

**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<br>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                    |

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

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|---|----------|
| 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 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 |
| 11. 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 |
| 12. Authorize Amendment of the Agreement for Advertising with Normal Communications, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport   | Crumb    |
| 13. Litigation Report   | Crumb    |
| 14. Traffic Report  | Haas     |
| 15. Director's Report   | Giardino |
| 16. 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)

**MONROE COUNTY AIRPORT AUTHORITY  
RESOLUTION NO. \_\_\_\_ 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: 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:

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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:

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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:

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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:

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