 2015, and Article 3 of the lease contained a provision for renewal of the Lease for one (1) additional two (2) year period (the "First Renewal Term") followed by one (1) additional two (2) year period (the "Second Renewal Term"); and

WHEREAS, the AUTHORITY and AIRLINES mutually desire to exercise the First Renewal Term of the Lease, and

WHEREAS, the AUTHORITY and AIRLINES desire to define the manner and use of the Surplus Fund in regards to the Agreement; and

WHEREAS, the AUTHORITY and AIRLINES desire to expand the definition of Signatory Airlines; and

Section 1. The County Executive, or as her designee, is hereby authorized to execute a signatory airlines contract extension and amendment on behalf of the Authority as follows:

- a. The term of the contract is being amended to be extended for one (1) three (3) year term from January 1, 2016 to December 31, 2018.
- b. The following paragraph shall be added to Article IX as a new Section 9.04(C):

Each calendar year, prior to any other use of the Surplus Fund for that year, AUTHORITY shall apply from the Surplus Fund, as a credit against Signatory Airline rates and charges, Three Hundred Thousand and 00/100 Dollars (\$300,000) in calendar year 2016 of this Agreement and shall increase the amount applied in each calendar year thereafter by an additional Three Hundred Thousand and 00/100 Dollars (\$300,000) over the amount required to be applied in the preceding calendar year. Such amounts shall be applied as follows: (i) eighty percent (80%) of such funds shall be allocated to Signatory Airline Terminal costs and expenses and shall reduce the Average Signatory Airline Terminal Rental Rate computed in accordance with Exhibit "G" and (ii) the remaining twenty percent (20%) shall be allocated to Signatory Airline Airfield costs and expenses and shall reduce the Average Signatory Airlines' Landing Fee Rate computed in accordance with Exhibit "G".

- c. Amending Article I to add the following language shall at the end of the definition of "Signatory Airline":

Any all-cargo Scheduled Air Carrier shall be charged Signatory Airline rental fees and charges if it guarantees an annual minimum of 30,000,000 pounds of Maximum Gross Landed Weight throughout the Term of this Agreement, and executes an agreement with the AUTHORITY substantially similar to this Agreement, except that its agreement shall not include the minimum space requirement set forth in Section 5.01(B) of this Agreement. For each of the all-cargo Scheduled Air Carriers receiving Signatory Airline rental fees and charges pursuant to this section, the Authority shall annually review the monthly activity reports and any other data it deems necessary to determine if the guaranteed annual Maximum Gross Landed Weight has been achieved. If the guaranteed annual Maximum Gross Landed Weight has not been achieved, an invoice for the shortfall shall be issued to the applicable all-cargo Scheduled Air Carrier for the applicable landing-fee rates owed for the applicable annual period.

- d. All other terms and conditions of the contract remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither the AIRLINES nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: September 30, 2015

Vote: 6-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated: 10/13/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 23 of 2015

**AUTHORIZE CONTRACTS FOR CAR RENTAL CONCESSIONS FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, for the operation of a car rental concession and for lease of office, counter, and ready return area space at the Greater Rochester International Airport. The concession contracts are hereby awarded to: The Hertz Corporation; Avis Rent A Car System, LLC; SNORAC, LLC d/b/a National Car Rental; Budget Rent A Car System, Inc.; SNORAC, LLC d/b/a Alamo Rent A Car; and SNORAC, LLC d/b/a Enterprise Rent-A-Car. The contracts provide the following:

A. A concession fee which is the greater of either:

(1) A minimum annual guarantee with the individual concessions as follows:

	Year 1	Year 2	Year 3
The Hertz Corporation	\$768,300.00	\$741,000.00	\$755,000.00
Avis Rent A Car System, LLC	\$549,861.00	\$560,865.00	\$572,077.00
SNORAC, LLC d/b/a National Car Rental	\$595,001.00	\$612,502.00	\$630,003.00
Budget Rent A Car System, Inc.	\$599,437.00	\$611,426.00	\$623,655.00
SNORAC, LLC d/b/a Alamo Rent A Car	\$262,501.00	\$271,252.00	\$280,003.00
SNORAC, LLC d/b/a Enterprise Rent-A-Car	\$542,501.00	\$525,002.00	\$507,503.00

(2) Percentage of rent of 10% of concessionaire's annual gross revenue.

B. Rent of \$80.00 per square foot per year for terminal space and an allocation per block in the ready return area for each year of the agreement as follows:

	Terminal Rent	Ready Return Rent	Total
The Hertz Corporation	\$59,040.00	\$120,840.00	\$179,880.00
Avis Rent A Car System, LLC	\$62,880.00	\$84,800.04	\$147,680.04
SNORAC, LLC d/b/a National Car Rental	\$62,160.00	\$100,700.04	\$162,860.04
Budget Rent A Car System, Inc.	\$49,760.04	\$55,119.96	\$104,880.00
SNORAC, LLC d/b/a Alamo Rent A Car	\$60,720.00	\$31,800.00	\$92,520.00
SNORAC, LLC d/b/a Enterprise Rent-A-Car	\$51,279.96	\$40,280.04	\$91,560.00

C. A three (3) year term commencing October 1, 2015 and expiring September 30, 2018 with the option to renew for one (1) successive one (1) year term at the sole discretion of the Authority.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither The Hertz Corporation; Avis Rent A Car System, LLC; SNORAC, LLC d/b/a National Car Rental; Budget Rent A Car System, Inc.; SNORAC, LLC d/b/a Alamo Rent A Car; and SNORAC, LLC d/b/a Enterprise Rent-A-Car, nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: September 30, 2015

Vote: 6-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated: 10/2/15


Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 24 OF 2015

AUTHORIZE ASSIGNMENT OF A USE AND LEASE AGREEMENT FOR SPACE AND SERVICES WITH US AIRWAYS, INC. TO AMERICAN AIRLINES, INC., FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an assignment of the Use and Lease Agreement last dated January 22, 2013 (the "Agreement") for space and services at the Greater Rochester International Airport, with US Airways, Inc. to American Airlines, Inc. once the Administrative Director receives a fully executed assignment and assumption agreement between the parties which requires American Airlines, Inc. to assume all obligations under the Agreement and requires US Airways, Inc. to be secondarily liable and obligated for the performance of American Airlines, Inc. under the Agreement.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither American Airlines, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

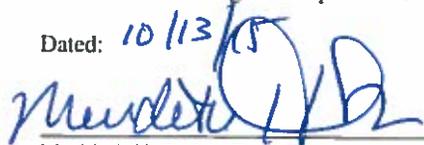
Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: 6-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated: 10/13/15


Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 25 OF 2015

AUTHORIZE AMENDMENT OF THE AGREEMENT FOR ADVERTISING WITH NORMAL COMMUNICATIONS, LLC FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the Agreement for advertising at the Greater Rochester International Airport (the "Agreement") with Normal Communications, LLC as follows:

- The Term of the Agreement shall be extended for five (5) years commencing as of August 1, 2015 and terminating as of July 31, 2020.
- The Rental set forth in Article 2 (A)(1.) shall be expanded to include the following information in regards to Minimum Annual Guaranteed Rent ("MAG") for the five (5) year renewal term:

<u>Contract Year</u>	<u>Annual MAG</u>	<u>Monthly</u>
08/01/2015-7/31/2016	591,230.30	49,269.19
08/01/2016-7/31/2017	608,967.21	50,747.27
08/01/2017-07/31/2018	627,236.23	52,269.69
08/01/2018-07/31/2019	646,053.31	53,837.78
08/01/2019-07/31/2020	665,434.91	55,452.91
Total contract	<u>3,138,921.96</u>	

- The first paragraph of Section B shall be replaced with the following:

Commencing as of August 1, 2015, Contractor is to pay the Rent for that calendar month by the first day of the fourth (4th) month thereafter (e.g. Rent for August 2015 will be due on November 1, 2015). Each month, Contractor shall still provide the Authority with a list of contracts, renewals or extensions thereof, made the prior month setting forth the name of each Exhibitor, commencement date, termination date, Assigned Area, and payment amount.

Payments described in the schedule set forth above shall continue to be due and payable as provided above, notwithstanding that certain payments shall be due subsequent to the expiration of the five (5) year extension term.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Normal Communications, LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: 6-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated: 10/2/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 26 OF 2015

AUTHORIZE AMENDMENT NO. 7 OF THE LEASE/CONCESSION AGREEMENT WITH THE HUDSON NEWS COMPANY d/b/a HUDSON GROUP FOR NEWSSTAND, GIFTSHOP AND VIDEO ARCADE CONCESSIONS FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend Article 8(1) of the Lease/Concession Agreement for Newsstand/Giftshop and Video Arcade Concessions at the Greater Rochester International Airport with The Hudson News Company d/b/a Hudson Group as follows:

The hours of operation "6:00 A.M. and 10:00 P.M." in Article 8(1) of the Lease shall be amended to "4:30 A.M. and 8:30 P.M."

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither The Hudson News Company d/b/a Hudson Group nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: 6-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated: 10/2/15


Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 27 OF 2015

AUTHORIZE PURCHASE OF 674 BEAHAN ROAD, TOWN OF CHILI, COUNTY OF MONROE, STATE OF NEW YORK BY MONROE COUNTY AND INCLUSION OF 674 BEAHAN ROAD IN THE PROPERTY COVERED BY THE LEASE AND OPERATING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to approve the acquisition by Monroe County, through purchase, property at 674 Beahan Road, Rochester, New York for a price of Ninety-five Thousand and 00/100 Dollars (\$95,000).

Section 2. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between the Monroe County and Monroe County Airport Authority to add the parcel located at 674 Beahan Road.

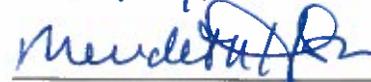
Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: September 30, 2015

Vote: 6-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport Authority
at a General Meeting held September 30, 2015.

Dated: 10/13/15



Merideth H. Smith, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
December 2, 2015
11:00 a.m.

- | | | |
|----|--|---------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from September 30, 2015 | Perrone |
| 3. | Audit Entrance Presentation by Bonadio & Co, LLP | Shepard |
| 4. | Internal Audit Report | Niles |
| 5. | Financial Reporting
Trial Balance at October 31, 2015
Budget to Actual at October 31, 2015 | Fedison |
| 6. | Ethics Hotline Report | Crumb |
| 7. | Schedule of 2016 Audit Committee Meetings | Fedison |
| 8. | Other Business | Perrone |

Next meeting is January 20, 2016

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

December 2, 2015

Present:

John H. Perrone, Jr., Chairman

Hank Stuart

Hon. Anthony Daniele

Others Present:

Michael Giardino

Administrative Director

Robert Franklin

Treasurer

Maryanne Fedison

Assistant Treasurer

Donald L. Crumb Jr., Esq.

Assistant Secretary

Tom Niles

Stonebridge Business Partners

Randy Shepard

Bonadio & Co., LLP

Andrew Moore

Meeting was called to order by Chairman Perrone at 11:00 a.m.

Approval of the Minutes from September 30, 2015

A motion was made to approve by Member Daniele and seconded by Member Stuart. The motion passed unanimously 3-0.

Audit Entrance Presentation by Bonadio & Co., LLP

Mr. Randy Shepard reviewed the scope of services, auditor's responsibility in considering Authority internal controls and communicating matters of significance to the committee. How the Audit will be conducted was reviewed including definitions relating to tolerable misstatement, test scope & adjustment scope. Mr. Shepard reminded the Audit Committee members that their role relaying information to the Auditors as they pertain to observations of current internal controls, issues regarding management concerns or other high risk areas are to be communicated. Mr. Shepard addressed new GASB accounting standards and how those may or may not potentially impact the Authorities financial statements. Preliminary Audit work is complete, year-end Audit Work is to be completed Feb. 15 – 26th, 2016 with the draft report to be presented to the Audit Committee at the March 23, 2016 meeting. It was noted that there is a new engagement manager joining the client services team this year. Member Stuart inquired as to whether this was a required change or managerial decision. Mr. Shepard stated that it was a personnel change, as the Engagement Partner – Mr. Shepard must be changed per law every five years.

Presentation of Internal Audit

Mr. Tom Niles, Stonebridge Business Partners reported that the Sharel Ventures (McDonald's) audit is complete for the audit period of Jan. 1, 2014 through June 30, 2015. The concessionaire McDonalds had reported revenue for the period of approximately \$1.5 Million and concession fees of approximately \$138,000. The concession employs 30 people at the Airport location including one store manager and four shift managers. Audit recommendations were to add language to any future contract to include language requiring the reporting of a Certified Statement of Gross Sales and in general adding language to future Request for Proposals (RFP) requiring the use of dedicated bank accounts for airport activity to facilitate the audit process. Mr. Niles reported that the audit of Paula Donuts d/b/a Dunkin Donuts is nearly complete and that Stonebridge is on schedule to complete a US Airports audit by year's end.

Financial Reporting

Assistant Treasurer Fedison presented the Trial Balance and Budget to Actual at October 31, 2015. Overall cash on hand is approximately \$26.3 Million. Accounts Receivable is over \$1 Million of which 85% is 30 days or less, 95% is 60 days or less and the remaining 5% is being pursued. Amount due to Other Governments is approximately \$1.7 Million. Revenues are in line with 2014 YTD within \$6,000, terminal rent and joint use are down approximately \$690,000 which is good news for the airlines, expenses are down, and net parking revenue is up approximately \$637,000 or 11%. Net Expenses are down approximately \$900,000 mainly due to decreasing Authority debt payments, Operations & Maintenance to the County is also

down approximately \$500,000 due to decreases in gas & electric fees and net revenues are up approximately \$692,000 or 1.8%. Conversation ensued with regards to diversifying the financial institutions Authority investments reside.

Assistant Treasurer Fedison reported that the Budget to Actual is 76.6%, under budget. Member Daniele inquired as to whether budgeted money would be carrying over into 2016. Fedison reported that only encumbered funds will carry over. The 2016 budget does include some appropriations that were re-budgeted for in 2016 due to -projects that will not be 100% complete in 2015.

Ethics Hotline Report

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:35 a.m.

The next Audit Committee Meeting is January 20, 2016.

Respectfully Submitted,

Donald L. Crumb Jr.
Donald L. Crumb Jr., Esq.

Secretary

Dated: 1-5-16

Agenda
Monroe County Airport Authority
Governance Committee Meeting
December 2, 2015
11:30 a.m.

- | | | |
|----|--|-------|
| 1. | Roll Call | Flynn |
| 2. | Approval of Minutes from May 20, 2015 Governance Committee Meeting | Flynn |
| 3. | Authorities Budget Office Policy Guidance Update | Crumb |
| 4. | Other Business | Flynn |
| 5. | Adjournment | Flynn |

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
December 2, 2015

Present:

R. Thomas Flynn, Chairman
Susan Keith
Hon. Cynthia Kaleh

Excused Absence:

James G. Vazzana, Esq.

Others Present:

Michael Giardino	Administrative Director
Merideth Smith, Esq.	Secretary
Donald L. Crumb Jr., Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Andy Moore	

Meeting was called to order by Committee Chairman Flynn at 11:45 am.

Approval of the Minutes from May 20, 2015 Governance Committee Meeting

A motion was made to approve by Member Keith and seconded by Member Kaleh. The motion passed 3-0.

Authorities Budget Office Policy Guidance Update

Assistant Secretary Crumb stated that the ABO had issued a new recommended practice for Authorities pertaining to Conflict of Interest Policies and new policy guidance pertaining to Explanatory Statements in Circumstances of Property Disposal by negotiation. It was noted that the Monroe County Airport Authority (MCAA) is already in compliance with both the recommended practice and policy guideline. All MCAA policies, including Property Disposal, will be reviewed during the 1Q/2016 and any required updates will be brought to the attention of the Board.

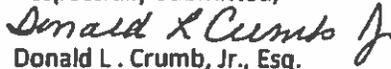
Other Business

No other business was presented.

Meeting was adjourned @ 11:47 AM

The next Governance Committee Meeting is March 23, 2016.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Secretary

Dated: 1-5-16

Agenda
Monroe County Airport Authority
Regular Meeting
December 2, 2015

- | | |
|---|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from September 30, 2015 | Vazzana |
| 4. Treasurer's Report | Franklin |
| 5. Audit Committee Report | Perrone |
| 6. Approval and Adoption of the 2016 Rates and Charges at the Greater Rochester International Airport | Fedison |
| 7. Authorize Use of Appropriation from the Surplus Fund for 2016 Rates & Charges payment relating to the Airline Incentive Program | Fedison |
| 8. Authorize Use of Appropriation from the Surplus Fund for the 2015 General Obligation Debt Payment relating to the Parking Garage Addition | Fedison |
| 9. Authorize contract with PEC Management, LLC. to produce and manage future airshows for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 10. Authorize Food & Beverage Concession contract with Paula Donuts d/b/a Dunkin Donuts for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 11. Authorize Assignment of the Lease Agreement for 175 Buell Road with Finger Lakes Communications to Great Lakes Services (GLS) II for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 12. Traffic Report | Haas |
| 13. Director's Report | Giardino |
| 14. Annual Board Evaluation | Crumb |
| 15. Schedule the dates for the 2016 Authority Meetings | Fedison |
| 16. Other Business | Vazzana |

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

**APPROVAL AND ADOPTION OF THE 2016 RATES AND CHARGES FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2016 Rates and Charges at the Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: X - X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR THE 2016 RATES & CHARGES PAYMENT RELATING TO THE AIRLINE INCENTIVE PROGRAM FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appropriates \$350,000 from the Surplus Fund for payment of waived rates and charges relating to the airline incentive program.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: X - X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:

Merideth H. Smith, Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR THE 2015
GENERAL OBLIGATION DEBT PAYMENT RELATING TO THE PARKING GARAGE
ADDITION FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appropriates \$286,076 from the Surplus Fund for payment of the 2015 General Obligation debt payment, principal and interest, relating to the Parking Garage Addition project.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: X - X

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:

Merideth H. Smith, Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

**AUTHORIZE CONTRACT WITH PEC MANAGEMENT, LLC. TO PRODUCE AND
MANAGE FUTURE AIRSHOWS FOR THE MONROE COUNTY AIRPORT AUTHORITY
AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an agreement, and any amendments and renewals thereto, with PEC Management, LLC., 15 Ridgeway Estates, Rochester, New York 14626, to produce and manage future Airshows for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. PEC Management, LLC. was determined by a selection committee to be the most qualified of the two proposals to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be three (3) years with the option to renew for up to two (2) successive one year terms.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither PEC Management, LLC. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: X-X

I, Meredith H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

AUTHORIZE FOOD & BEVERAGE CONCESSION CONTRACT WITH PAULA DONUTS INC. D/B/A DUNKIN DONUTS FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a Food & Beverage Concession Agreement, and any amendments and renewals thereto, with Paula Donuts Inc. d/b/a Dunkin Donuts for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Paula Donuts Inc. d/b/a Dunkin Donuts was the sole proposal submitted to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. Each member of the selection committee reviewed the proposal. The contract will be three (3) years with the option to renew for up to two (2) successive three year terms.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Paula Donuts Inc. d/b/a Dunkin Donuts nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: X-X

I, Meredith H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

**AUTHORIZE ASSIGNMENT OF THE LICENSE AGREEMENT FOR 175 BUELL ROAD
WITH FINGER LAKES COMMUNICATIONS CO. TO GLS II, LLC FOR
THE MONROE COUNTY AIRPORT AUTHORITY AT
THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an assignment of the License Agreement for 175 Buell Road (the "License Agreement") with Finger Lakes Communications Co. to GLS II, LLC once the Administrative Director receives a fully executed assignment between the parties which is satisfactory to the Administrative Director and the County Attorney.

Section 2. All terms and conditions of the License Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither GLS II, LLC nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote:

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:

Merideth H. Smith, Esq., Secretary

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
December 2, 2015**

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Susan Keith
John J. Perrone, Jr.
Hank Stuart
Hon. Anthony Daniele
Hon. Cynthia Kaleh

Others Present:

Michael Giardino	Administrative Director
Merideth H. Smith, Esq.	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by the Chairman @ 12:05 p.m.

Approval of the Minutes from September 30, 2015

The minutes were approved without changes. A motion to accept the minutes was moved by Member Perrone and seconded by Member Kaleh. The motion passed unanimously 7-0.

Board Member Recognition

Chairman Vazzana and Director Giardino reported that Board Secretary Merideth Smith will be leaving her position and thanked her for her service to the board and presented her with an ROC challenge coin.

Treasurer's Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had expenses for the reporting period totaling \$6,088.80. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

The statements for September - October 2015 credit card usage by the Director was presented for the reporting period. The credit card expenses totaling \$7,639.21 were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card usage report was moved by Member Keith and seconded by Member Perrone. The motions passed unanimously 7-0.

Audit Committee Report

Presented by Member Perrone.

Governance Committee Report

Presented by Vice- Chairman Flynn.

Approval and Adoption of the 2016 Rates and Charges for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Fedison reported that the administration had met with the airline property managers and presented the projected rates for 2016 represented on Exhibit G3. Overall the property managers were happy that the total terminal rental rate for 2016 has decreased and that the cost per enplaned passenger has decreased. It was noted

this was the first time in recent history that the cost per enplaned passenger has dropped below \$11.00. A motion to authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize Use of Appropriation from the Surplus Fund for the 2016 Rates & Charges Payment Relating to the Airline Incentive Program for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Fedison reported that the Authority must guarantee expenses for rates and charges that Allegiant would occur outside of the Airline Incentive program, these costs cannot be included in other airlines rates and charges for operating at ROC. The amount of \$350,000 from Surplus is mandated to be covered and is sufficient for rates and charges coverage. Member Kaleh asked if Surplus had a level at which it must be maintained. It was reported that there is not a required amount, Surplus has a sufficient amount and that the Authority may allocate the money for this use. A motion to authorize was moved by Member Stuart and seconded by Member Kaleh. The motion passed unanimously 7-0.

Authorize Use of Appropriation from the Surplus Fund for the 2015 General Obligation Debt Payment Relating to the Parking Garage Addition for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Fedison reported that this is the final year the Authority will make a 25% contribution towards the debt payment of the parking garage addition, after 2016, 100% of the parking garage addition debt is incurred by the airlines. A motion to authorize was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 7-0.

Authorize a Contract with PEC Management, LLC. to Produce and Manage Future Airshows for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that PEC Management was selected through an RFP process to produce and manage future airshows at ROC. It was reported that Deputy Director of Aviation Andrew Moore oversaw the selection committee. PEC has experience in producing and managing airshows and has done so successfully here at ROC in 2014 with the United States Air Force Thunderbirds and in 2015 with the United States Navy Blue Angels. Director Giardino reported that the International Council of Airshows is meeting later in December and that the teams generally post schedules for two years out. While ROC has not been contacted to host a show for 2016 or 2017, we have in been contacted in the past when venues have cancelled and ROC should be ready in case that occurs. Member Kaleh asked if any other proposals were submitted. It was answered that one other proposal was submitted and was determined to be non-responsive. A motion to authorize a contract was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize Food & Beverage Concession Contract with Paula Donuts Inc. d/b/a Dunkin Donuts for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported to the board that Dunkin Donuts has operated here at ROC for quite some time both on the secure and non-secure sides of the terminal. Dunkin Donuts was selected through an RFP process to operate Food & Beverage Concessions at ROC. It was reported that Deputy Director of Aviation Andrew Moore oversaw the selection committee. A motion to authorize assignment was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize Assignment of the License Agreement for 175 Buell Road with Finger Lakes Communications Co. to GLS II, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported to the board that this property is in the Airport's "Blue Parking Lot" – a tertiary parking area that is rarely used unless volume demands. Finger Lakes Communications has occupied the front of this building and is now partnering with another group, GLS II, LLC and desires to sign over the assignment to this partner; to date they have been a good occupant. It was noted that terms of the agreement remain the same, principle is being changed. A motion to authorize the extension and amendment was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas presented the traffic report for September and October 2015. September 2015 and October 2015 enplanements were 95,564 and 108,743 respectively. September 2015 was 1.28% higher than September 2014; October 2015 was 4.7% higher than October 2014. Year to Date enplanements for 2015 are 992,864 down just 0.65% as compared to Year to Date enplanements for 2014 at 999,387. October 2015 was the first month Allegiant began operations at ROC. It was also the highest October on record since October 2010 (113,062). Delta Air Lines continues to lead in passenger share with 30.2% followed by American 22.4%, Southwest 21.4% and United 17.1%. Thruway airport comparisons show Buffalo (BUF) Airport with traffic declining 1.92% for the reporting period. Syracuse (SYR) and Albany (ALB) showed traffic growth of 4.6% and 8.5% respectively for the reporting period. ROC beat ALB for traffic growth during October 2015. Load factors are up Year to Date as compared to 2014, 82.6% vs. 81.8%. Seats available for September 2015 were 121,110 and October 2015 127,446; both higher as compared to this time in 2014. Landed weights were higher YTD for September 2015 up 2.4% and October 2015 up 3.2%. Overall YTD Landed Weights are down 2.4%. Trips YTD are 2.4% higher than 2014 YTD. Chairman Vazzana commented that the traffic report is positive and thanked County Executive Brooks and Administrative Director Giardino for their leadership.

Director's Report

Director Giardino presented remarks to the board thanking County Executive Maggie Brooks for her leadership and support of ROC over the past 12 years. Chairman Vazzana and Director Giardino presented County Executive Brooks with an ROC challenge coin.

Other Business

No other business was presented.

Meeting was adjourned @ 12:55 p.m.

The next Board Meeting is January 20, 2015.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 1-5-16

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 28 OF 2015

**APPROVAL AND ADOPTION OF THE 2016 RATES AND CHARGES FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2016 Rates and Charges at the Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: 7-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:


Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 29 OF 2015

AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR THE 2016 RATES & CHARGES PAYMENT RELATING TO THE AIRLINE INCENTIVE PROGRAM FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appropriates \$350,000 from the Surplus Fund for payment of waived rates and charges relating to the airline incentive program.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: 7-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:

12/3/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 30 OF 2015

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR THE 2015
GENERAL OBLIGATION DEBT PAYMENT RELATING TO THE PARKING GARAGE
ADDITION FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appropriates \$286,076 from the Surplus Fund for payment of the 2015 General Obligation debt payment, principal and interest, relating to the Parking Garage Addition project.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: 7-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated:

12/3/15


Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 31 OF 2015

**AUTHORIZE CONTRACT WITH PEC MANAGEMENT, LLC. TO PRODUCE AND
MANAGE FUTURE AIRSHOWS FOR THE MONROE COUNTY AIRPORT AUTHORITY
AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an agreement, and any amendments and renewals thereto, with PEC Management, LLC., 15 Ridgeway Estates, Rochester, New York 14626, to produce and manage future Airshows for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. PEC Management, LLC. was determined by a selection committee to be the most qualified of the two proposals to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be three (3) years with the option to renew for up to two (2) successive one year terms.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither PEC Management, LLC. nor any of its principal officers owe any delinquent Monroe County property taxes.

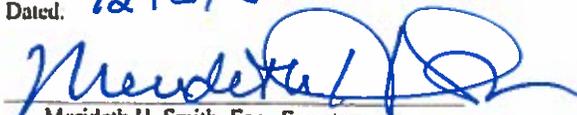
Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: 7-0

I, Meredith H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated.

12/3/15

Meredith H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 32 OF 2015

AUTHORIZE FOOD & BEVERAGE CONCESSION CONTRACT WITH PAULA DONUTS INC. D/B/A DUNKIN DONUTS FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a Food & Beverage Concession Agreement, and any amendments and renewals thereto, with Paula Donuts Inc. d/b/a Dunkin Donuts for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Paula Donuts Inc. d/b/a Dunkin Donuts was the sole proposal submitted to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. Each member of the selection committee reviewed the proposal. The contract will be three (3) years with the option to renew for up to two (2) successive three year terms.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Paula Donuts Inc. d/b/a Dunkin Donuts nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: 7-0

I, Meredith H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated: 12/7/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 33 OF 2015

**AUTHORIZE ASSIGNMENT OF THE LICENSE AGREEMENT FOR 175 BUELL ROAD
WITH FINGER LAKES COMMUNICATIONS CO. TO GLS II, LLC FOR
THE MONROE COUNTY AIRPORT AUTHORITY AT
THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an assignment of the License Agreement for 175 Buell Road (the "License Agreement") with Finger Lakes Communications Co. to GLS II, LLC once the Administrative Director receives a fully executed assignment between the parties which is satisfactory to the Administrative Director and the County Attorney.

Section 2. All terms and conditions of the License Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither GLS II, LLC nor any of their principal officers owe any delinquent Monroe County property taxes.

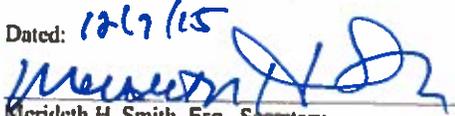
Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: December 2, 2015

Vote: 7-0

I, Merideth H. Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held December 2, 2015.

Dated: 12/2/15


Merideth H. Smith, Esq., Secretary