

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

January 20, 2016

Present:

Hank Stuart

Hon. Anthony Daniele

Excused Absence:

John H. Perrone Jr., Chairman

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 Member Stuart at 11:00 a.m.

Approval of the Minutes from December 2, 2015

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

2016 Proposed Internal Audit Plan

Mr. Tom Niles reviewed the proposed 2016 Internal Audit Plan and discussed the three phase approach: risk assessment/planning, internal audit field work and reporting/communication. The proposed 2016 plan rotates audits based on revenue generation – agreements with revenue in excess of \$100,000/year will be on a three year rotation, while agreements with revenue below \$100,000/year will be on a four year rotation. The parking concession due to its volume of revenue will be audited annually in varying focus and ad hoc audits are able to be added as well. Mr. Niles also reviewed the 2017 and 2018 proposed Audit plan and identified that the 2016 Audit will address \$8.6 million in revenue to the Monroe County Airport Authority. Audit Committee members were reminded to provide board input to the Audit process by contacting Stonebridge Business Partners. Member Stuart thanked Stonebridge for the Internal Audit Plan put forth. A motion was made to approve the 2016 Proposed Internal Audit Plan by Member Daniele and seconded by Member Stuart. The motion passed unanimously 2-0.

Presentation of Internal Audit

Mr. Tom Niles, Stonebridge Business Partners reported that the internal audit for Paula Donuts was completed for the period of January 2014 – June 2015, covering \$1.2 million in revenue and \$111,974 concession fees. Mr. Niles recommendation was to work with the concessionaire on amending contract language to segregate statements for ROC concessions solely operated by Paula Donuts which will make the audit process simplified for the next time. Discussion ensued amongst committee members about ability of a franchise to do so and/or to be able to access isolated statements by location. Mr. Niles stated that Stonebridge was finishing up the Internal Audit for US Airports and would be prepared to present that at the next Audit Committee Meeting.

Financial Reporting

Assistant Treasurer Fedison presented the Trial Balance and Budget to Actual at November 30, 2015; cash on hand is \$27.3 million. Accounts receivable is over \$1.4 million of which 94% is 60 days or less. Revenues are in line with 2014 up slightly by 1%. Terminal/Joint Use is down about \$700,000 which is good news for the airlines. Net Parking revenue is up \$700,000 due to increasing revenue \$550,000 and decreased expenses \$150,000. Expenses have decreased for interest payments on Authority debt, operations & maintenance and gas/electric costs.

Assistant Treasurer Fedison reported the Budget to Actual is 80.8% versus 92% at this time last year – spending is under budget. Currently \$1 million under budget but that money is being moved to 2016 to cover projects not expended in

2015 – PARCs and Fire Truck purchase. Overall revenue/expenses are in line with the budget, the Airport is in the process of the year end true up with rates/charges and Bonadio will be on site soon for the Annual audit. A motion was moved to approve the Financial Report by Member Daniele and Seconded by Member Stuart.

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 @ 11:34 a.m.

The next Audit Committee Meeting is March 23, 2016.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: January 30, 2016

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 20, 2016**

Present:

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

Excused Absence:

R. Thomas Flynn – Vice Chairman
John J. Perrone, Jr.

Others Present:

Cheryl Dinolfo	Monroe County Executive
Justin Roj	Assistant County Executive
Michael Giardino	Administrative Director
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by the Chairman @ 12:00 p.m.

Approval of the Minutes from December 2, 2015

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 5-0.

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 \$1,562. It was noted that bank indicated the card might have been compromised – it was not but the bank did issue a new card and there was a \$200 fee for overnighting the card because it was needed to make a payment. 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 report was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 5-0.

The statements for November - December 2015 credit card usage by the Director was presented for the reporting period. The credit card expenses totaling \$477.32 were submitted within the required 10 days and with appropriate supporting documentation. It was noted that the credit card issued to former Monroe County Executive Maggie Brooks was returned and destroyed. The current Monroe County Executive Cheryl Dinolfo does not wish to have a card. A motion to accept the credit card usage report was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 5-0.

Audit Committee Report

Presented by Member Stuart.

Authorize Amendment to the Agreement with Ailevon Air Service Consulting to Provide Consultant Services Relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the increase requested is from \$50,000 to an amount not to exceed \$75,000. Director Giardino explained that Ailevon is poised to lead our air service development initiative

aggressively and that the three partners we work with at Ailevon provide access to airline planners; all are former airline planners and have done a good job for ROC over the last two years. It was noted that the law department had reviewed the extension with the proposed amended budget item. A motion to authorize was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 5-0.

Authorize Amendment to the Agreement with Genesee Transportation, Inc. to Provide Airport Taxicab Service for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that Genesee Transportation asked for a reduction in their annual fee for the renewal period of three years. The Airport counter proposed a reduction in the annual fee for one year. It was noted that this amount is still above the minimum annual guarantee proposed by other vendors during the last RFP process. Conversation ensued amongst board members about the pending move for Uber/Lyft upstate and it was noted that ROC will work through that integration at the appropriate time to ensure a smooth transition and that Airports across the state or similar in size can be looked at for best practices. A motion to authorize was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 5-0.

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

Administrative Director Giardino reported that this amendment deals with the mechanics of the contract in terms of when payment is due to the Authority, based on the recommendations of the last internal audit completed. Assistant Secretary Crumb noted that proposed amendment to billing date due will eliminate any billing issues and fits well with the vendors billing schedule. It was noted that the concessionaire is current and that the concessionaire just renewed in July. A motion to authorize was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 5-0.

Authorize Use of Appropriation from the Surplus Fund for the 2015 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 airline incentive agreement waives rates/charges for October 2015 – December 2015 for Allegiant Airlines and that the FAA requires the Airport to hold all other airlines harmless of the excess rates due to waived rates/charges. Conversation ensued as to whether an airline incentive has been more than \$75,000 in the past. Administrative Director Giardino stated that it is possible in the past – but that it will be more in 2016 anticipating Allegiant Airlines waived rates/charges. It was noted that this is retroactive and the board already approved the appropriation for 2016. A motion to authorize was moved by Member Kaleh and seconded by Member Daniele. The motion passed unanimously 5-0.

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

Assistant Secretary Crumb reported to the board that this property went before the board at the last meeting and since the entity has had a legal name change to their business. This proposed assignment corrects the name on the contract. It was noted that the lease is current. A motion to authorize was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 5-0.

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

Assistant Secretary Crumb reported to the board that each member and officer of the Monroe County Airport Authority must complete an annual statement of financial disclosure for themselves and their spouse for calendar year ending 2015. Each member was provided with the forms and an envelope addressed and stamped to return to Secretary Crumb by April 1, 2016.

Schedule Date for Annual Ethics & Policy Training

Assistant Secretary Crumb reported that the Annual Ethics & Policy Training will need to take place for board members before the annual meeting in March. Dates and times were discussed and the board members will be providing Assistant Secretary Crumb with their availability.

Traffic Report

Mr. Dave Haas presented the traffic report for November and December 2015. Enplanements for November 2015 were up 6% at 99,548 compared to November 2014 at 93,909. Enplanements for December 2015 were up 1.8% at 97,090 compared to December 2014 at 95,417. Total for 2015 enplanements were up 0.07% at 1,189,502 as compared to 2014 enplanements at 1,188,713. Total passengers (enplanements & deplanements) were up 0.5% at 2,378,499 as compared to 2014 total passengers at 2,367,507.

Passenger share for the airlines is as follows: Delta 30%, American 22.4%, Southwest 21%, United 17.1%, JetBlue 8.6%, Air Canada 0.6 % and Allegiant 0.4%. As compared to the Thruway Airports ROC had an increase of about 0.1% in passenger traffic for 2015, Albany (ALB) increased 5.8% and Syracuse (SYR) increased 0.2%; Buffalo (BUF) had a decrease in passenger traffic of 1.8%.

Load Factors for 2015 were the highest on record since ROC began tracking this information in 2004. The early 2000's saw ROC load factors in the mid 60%, 2007 – 2012 mid to high 70%, and 2013 – 2015 80%. ROC 2015 Load factor is 82.7% up 1.1 percentage point as compared to 2014 load factor at 81.6%.

Monroe County Executive Welcome & Introduction

Chairman Vazzana welcomed County Executive Cheryl Dinolfo to the MCAA meeting and noted that the Airport under Director Giardino is one of the best Airports run in the Country. Administrative Director Giardino noted that this takes leadership and that the board is grateful to have the County Executive here today. County Executive Dinolfo reported that she has been on the job for three weeks and that she is looking forward to working together to complete tasks.

Director's Report

Director Giardino recapped highlights of 2015 to include: airfield operations success during winter weather, airshow highlights, construction season accomplishments, current construction projects in process and the FAA certification completed with no major discrepancies. Director Giardino thanked many individuals on the Airport staff and airfield tenants for their hard work. Director Giardino mentioned the new budget proposal to offer \$40,000,000 to Upstate Airports announced in the Governor's Budget proposal and that ROC will be ready to engage in the process when more details are available. Conversation ensued amongst board members with regards to airlines and the status of the 1,500 mile perimeter rule/ROC service to LGA. The meeting concluded with the Director reading a thank you note from a funeral home whom had recently worked with Airport Operations Manager Woolston on the transfer of military human remains back to ROC and how much the family/honor guard/funeral home appreciated the assistance.

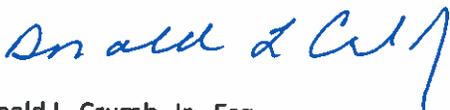
Other Business

No other business was presented.

Meeting was adjourned @ 12:55 p.m.

The next Board Meeting is March 23, 2016.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: January 30, 2016

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 of 2016

AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH AILEVON AIR SERVICE CONSULTING TO PROVIDE CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT 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 previously entered into an agreement with Ailevon Air Service Consulting, to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport;

Section 2. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute contract amendments with Ailevon Air Service Consulting, to increase the annual cost not to exceed \$75,000 for the one (1) year extension period of the contract term.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Ailevon Air Service Consulting, nor any of its principal officers, owes any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2016

Vote: 5-0

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 January 20, 2016.

Dated: 01-21-16



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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 OF 2016

AUTHORIZE AMENDMENT TO THE AGREEMENT WITH GENESEE TRANSPORTATION, INC. TO PROVIDE AIRPORT TAXICAB SERVICE 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 contract amendments to amend the contract between the Monroe County Airport Authority and Genesee Transportation, Inc., for Airport taxicab service concession for the Monroe County Airport Authority at the Greater Rochester International Airport by reducing the annual fee for one year only as follows:

Annual Fee (3/1/2016 – 2/28/2017): from \$93,000 to \$83,700

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Genesee Transportation, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2016

Vote: 5-0

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 January 20, 2016.

Dated: 01 - 21 - 16


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2016

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 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 last day of the fourth (4rd) month thereafter (e.g. Rent for August 2015 will be due on November 30, 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: January 20, 2016

Vote: 5-0

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 January 20, 2016.

Dated: 01-21-16


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 OF 2016

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR THE 2015 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 an amount not to exceed \$75,000 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: January 20, 2016

Vote: 5-0

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 January 20, 2016.

Dated: 01-21-16


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 OF 2016

AUTHORIZE ASSIGNMENT OF THE LICENSE AGREEMENT FOR 175 BUELL ROAD WITH FINGER LAKES COMMUNICATIONS CO. TO RADIOMAX COMMUNICATIONS, 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 License Agreement for 175 Buell Road (the "License Agreement") with Finger Lakes Communications Co. to RADIOMAX COMMUNICATIONS, INC. 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 RADIOMAX COMMUNICATIONS, INC. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2016

Vote: 5-0

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 January 20, 2016.

Dated: 01-21-16


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

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

March 23, 2016

Present:

Hank Stuart

John H. Perrone Jr., Chairman

Others Present:

Michael Giardino

Administrative Director

Robert Franklin

Treasurer

Michael E. Davis, Esq.

Secretary

Donald L. Crumb Jr., Esq.

Assistant Secretary

Randy Shepard

Bonadio Group

Tom Niles

Stonebridge Business Partners

Andrew Moore

Meeting was called to order by Member Stuart at 11:05 a.m.

Approval of the Minutes from January 20, 2015

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

Bonadio: Presentation of the 2015 Audit

Mr. Randy Shepard, Bonadio Group presented the draft 2015 MCAA Audit. Mr. Shepard reviewed the financial statements, balance sheet, net position, cash flow and footnotes. He also addressed the PFC compliance and Investment and Debt Compliance – stating all were in compliance and positive reports. Mr. Shepard stated that the audit rendered an unmodified opinion – the highest level of assurance. Conversation ensued among members and it was also noted that in the audit it is identified where the rotation is with the audit partner. The full report will be posted to the MCAA portion of the web www.monroecounty.gov. A motion was made to approve the 2015 Audit by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

Presentation of Internal Audit

Mr. Tom Niles, Stonebridge Business Partners presented the recently completed internal audit of the Fixed Base Operator (FBO) agreement between the MCAA and USAirports Flight Services. The primary focus of the audit was to evaluate the procedures of aggregate fees to the MCAA for glycol usage, fuel flowage and landing weights. The audit period covered January 1, 2014 – June 30, 2015 and total fees of \$1.68 Million. Conversation ensued among members pertaining to the reporting system PASSUR and landing weights. A motion was made to approve the 2016 Proposed Internal Audit Plan by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

Financial Reporting

Treasurer Franklin presented the Annual Public Authorities Report and PARIS Report for 2015. Treasurer Franklin also led the discussion to approve amendments to language in the Assets: Tracking, Inventory and Disposal of Assets and Acquisition of Real Property policy based upon the recommendations the ABO put out earlier in 2015. All other MCAA policies remain the same with no amendments. A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

Litigation Report

Assistant Secretary Crumb reported the annual litigation report to the audit committee. There were nine (9) matters on the report. Five (5) of the matters have not commenced, three (3) are in the discovery phase and one (1) is in appeal. Five (5) of the matters are covered by insurance and litigation team does not expect to incur any costs other than the deductible.

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 @ 11:50 a.m.

The next Audit Committee Meeting is May 18, 2016.

Respectfully Submitted,



Michael E. Davis, Esq.

Secretary

Dated: 04-14-16

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Governance Committee Meeting

March 23, 2016

Present:

R. Thomas Flynn, Chairman

Susan Keith

Hon. Cynthia Kaleh

James G. Vazzana, Esq. *(arrived after voting had occurred)

Others Present:

Michael Giardino Administrative Director

Michael E. Davis, Esq. Secretary

Donald L. Crumb Jr., Esq. Assistant Secretary

Robert Franklin Treasurer

Andy Moore

Meeting was called to order by Chairman Flynn at 11:55 am.

Approval of the Minutes from December 2, 2015 Governance Committee Meeting

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

Annual Review of Mission Statement and Performance Goals & Measures

Chairman Flynn presented the annual review of the mission statement and performance goals and measures with the committee. Chairman Flynn 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 each goal by Member Kaleh and seconded by Member Keith. The motions 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. The evaluation had 100% completion rate & 100% agreed (best result) on each objective. A motion was made to approve by Member Keith and seconded by Member Kaleh. The motion passed 3-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that there were no calls to the Ethics hotline for the reporting period.

Other Business

No other business was presented.

Meeting was adjourned @ 12:05 PM

The next Governance Committee Meeting is TBD.

Respectfully Submitted,



Michael E. Davis Esq.

Secretary

Dated:04-14-16

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING MINUTES
March 23, 2016**

Present:

James G. Vazzana, Esq. Chairman
R. Thomas Flynn Vice-Chairman
John J. Perrone, Jr.
Susan Keith
Charles Henry Stuart
Hon. John J. Howland
Hon. Cynthia Kaleh

Others Present:

Michael Giardino Director of Aviation
Robert Franklin Treasurer
Michael E. Davis, Esq. Secretary
Donald L. Crumb, Jr., Esq. Assistant Secretary
Andy Moore

Meeting was called to order by the Chairman @ 12:05 PM

Approval of the Minutes from March 25, 2015

Moved by Member Keith and seconded by Member Kaleh that the minutes be approved without changes. The motion passed unanimously 7-0.

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 Kaleh and seconded by Member Perrone. The motion passed unanimously 7-0.

Board Communications

Assistant Secretary Crumb reported that since the MCAA portion of the www.monroecounty.gov website provides the same information as the MCAA handbooks, the website will now serve as the handbook. Assistant Secretary Crumb stated that if board members had any questions finding documents to contact him for assistance.

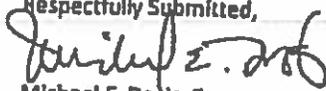
Other Business

No other business presented.

Meeting was adjourned @ 12:09 PM

The next Annual Meeting will be scheduled for March 22, 2017.

Respectfully Submitted,



Michael E. Davis, Esq.

Secretary

Dated:

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 23, 2016**

Present:

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

Others Present:

Michael Giardino	Director of Aviation
Michael E. Davis	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Hon. Anthony Daniele	
Andy Moore	
David Haas	

Meeting was called to order by the Chairman @ 12:10 PM

A Certificate of Appreciation was presented to Hon. Anthony Daniele for his years of service to the MCAA. A moment of silence was observed in memory of Anthony J. Costello and Daniel Fedison.

Approval of the Minutes from January 20, 2016

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

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had seventeen (17) related expenses for the reporting. 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 credit card usage by the Director was presented for the reporting period of January and February 2016 totaling \$6,954. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

Motions to accept both the credit card usage and report on travel and business expenses were 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 Member Flynn.

Audit Committee Member Nomination

Member Perrone indicated that there is a vacancy on the Audit Committee and opened the floor to members for nominations. Hon. John J. Howland accepted the nomination and will be added to the Audit Committee. A motion to accept was moved by Member Kaleh and seconded by Member Keith. The motion passed unanimously 7-0.

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

Member Perrone made the recommendation to the board that the board pass a motion to approve board policies and the 2015 Audit as presented in detail earlier by Bonadio & Co., LLP to the Audit Committee. A motion to approve and adopt was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 7-0.

Authorize a Contract with Patrick Giuliano d/b/a Gusto for a Food and Beverage Concession for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino stated that an RFP for Food and Beverage was issued, six vendors downloaded the RFP, and one vendor submitted a proposal and a selection committee deemed the proposal most qualified. It was noted that the MAG increased \$300.00 and that the vendor is current. A motion to approve and authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Litigation Report

Assistant Secretary Donald L. Crumb Jr., Esq., reported that the litigation summary is included in the 2015 PARIS report and presented the litigation report to the Audit Committee earlier. Overall, there are a minimum number of claims at the Airport. Conversation ensued and it was noted that the I-390 case has ended and that MCAA/Monroe County won the appeal.

Traffic Report

Mr. Dave Haas reported January 2016 enplanements at 86,634 (increase of 2.1% over January 2015 at 84,335) and February 2016 enplanements at 87,220 (increase of 1.2% over February 2015 at 86,224). Total enplanements for 2016 are 173,854 (increase of 1.6% as compared to 2015 YTD). Top three for passenger share is Delta 29.7%, American 22.9%, United 20.0%; Allegiant our newest carrier has 5,000 YTD enplanements and 3.0% enplanement share. Thruway Airport comparison – BUF was the only Airport with a decrease over 2015 (-2.5%), ROC increased 1.6%, SYR increased 1.75% and ALB increased 15.4% (JetBlue introduced service in ALB in 2015 to Orlando & Ft. Lauderdale). Load factors at ROC for January 2016 were 77.9% (second highest on record after January 2014 at 79.4%), February 2016 was 83.2% (highest February since 2011 at 83.7%). Departing seats decreased in January 2016 (111,151) compared to January 2015 (116,356) 5,205 seats/day and February 2016 increased 37 seats/day.

Passenger airline landing weights are down 1.21% for the two month period YTD. January and February 2016 7,656 tons of cargo was handled at ROC. Scheduled departing trips for January 2016 and February 2016 decreased 2.1% as compared to 2015 YTD.

Director's Report

Director Giardino opened by thanking Hon. Anthony Daniele for his service to the MCAA and offering his condolences to USAirports on Anthony J. Costello's passing and to the family of Maryanne Fedison on Daniel Fedison's passing. The Director provided an update on the air service development initiatives and his recent attendance at the Routes America conference where he met with Spirit, Via, Air Canada and Frontier. Director Giardino stated that the Airport is working with the Chamber of Commerce to host an Air Service Development Summit in May – June and that the Airport has received letters from a contingent of passengers interested in non-stop service to Ft. Myers/Southwest Florida. The Airport currently is administering a more detailed survey to this group. Operationally, ROC experienced a light winter with ice a challenge at times. Construction season is upon us with Taxiway H relocation, deicing management plan and departures level roadway rehabilitation. Director Giardino briefed the board on the recently held New York Aviation Management Association (NYAMA) advocacy day. It was reported that once again, the Airport will be issuing a credit of \$1.5 Million to be split among the signatory airlines per the Airline Use & Lease agreement; management has met with the airlines and they are happy with the result. The meeting concluded with a brief description of Airport Security Plan and conversation related to recent acts of terror in Brussels.

Other Business

No other business was presented.

Meeting was adjourned @ 12:58 PM

The next Board Meeting is May 18, 2016.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael E. Davis". The signature is stylized and cursive.

Michael E. Davis, Esq.

Secretary

Dated: 04-14-16

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2016

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2015 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 revised and updated, 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. (<http://www2.monroecounty.gov/airport-MCAA.php>)

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 6 of 2016
Page 2 of 2**

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2015 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

Section 4. The Authority having reviewed the 2015 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 23, 2016

Vote: 7-0

I, Michael E. Davis, 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 23, 2016

Dated:


Michael E. Davis, Esq., Secretary



MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2016

AUTHORIZE A CONTRACT WITH PATRICK GIULIANO d/b/a GUSTO FOR A FOOD & BEVERAGE CONCESSION 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 and Beverage Concession Agreement with Patrick Giuliano d/b/a GUSTO, 5475 North Old Bald Hill Road, Hemlock, New York 14466 for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Patrick Giuliano d/b/a GUSTO was determined by a Selection Committee to be a qualified proposer in response to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of three (3) years with the option to extend for one (1) consecutive term of up to three years, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive the greater of a minimum annual guarantee of \$11,364.00 or 5% of gross sales. The Administrative Director will finalize the terms of this agreement with the concessionaire prior to the execution of the concession agreement.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: March 23, 2016

Vote: 7-0

I, Michael E. Davis, 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 23, 2016.

Dated:



Michael E. Davis, Esq., Secretary



MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
May 25, 2016

Present:

John H. Perrone Jr., Chairman
Hank Stuart
Hon. John Howland

Others Present:

Michael Giardino	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Michael E. Davis, Esq.	Secretary
Donald L. Crumb Jr., Esq.	Assistant Secretary
Tom Niles	Stonebridge Business Partners
Tom VanStrydonck	Deputy County Executive

Meeting was called to order by Member Stuart at 11:02 a.m.

Approval of the Minutes from March 23, 2016

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

Presentation of Internal Audit

Mr. Tom Niles, Stonebridge Business Partners presented the recently completed internal audit of SNORAC. Mr. Niles reported that there were no material variances but that language in the contract should be reviewed regarding transaction reporting requirements that pertains to frequent/loyalty car rental programs and discounts. Mr. Niles also reported that contractually SNORAC needs to provide the Airport with a letter on the status of meeting or not meeting its ACDBE goals. It was also recommended that contract language pertaining to hours of operation be reviewed. Mr. Niles reported that the internal audit being conducted on Avis Rental Car is in process.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the financials through April 30, 2016 stating that cash on hand is \$21.7 million and strong. Accounts receivable are \$1.2 million of which 98% is under sixty days. Mrs. Fedison noted that revenues are in line with 2015 down approximately \$191,000 year to date or 2% decrease. It was reported that this decrease is due to lower rental rates which is good news to the Airlines as it means they are paying less in rent and due to an increase in parking revenue \$113,000 or up 4% due to increasing enplanements and mild winter/reduced snow removal costs. Mrs. Fedison reported that expenses are \$87,000 lower year to date or 1% lower due to interest payments on Authority debt decreasing, decreased energy costs, decreased commodity costs and decreased winter/snow related costs. Mrs. Fedison reported the Budget to Actual stating that the adopted 2016 budget has had no modifications at this time and then when we remove debt payment and R&R from the equation 28.7% of the budget has been expended when 33% of the year has been completed; therefore the Airport is under budget at this point and projections anticipate this to continue as the year progresses due to decreased energy costs and decreased winter/snow related costs. A motion was made to approve by Member Howland and seconded by Member Stuart. 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. Brief conversation ensued with regards to the provider of this service and annual fees.

Other Business

Member Hank Stuart inquired as to the status of the work on behalf of the Authority completed by The Baldwin Group. Administrative Director Giardino stated that the Assistant County Executive had been briefed and reported that the pricing model for the Airport, compensatory vs. residual vs. hybrid, is being explored now in anticipation of 2019.

Meeting was adjourned @ 11:38 a.m.

The next Audit Committee Meeting is July 20, 2016.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Michael E. Davis", with a stylized flourish at the end.

Michael E. Davis, Esq.

Secretary

Dated:

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
May 25, 2016

Present:

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

Others Present:

Michael Giardino	Director of Aviation
Michael E. Davis	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Tom VanStrydonck	Deputy County Executive

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

Approval of the Minutes from March 23, 2016

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.

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-seven (27) related expenses for the reporting period totaling \$2,375.17. 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 report was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 7-0.

The statement for credit card usage by the Director was presented for the reporting period of March and April 2016 with twenty-five (25) charges totaling \$4,346.10. The credit card expenses 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 motion passed unanimously 7-0.

Audit Committee Report

Presented by Member Perrone.

Authorize a Contract with AlliedBarton Security Services to provide Employee Security Screeners for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino stated that a revised Transportation Security Administration (TSA) information circular was issued to Airports regarding implementing more stringent restrictions for Airport employees accessing sterile areas of the Airport. Airports were tasked with how to implement this; ROC has elected to create an employee access control point on the ground level of the airport (employees can also use the passenger checkpoint) as the sole entry point for employees accessing the sterile area. A RFQ for Employee Security Screeners for the Airport was issued and a selection committee comprised of Airport staff and the County Purchasing Director reviewed four proposals and selected AlliedBarton Security Services. Chairman Vazzana read aloud the bid amounts of the four proposals.

Administrative Director Giardino reported that AlliedBarton currently performs these services at other airports across the nation such as John F. Kennedy International Airport and Newark, amongst others. Conversation ensued with regards to the regulations AlliedBarton follows (15-42) and the reporting path the contractor must follow reporting to the Airport Security Coordinator and the Airport Deputy Director. It was described as a cursory stadium-like checkpoint in place for already vetted and badged Airport employees to deter contraband from entering a sterile area. Member Kaleh asked about the firm and it was discussed that AlliedBarton is a national company that would likely be hiring local employees. Board Member conversation continued with regards to issues relating to high volume employee arrival periods. Member Kaleh asked that the board be given a copy of the RFQ results and stated that she had some reservations about the employee screening area possibly not including metal detectors. Administrative Director Giardino responded that while the initial plan does not include metal detectors that they could still be implemented into the design at any time. A motion to approve and authorize was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 7-0.

Authorize a Contract with AlliedBarton Security Services to provide Employee Badging Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino stated that other services requested to be provided in the RFQ included Employee Badging Services for the Airport. The selection committee comprised of Airport Staff and the County Purchasing Director selected AlliedBarton Security Services for providing Employee Badging Services. The contractor would follow the reporting path reporting to the Airport Security Coordinator and the Deputy Director. The contractor will administer paperwork and process issuing badges to Airport Employees. The contractor would do this operation from a non-sterile area of the airport and remove the operation from the AirCom operation; reducing overtime costs. Member Kaleh asked if the Airport would be losing employment positions as a result of this contract and it was answered that it would not. Conversation ensued about the cost benefit of using a contractor versus managing it in-house. It was discussed that the bidder did not have any conflicts with the County or outstanding tax issues. Member Perrone questioned issues pertaining to the IRS Rule of 20. Legal Counsel will explore this to make sure the Airport is in compliance. A motion to approve and authorize was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 7-0.

Traffic Report

Administrative Director Giardino presented a brief traffic report in the absence of Mr. David Haas. March 2016 enplanements were 108,303- a decrease of 0.32% as compared to March 2015 enplanements at 108,652. April 2016 enplanements were 97,884- an increase of 5.5% as compared to April 2015 enplanements at 92,826. Total enplanements for 2016 are 380,041- an increase of 2% as compared to 2015 Year –to – Date. Slides were provided for board members to review showing thruway airport comparisons, load factors, departing seats, landing weights and departing trips.

Director's Report

Administrative Director Giardino provided a brief overview of the current state of the airline industry with low fuel prices and passenger demand high. It was reported that the Memorial Day Holiday is business as usual at the Airport with no major increases in passenger travel; rather ROC is 30,000 enplanements busier during the months of July and August when school is out and summer travel is at its peak. Administrative Director Giardino provided the board with an Air Service Development update highlighting the recent meetings with Southwest, American Airlines, Allegiant and attendance at the American Association of Airport Executives Annual Conference. Discussions continue with airlines about the possibility of additional non-stop service to Southwest Florida. The Airport's Air Service Development consultant prepared slides that the Director shared with the board showing how market stimulation has been successful in other communities to Southwest Florida and that we are hopeful the airlines will see that as a positive indicator the service can be successful here in ROC. In addition, the results of the recent Southwest Florida demand survey are being shared with airlines who could offer charter service out of ROC. Overall it was reported that Southwest is happy with the Orlando (MCO) and Tampa (TPA) service and that ROC has been able to retain these non-stops. Administrative Director Giardino noted that possibility of the Perimeter Rule being lifted at LaGuardia (LGA) still exists and the Port Authority has yet to make a determination here. This continues to be monitored as lifting of the rule could have service impacts for ROC to LGA. Also discussed was the pilot shortage being experienced across the country, TSA wait times as reported at AAEE by TSA Admiral Neffenger and that the Hearing Loss Association of America – Rochester Chapter

presented Director Giardino with the "Community Person of the Year" Award for his role in showing a commitment to understanding the needs of hearing loss people and working towards implementing positive change at ROC Airport to better help the hearing loss person's navigation of the hearing world.

Other Business

No other business was presented. Member Perrone restated his earlier comments about counsel looking into the IRS Rule of 20. Assistant Secretary Crumb stated that he would.

Meeting was adjourned @ 1:04 PM

The next Board Meeting is July 20, 2016.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Michael E. Davis".

Michael E. Davis, Esq.

Secretary

Dated: July 14, 2016

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2016

AUTHORIZE A CONTRACT WITH ALLIEDBARTON SECURITY SERVICES TO PROVIDE EMPLOYEE SCREENING SERVICES 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 AlliedBarton Security Services to provide employee screening services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. AlliedBarton Security Services was determined by a Selection Committee to be a qualified proposer in response to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. The contract will be for a period of one (1) year with the option to renew for up to three (3) consecutive one (1) year terms at the sole discretion of the Authority.

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

Section 4. The Administrative Director will finalize the terms of this agreement prior to the execution of the professional service agreement.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: May 25, 2016

Vote: 7-0

I, Michael E. Davis, 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 25, 2016

Dated:


Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2016

AUTHORIZE A CONTRACT WITH ALLIEDBARTON SECURITY SERVICES TO PROVIDE AIRPORT BADGING SERVICES 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 AlliedBarton Security Services to provide badging services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. AlliedBarton Security Services was determined by a Selection Committee to be a qualified proposer in response to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. The contract will be for a period of one year with the option to renew for up to three (3) consecutive one year terms at the sole discretion of the Authority.

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

Section 4. The Administrative Director will finalize the terms of this agreement prior to the execution of the professional service agreement.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: May 25, 2016

Vote: 7-0

I, Michael E. Davis, 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 25, 2016.

Dated



Michael E. Davis, Esq., Secretary

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

July 20, 2016

Present:

John H. Perrone Jr., Chairman

Hank Stuart

Hon. John Howland

Others Present:

Michael Giardino Administrative Director

Maryanne Fedison Assistant Treasurer

Donald L. Crumb Jr., Esq. Assistant Secretary

Meeting was called to order by Member Perrone at 11:12 a.m.

Prior to the meeting commencing, the Audit Committee was given a walking tour of Employee Access Control Point & Airport Badging office.

Approval of the Minutes from May 25, 2016

A motion was made to approve by Member Howland and seconded by Member Perrone. The motion passed unanimously 2-0. (Member Stuart was not present yet.)

Presentation of Internal Audit

Assistant Treasurer Maryanne Fedison reported that there is not a completed Internal Audit to present at this time but that Stonebridge Business Partners are currently working on the following internal audits: Avis Car Rental and Flour City/Brioche. They are also going to be starting an audit of Lamar Advertising in August. It is expected Stonebridge will have a completed internal audit report at the September Audit Committee meeting.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the financials through June 30, 2016. Revenues for the year are down \$200,000 or 1% as compared to 2015 YTD due to a decrease in terminal rent/joint use fees. Parking Revenue is up \$215,000 or 5.6% as compared to 2015 YTD; due mainly to decrease operation & maintenance costs and increased enplanements. Expenses are in line with prior years, down 3.3% as compared to 2015 due to decreasing debt interest payments and decreasing utility fees. Mrs. Fedison reported the Budget to Actual stating that no modifications have been made thus far. Approximately 42% of the budget has been expended at mid-year excluding debt payment and no budget modifications are expected through the remainder of the year. A motion was made to approve by Member Howland and seconded by Member Stuart. 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 was presented.

Meeting was adjourned @ 11:20 a.m.

The next Audit Committee Meeting is September 21, 2016.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: July 28, 2016

Minutes

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

July 20, 2016

Present:

James G. Vazzana, Esq., Chairman

Hon. John J. Howland

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

Michael E. Davis Secretary

Donald L. Crumb, Jr. Esq. Assistant Secretary

Maryanne Fedison Assistant Treasurer

Meeting was called to order by the Chairman @ 12:08 PM

Prior to the meeting starting board members were given a tour of the Employee Access Control Point & Airport Badging Office.

Federal Security Director Bart Johnson and Assistant Federal Security Director John McCaffrey presented a Transportation Security Administration (TSA) brief to MCAA Board Members and Airport Staff. The presentation did include Security Sensitive Information (SSI). For this reason, the board entered into Executive Session.

Executive Session Commenced

A motion was moved by Member Stuart and Seconded by Member Keith to enter into Executive Session. The motion passed unanimously 6-0.

Transportation Security Administration (TSA) Briefing

Federal Security Director Bart Johnson and Assistant Federal Security Director John McCaffrey provided the board an update on Airport Security.

Executive Session Concluded

A motion was moved by Member Stuart and Seconded by Member Keith to conclude Executive Session. The motion passed unanimously 6-0.

Approval of the Minutes from May 25, 2016

The minutes were approved with changes as recommended by Member Perrone. A motion to accept the minutes was moved by Member Keith and seconded by Member Stuart. The motion passed unanimously 6-0.

Treasurers Report

Assistant Treasurer Fedison reported that there are two (2) reports today to go before the Board. The statement for travel and business had twenty-six (26) related expenses for the reporting period totaling \$3,118.00. The business/travel expenses were submitted within the required 10 days (with the exception of 2 that were submitted on

automatic tolls past 10 days) and with appropriate supporting documentation and no expenses submitted were rejected. A motion to accept the travel and business report was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 6-0.

The statement for credit card usage by the Director was presented for the reporting period of May and June 2016 with twenty-four (24) charges totaling \$3,137.00. The credit card expenses 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 motion passed unanimously 6-0.

Audit Committee Report

Presented by Member Perrone.

Authorize Expenditure in an amount not to exceed \$50,000 for a Professional Services Contract with Stephen Baldwin Associates for services pertaining to the New York State Economic Development & Revitalization Solicitation Grant Application for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino stated that NYSDOT Commissioner Driscoll informed Airports on May 27, 2016 that we had until July 1, 2016 to submit a \$40 Million proposal to transform the ROC Airport into the 21st Century Airport. Airport officials worked aggressively on a short time line with consultant Stephen Baldwin & Associates on the application. The fee has exceeded the Director's authority to expend funds and therefore board approval is required for funding. The Administrative Director apologized for this but added that \$50,000 spent to produce \$40 Million was warranted. Chairman Vazzana acknowledged there was no need for an apology that the proposal put forth was exceptional. A motion to approve and authorize was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Expenditure in an amount not to exceed \$1,000 for Bronze Sponsorship at the 2016 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show

Administrative Director Giardino stated that the Annual NYAMA fall conference is being hosted in September on Long Island. It is the 40th Anniversary of NYAMA and ROC wishes to sponsor the annual event at the Bronze \$1,000 level. A motion to approve and authorize was moved by Member Perrone and seconded by Member Howland. The motion passed unanimously 6-0.

Traffic Report

Administrative Director Giardino noted that the Traffic report was included in the electronic web meeting and that board members may review those graphs at their own leisure. It was noted that June 2016 enplanements were up 7.2% over June 2015.

Director's Report

Administrative Director Giardino passed on the Director's report in the essence of board members time and the length of the TSA Briefing.

Other Business

No other business was presented.

Meeting was adjourned @ 1:03 PM

The next Board Meeting is September 21, 2016.

Respectfully Submitted,



Michael E. Davis, Esq.

Secretary

Dated: July 28, 2016

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2016

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$50,000 FOR A PROFESSIONAL SERVICES CONTRACT WITH STEPHEN BALDWIN ASSOCIATES FOR SERVICES PERTAINING TO THE NEW YORK STATE ECONOMIC DEVELOPMENT & REVITALIZATION SOLICITATION GRANT APPLICATION 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 expend an amount not to exceed \$50,000 on behalf of the Monroe County Airport Authority for professional services provided by Stephen Baldwin Associates pertaining to the New York State Economic Development & Revitalization Solicitation Grant Application.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 20, 2016

Vote: 6-0

I, Michael E. Davis, 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 20, 2016.

Dated:



Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2016

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR BRONZE SPONSORSHIP AT THE 2016 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE AND EXHIBIT SHOW 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 expend an amount not to exceed \$1,000 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the 2016 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 13 -15, 2016 on Long Island, NY.

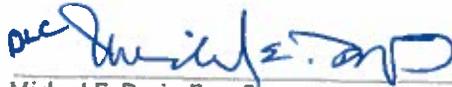
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 20, 2016

Vote: 6-0

I, Michael E. Davis, 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 20, 2016.

Dated:



Michael E. Davis, Esq., Secretary

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

September 21, 2016

Present:

John H. Perrone Jr., Chairman

Hank Stuart

Hon. John Howland

Others Present:

Michael Giardino Administrative Director

Robert Franklin Treasurer

Maryanne Fedison Assistant Treasurer

Donald L. Crumb Jr., Esq. Assistant Secretary

Meeting was called to order by Member Perrone at 11:12 a.m.

Approval of the Minutes from July 20, 2016

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

Presentation of Internal Audit

Mr. Tom Niles presented the internal audit report for the Avis kiosk and reported that no material variances were recorded, in compliance with general procedures and no significant issues. Mr. Niles also presented the internal audit report for concession Brioche Doree. Local and corporate staff was interviewed, no material variances were recorded. Subsequent to the audit period there was a computer hack but it did not affect ROC operations. It was noted that they need to start entering discounts for employees etc.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the proposed 2017 budget number \$33,178,483 – decreased \$57,000 from the previous year; subject to the approval of the County budget. A detailed line by line analysis was provided. All categories in the 2017 Budget decreased from 2016 except for County Operation & Maintenance which increased \$399,000 or 2.2% due to requested staff increases for field operations and custodial operations and Other Expenses which increased \$420,000 or 77% due to the Airport implementing a contract with an outside vendor as of August 2016 for 100% employee screening and badging services. The renewal and replacement budget for 2017 decreased \$513,000 from the previous year due to fewer locally funded capital projects planned.

Assistant Treasurer Maryanne Fedison presented the financials through August 31, 2016. Revenues for the year are down \$200,000 or 1% as compared to 2015 YTD due to a decrease in terminal rent/joint use fees. Parking Revenue is up \$302,000 or 6.3% as compared to 2015 YTD; due mainly to decrease operation & maintenance costs and increased enplanements. Expenses are down from prior year, down 7.4% as compared to 2015 due to decreasing general obligation debt & interest payments, decreased utility fees, and lower snow plowing expenses. Mrs. Fedison reported the Budget to Actual stating that no modifications have been made thus far. Approximately 56.8% of the budget has been expended at mid-year excluding debt payment and no budget modifications are expected through the remainder of the year. An analysis of Accounts Receivable shows that 89% are less than 60 days old. All past due receivables are being aggressively pursued for payment. Statements show \$22.4 Million in MCAA cash accounts. 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.

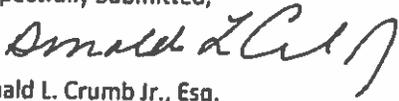
Other Business

No other business was presented.

Meeting was adjourned @ 11:40 a.m.

The next Audit Committee Meeting is November 16, 2016.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Donald L. Crumb Jr.", written in black ink.

Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: October 1, 2016

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 21, 2016

Present:

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

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 @ 12:03 PM

Approval of the Minutes from July 20, 2016

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

Chairman Vazzana commended the Director of Aviation on leading the team to submitting the #1 Upstate Airport Economic Development & Revitalization Solicitation Proposal resulting in ROC Airport being awarded nearly \$40 Million in State grant funding to create the 21st Century Airport.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had thirty-four (34) related expenses for the reporting period totaling \$9,145.27. 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 credit card usage by the Director was presented for the reporting period with twenty-five (25) charges totaling \$5,995.71. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

A motion to accept both the travel and business report and credit card usage report was moved by Member Howland and seconded by Member Keith. The motion passed unanimously 7-0.

Approval and Adoption of the 2017 MCAA Operating Budget

Audit Committee Chair John Perrone Jr., reported that 2017 MCAA Operating Budget was presented in its entirety to the Audit Committee. A motion to authorize was moved by Member Keith and seconded by Member Stuart. The motion passed unanimously 7-0.

Approval and Adoption of the 2017 MCAA Renewal and Replacement Budget

Audit Committee Chair John Perrone Jr., reported that the 2017 MCAA Renewal and Replacement was presented in detail to the Audit Committee. A motion to authorize was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize a land lease with Avis Rent A Car System, LLC for On-Airport Car Rental Maintenance & Operations Facility for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that an RFP was issued for an On-Airport Car Rental Maintenance & Operation Facility. Avis was the sole respondent and the proposal is an increase in revenue to the airport. A motion to approve and authorize was moved by Member Perrone and seconded by Member Howland. The motion passed unanimously 7-0.

Authorize a contract with Bonadio & Co., LLP to provide External Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the current contract expired, an RFP was issued, three firms responded (one from ROC, one from BUF and one from out of State), and a selection committee chose and recommended Bonadio & Co., LLP. Member Kaleh asked how many years Bonadio & Co. has provided external audit services. Assistant Treasurer Fedison replied that the selection was consistent with the NYS Authority Budget Office guidelines and that a copy of those guidelines would be sent to all board members. Selection committee names were presented. It was also noted that the proposal received was the least expensive of the three proposals received. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize Expenditure in an Amount Not to Exceed \$4,000 for Dedication Ceremony and Acknowledgement of Services Rendered for Public Affairs related duties for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that this expenditure would cover the cost of a plaque and lunch ceremony to acknowledge the forty-plus (40+) years of civic duty provided by former Airport Manager Samuel A. Cooper. It was acknowledged that Mr. Cooper's contributions to the Airport are unmeasurable and that while his contract to provide public affairs services has mutually ended, Mr. Cooper is still our Airport Ambassador. A motion to approve and authorize was moved by Member Flynn and seconded by Member Perrone. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas reported July 2016 enplanements at 107,735 (2.2% decrease as compared to July 2015 at 110,159) and August 2016 enplanements at 108,278 (0.55% decrease as compared to August 2015 at 108,877). Total enplanements for 2016 are 803,277 (increase of 1.9% as compared to 2015 YTD). Thruway Airport enplanement activity comparison – BUF decreased 2.5%, SYR decreased 0.87% and ALB increased 9.6%. Load factors at ROC for July 2016 were 85.8 % (second highest on record after March 2016 at 88%), August 2016 was 82.9%; YTD the average load factor for 2016 is 83.5% as compared to YTD for 2015 82.7%. Departing seats in July 2016 reported at 125,563, departing seats in August 2016 reported at 130,678; an increase of 5,115 seats as compared to July 2016.

Passenger airline landing weights are up 2.5% over 2015 YTD. 30,652 tons of cargo has been handled at ROC YTD. Scheduled departing trips decreased 0.8% as compared to 2015 YTD.

Director's Report

Administrative Director Giardino reported that the process for the Upstate Airport Economic Development & Revitalization Solicitation began for ROC back in January. Access has always been a large part of the project and that community support from the beginning has been huge. The timeline is an aggressive two-year schedule. Member Kaleh asked about ramifications of the project not being completed in two-years. Director Giardino stated that measuring milestones within the project period and receiving payment are items that have been discussed with the Executive staff. It was also added that many of these projects were projects in our Capital Improvement Projects (CIP) and that this funding along with Passenger Facility Charge (PFC) #5 and #6 will help to fund the remainder along the way.

It was reported that Deputy Director Andy Moore will lead the project along with Bill Johnston as Airport Project Manager and Gary Gaskin, Airport Engineer alongside our term engineers.

Executive Session Commenced

A motion was moved by Member Kaleh and Seconded by Member Stuart to enter into Executive Session. The motion passed unanimously 7-0.

Litigation Report

Assistant Treasurer Crumb provided board members with a litigation report.

Executive Session Concluded

A motion was moved by Member Stuart and Seconded by Member Flynn to conclude Executive Session. The motion passed unanimously 7-0.

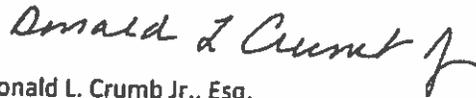
Other Business

No other business was presented.

Meeting was adjourned @ 12:45 PM

The next Board Meeting is November 16, 2016.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: October 1, 2016

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 OF 2016

**APPROVAL AND ADOPTION OF THE 2017 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

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

Section 1. The 2017 Budget, in the form presented to the Authority and attached
hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 21, 2016

Vote: 7-0

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 September 21, 2016.

Dated: 09 - 21 - 16


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 of 2016

**APPROVAL AND ADOPTION OF THE 2017 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
2017 Renewal and Replacement Budget as presented at this meeting and appended
hereto and made a part hereof.

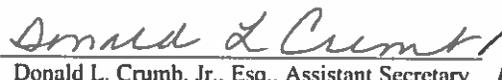
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 21, 2016

Vote: 7-0

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 September 21, 2016.

Dated: 09 - 21 - 16


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 of 2016

AUTHORIZE A LAND LEASE AGREEMENT WITH AVIS RENT A CAR SYSTEM, LLC FOR CAR RENTAL MAINTENANCE & OPERATION FACILITY LOCATED ON AIRPORT PROPERTY AT 1200 BROOKS AVENUE 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 land lease agreement with Avis Rent A Car System, LLC for Car Rental Maintenance & Operations Facility at 1200 Brooks Avenue, 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, 2016 and terminating September 30, 2019 with the option to renew for up to two (2) successive three year terms.

Section 3. The compensation for the lease of the property is Two Hundred Three Thousand One Hundred Twenty-Three and 69/100 Dollars per year with a 3% annual escalation.

Section 4. The records in the Office of the Monroe County treasurer have indicated that Avis Rent A Car System, LLC owes no delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: September 21, 2016

Vote: 7-0

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 September 21, 2016.

Dated: 09-21-16


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 of 2016

**AUTHORIZE A CONTRACT WITH BONADIO & CO., LLP TO PROVIDE
EXTERNAL AUDIT SERVICES 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 Bonadio & Co., LLP with offices at 171 Sully's Trail, Pittsford, NY 14534, to provide external audit services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Bonadio & Co., LLP was determined by a Selection Committee to be a qualified respondent to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be for a period of three (3) years, October 1, 2016 through September 30, 2019. The contract and any amendments thereto, are awarded at an annual cost as follows:

Year 1- 2017 Audit:	\$40,000
Year 2- 2018 Audit:	\$41,100
Year 3- 2019 Audit:	\$41,100

Section 3. Funds will be appropriated in the 2017 budget for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither, Bonadio & Co, LLP, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: September 21, 2016

Vote: 7-0

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 September 21, 2016.

Dated: 09-21-16


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 of 2016

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$4,000 FOR DEDICATION CEREMONY AND ACKNOWLEDGEMENT OF SERVICES RENDERED FOR PUBLIC AFFAIRS RELATED DUTIES TO 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 expend an amount not to exceed \$4,000 on behalf of the Monroe County Airport Authority for a dedication ceremony and acknowledgement of services rendered related to public affairs duties.

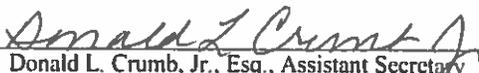
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: September 21, 2016

Vote: 7-0

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 September 21, 2016.

Dated: 09-21-16


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 17 of 2016

AUTHORIZE THE SETTLEMENT OF LAWSUIT

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, a settlement agreement with TAPLO, a prior vendor at the Greater Rochester International Airport.

Section 2. The Administrative Director shall negotiate such terms and conditions as necessary, including but not limited to the waiver of \$11,918.46 in past due rents and expenses in exchange for a release of all counter claims asserted by TAPLO.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: September 21, 2016

Vote: 7-0

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 September 21, 2016.

Dated: 09-21-16


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

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

November 16, 2016

Present:

John H. Perrone Jr., Chairman

Hon. John Howland

Excused Absence:

Hank Stuart

Others Present:

Michael Giardino	Administrative Director
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary
James Marasco	Stonebridge Business Partners
Randall Sheppard	The Bonadio Group
Andrew Moore	

Meeting was called to order by Chairman Perrone at 11:08 a.m.

Approval of the Minutes from September 21, 2016

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

Audit Entrance Presentation

Randy Sheppard of The Bonadio Group presented the Audit Entrance. The scope of services will be: 1.) Audit of the Authority; 2.) Report on investment compliance; 3.) Report of debt compliance; and 4.) Report on schedule of PFC (receipts and disbursements). There will be an opinion on the Authority financial statements and a review, not an opinion on the internal controls. Reminder was given that the Auditors work for the Audit Committee so members should reach out to the auditors with any issues or concerns they may have during the process. Auditor contacts were supplied. The timetable for the Audit has been established with a goal of an Audit presentation being made at the March 2017 meeting. The last partnership rotation occurred in 2012 with Randy taking over in 2013. His rotation ends in 2018.

Presentation of Internal Audit Report

James Marasco, Stonebridge Business Partners reported that the internal audit for Lamar advertising was completed for 2015. There was \$460,000 in revenue and \$50,000 in concession fees. All supporting documents, including certified CPA statements. The revenue data was available on-line. The deposits were co-mingled but cash receipts supplied to assist with the review. Discounts were given when there were gaps in sold advertising to provide revenue. All insurance requirements were met and \$11,559 in Capital Improvements were made. There were three issues raised: 1.) The ten percent (10%) DBE threshold was not met; 2.) There was no reporting or payment for Vinyl Posters sold to advertisers (Assistant Treasurer will follow up with the Vendor); and 3.) Instead of "truing -up" on a monthly basis, the "true-up" was done at the end of the year (Assistant Treasurer will follow up with the Vendor).

MAPCO audit has commenced and should be prepared to present that at the next Audit Committee Meeting.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the:

- 1.) Trial Balance as of September 30, 2016. The County has not closed October 2016 yet. The accounts receivables are consistent with previous months. 83% of the accounts receivables are under 30-days old and 99% of the account receivables are under 60-days old. The current net parking balance is higher than anticipated but there will be the purchase of two (2) new shuttle busses which will reduce the amount. There is a \$300,000 reduction in expenses due to lower costs of snowplowing, utilities and debt service. Terminal rental rates and joint costs shared by the airlines have gone down but the Airport Director reminded the Committee this is a positive factor.

- 2.) The Budget to Actual at September 30, 2016. Spending is less than last year at this time. In part the lower expenditures relate to lower utility costs and less snow removal costs. Expenses are as set forth in the Budget. The year should close under Budget. A motion was made to approve the report by Member Howland and seconded by Chairman Perrone. The motion passed unanimously 2-0.

Ethics Hotline Report

Assistant Secretary Crumb reported there was one call from the Ethics Hotline for the reporting period. The call regarded a Shuttle Bus driver was playing Christian music. Airport staff alerted MAPCO, the parking vendor. MAPCO counselled the driver. Jennifer Hanrahan will follow up with the Hotline staff to ensure the customer knows their issue was addressed.

Other Business

No other business presented.

Meeting was adjourned @ 11:43 a.m.

The next Audit Committee Meeting is January 18, 2017.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: November 21, 2016

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
November 16, 2016

Present:

R. Thomas Flynn – Vice Chairman
John J. Perrone, Jr.
Susan Keith
Hon. John Howland
Hon. Cynthia Kaleh

Excused Absence:

James G. Vazzana, Esq., Chairman
Hank Stuart

Others Present:

Thomas Vanstrydonck	Deputy Monroe County Executive
Michael Giardino	Administrative Director
Michael E. Davis	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
David Haas	
Andy Moore	

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

Approval of the Minutes from September 21, 2016

The minutes were approved without changes. A motion to accept the minutes was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 5-0.

Treasurer's Report

Assistant Treasurer Fedison gave the Treasurer's Report.

The statement for travel/business expenses had fifteen (15) separate totaling \$2,716.99. 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 credit card usage showed twenty-three (23) charges on the credit card totaling \$6,203. All were appropriate and approved.

A motion to accept the Treasurer's Report was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 5-0.

Audit Committee Report

Report presented by Member Perrone. Audit Committee Meeting Minutes have been submitted to the Secretary for filing in the Authority's records.

Approval and Adoption of the 2017 Rates & Charges for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Fedison reported she had met with the airline representatives to present the 2017 Rates & Charges and they were pleased the rates and charges decreased. The 2017 Rates and Charges were based on on 2016

mid-year "true-up" costs rather than 2016 budgeted amounts. The result was 21% decrease in Terminal Rate and 7.8% decrease in Landing Fees from the 2016 budget rates. Member Kaleh asked questions pertaining to the signatory/non-signatory rates and was concerned about any long term consequences of such reductions in non-signatory rates. Administrative Director Giardino explained there were no negative long term consequences and that staff will continue to strive for further cost reductions. Vice Chairman Flynn noted he was impressed with all the calculations done by staff to give such an accurate accounting of the applicable costs and expenses. A motion to authorize was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 5-0.

Authorize Use of Appropriation from the Surplus Fund for Contractual Obligations relating to the Airline Use & Lease Agreement for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the 2016 Airline Use and Lease Agreement included the agreement with the Airlines that the Authority would use surplus funds of \$300,000 in 2016 towards the terminal and airfield requirement totals that are used to set the rates and charges for the airlines. The 2016 rates charged to the airlines reflect the use of this surplus. The previously approved contract extension with the airlines also allocated \$600,000 in surplus funds for 2017 and \$900,000 in 2018. A motion to authorize was moved by Member Howland and seconded by Member Perrone. The motion passed unanimously 5-0.

Authorize Use of Appropriation from the Surplus Fund for Marketing Funds relating to the 2017 Airline Incentive Program for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Fedison reported the 2017 Budget included \$50,000 for marketing Allegiant services (Allegiant did not use this \$50,000 originally allocated for 2016 advertising) and \$50,000 for a possible second airline to participate in the Airline Incentive Program. A second airline has not yet been identified yet. A motion to authorize was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 5-0.

Authorize Concession Relocation Plan Relating to Airport Improvements for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported to the Board regarding the concerns with issuing requests for proposals during the revitalization activities and the need to provide food, beverages and other concessions to the Greater Rochester International Airport customers during that time frame. The request for proposals and all other necessary procurement activities will commence upon completion of the revitalization plan. Reports will be given to the Board on the relocation of concessionaires throughout the revitalization project. A motion to authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 5-0.

Traffic Report

Dave Haas presented the traffic report for September and October 2016 Report is attached.

Annual Board Evaluation

Assistant Secretary Crumb distributed the Annual Board Evaluation and gave a brief synopsis of the evaluation and its use by staff in preparing information packages for the upcoming Board meetings.

2017 Authority Board Meeting Schedule

Jennifer Hanrahan will distribute the 2017 Authority Board Meeting Schedule by e-mail to the Board members.

Director's Report

Administrative Director Giardino reported:

- A meeting with parties interested in South West Florida (Sarasota – Naples)
 - Rochester Business Owners were major participants
 - Flight to Ft. Meyers was a major interest
 - Administrative Director requested a pledge from the attendees to use Greater Rochester International Airport
 - One attendee committed to booking 12 flights
- Meeting with Vice Chairman Flynn

- Request was made to supply members with information so that each can answer questions to third parties in regards to the revitalization plan
- A "cheat sheet" of talking points and other materials will be prepared and circulated to the members.
- Fire Chief Bardeen was introduced.
- Revitalization project update was given with assistance from Deputy Director Moore and Bill Johnston
 - Newly renovated bathroom has been opened (across from the car rental desks)
 - Moore/Johnston are available to do presentations to third party groups.
 - The approval process has commenced
 - Initial Legislative approvals have been obtained
 - Monroe County Planning Board approval was obtained
 - Currently the project is in the Design phase
 - Three (3) components of the Design Phase:
 - Entrance (New Cell Phone Lot, signage, entrance beautification)
 - Canopy
 - Inside the Terminal
 - There has been buy in from SSP and Hudson News, the biggest tenants and the tenants which generate the most revenue-
 - The design plan for inside the Terminal is fostering a street scape scenario
 - The number of lanes for travelers is being researched
 - Temporary checkpoints may be needed
 - Technological opportunities are being explored so if applicable, they can be incorporated into the plans

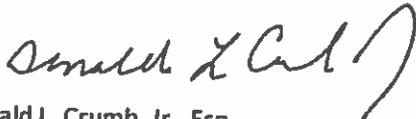
Other Business

Authority Holiday Open House is scheduled for December 15, 2016 noon-2:00 p.m.
No other business was presented.

Meeting was adjourned @ 1:16 p.m.

The next Board Meeting is January 18, 2017.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: November 23, 2016

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 OF 2016

APPROVAL AND ADOPTION OF THE 2017 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
2017 Rates and Charges at the Greater Rochester International Airport as presented at this
meeting and appended hereto and made a part hereof.

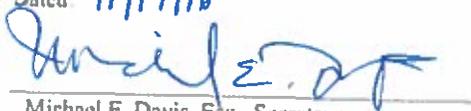
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 16, 2016

Vote: 5-0

I, Michael E. Davis, 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 November 16, 2016.

Dated: 11/17/16


Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 OF 2016

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR
CONTRACTUAL OBLIGATIONS RELATING TO THE AIRLINE USE & LEASE
AGREEMENT 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 \$300,000 from the Surplus Fund for the 2016 contractually agreed upon contributory amount in the signatory airlines contract that was approved by this Board under Resolution No. 22 of 2015.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: November 16, 2016

Vote: 5-0

I, Michael E. Davis, 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 November 16, 2016.

Dated: 11/17/16



Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 20 OF 2016

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR
MARKETING FUNDS RELATING TO THE 2017 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 in 2017 for qualified air service routes as defined in the Airline Incentive Program.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: November 16, 2016

Vote: 5-0

I, Michael E. Davis, 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 November 16, 2016.

Dated: 11/17/16



Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 21 OF 2016

AUTHORIZE THE CONCESSION RELOCATION PLAN RELATING TO AIRPORT IMPROVEMENTS 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, any agreements for the relocation of concessionaires at the Greater Rochester International Airport during the Airport Revitalization project.

Section 2. The Administrative Director shall negotiate such terms and conditions as necessary, to ensure concessionaires are available to provide food and beverage services to Greater Rochester International Airport customers during the Airport Revitalization project.

Section 3. The Administrative Director shall not enter into any such agreement which have a term that extends more than sixty (60) days past the completion of the Airport Revitalization project.

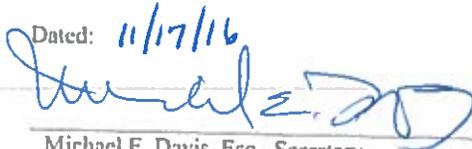
Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: November 16, 2016

Vote: 5-0

I, Michael E. Davis, 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 November 16, 2016.

Dated: 11/17/16



Michael E. Davis, Esq., Secretary