

Minutes

MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
November 20, 2013

Present:

R. Thomas Flynn, Vice – Chairman
Hon. Stephen Tucciarello
Hon. Cynthia Kaleh
Susan Keith
Hank Stuart
John J. Perrone, Jr.

Absent:

James G. Vazzana, Esq., Chairman

Others Present:

Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Angela Veltre	Assistant Treasurer
Merideth Smith, Esq.	Secretary
Brett Granville, Esq.	Assistant Secretary
Jennifer Hanrahan	
David Haas	

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

Approval of the Minutes from September 25, 2013

The minutes were approved without changes. The motion passed unanimously 6-0.

Treasurers Report

Treasurer Franklin reported that the September and October 2013 bill for credit card usage by the Director had on it charges for the reporting period; the credit card issued to County Executive had no charges on it. The credit card expenses were submitted within the required ten (10) days with the appropriate supporting documentation. A motion to accept the credit card report was moved by Member Keith and seconded by Member Perrone.

Treasurer Franklin reported the travel and business expense statement for the period since September 25, 2013. The business/travel expenses were submitted within the required ten (10) days and with appropriate supporting documentation. A motion to accept the report on travel and business expenses was moved by Member Keith and seconded by Member Stuart. The motions passed unanimously 6-0.

Audit Committee Report

Presented by Member Perrone.

Approval and Adoption of the 2014 Rates and Charges

Assistant Treasurer Veltre stated that Administration met with the Airline property managers in October to answer any questions they had about the proposed 2014 rates and charges. The property managers have given their approval for the Airports Capital Plan which is paid for with monies raised through rates and charges. Ms. Veltre noted that the proposed 2014 terminal rental rate decreased mainly due to a reduction in operation and maintenance costs and that the ten-year capital lease on the Co-Generation systems was completed. Ms. Veltre noted that the proposed 2014 landing fees increased due to Federal Express become a signatory carrier and a decrease in landing weights. Conversation ensued about the particulars of a residual agreement and how the agreement has a net sum zero meaning that at year-end, the Authority provides a true up period where the airlines either incur overage fees or receive a rebate

if the rates and charges come in under budget. Director Giardino reported that overall the Airline property managers were very happy with the results of the proposed 2014 rates and charges when comparing ROC to other like-sized airports. A motion to approve and adopt was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize Use of Appropriation from the Surplus Fund for the 2013 General Obligation Debt Payment relating to the Parking Garage Addition

Assistant Treasurer Veltre presented the use of some of the total amount of principal and interest due for this debt payment from the surplus fund for payment of the 2013 General Obligation debt relating to the parking garage addition project. Ms. Veltre reported that the Airport and the Airlines mutually agreed to phase out the funding of this debt service for this addition. In the past, the Authority has paid this debt and due to stable rates and charges and in the course of negotiating the new Airline Use/Lease agreement, the schedule has been proposed that the Authority pay in 2013, 2014 & 2015 and beginning January 1, 2016, the airlines will assume full payment of the debt related to the addition. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize an Amendment to the Lease Agreement with Avis Rent a Car System, LLC and the Monroe County Airport Authority for a Car Rental Maintenance Facility at the Greater Rochester International Airport

Assistant Treasurer Veltre reported that Avis approached the Airport about wanting to lease additional space on property for their continued operation of a car rental maintenance facility. The Airport had a facility adjacent and is proposing leasing that facility to Avis. Avis' rent per year will increase correspondingly. Ms. Veltre also reported that the amendment will include a capital investment to be completed within twelve (12) months. Conversation ensued with regards to the price per square footage and the presence of an escalation clause. A motion to approve and adopt was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas reported airline traffic and operations data for September and October 2013. September enplanements were approximately a 0.2% decrease from the September 2012. October enplanements were a 1.65% increase from October 2012. Enplanements, Year-to-Date through October 2013 were recorded as up 0.5% over the similar ten month Year-To-Date period for 2012.

Mr. Haas reported the thruway airports' enplanements through October: Buffalo (-0.23%) and Albany (-2.8%) both having experienced decreased enplanement traffic, while Syracuse (+1.6%) experienced increased enplanement traffic.

Mr. Haas reported that passenger load factors have increased, averaging 76.8% for September 2013 and 83.3% for October 2013, compared to September and October 2012. The nationwide load factor was averaging approximately 83% through August 2013.

Landing weights are down 5.3% compared to 2012 and departing trips have decreased 5.2% as well.

Director's Report

Director of Aviation Michael Giardino reported to the board that the center exit lane adjacent to the checkpoint will be closing, except for emergency egress. The exit lane is rarely used and the airport already has a contract in place for the staffing of the Concourse A and B exit lanes. Conversation ensued with regards to exit lane technology at other airports. The Director noted that the airport is continuing to work with an airshow promoter to pursue acts for 2014 and 2015 dates. The Director explained the various initiatives the airport is exploring. Director Giardino provided a recap of the 2013 Aviation Capital Improvement Program, stating that despite the late issuance of entitlement and discretionary funding from the Federal Government, airport engineer Gary Gaskin oversaw a successful execution of airfield construction projects completing an EMAS project, stub taxiways, and nearing the completion of a north ramp project. The airport also purchased a new fire truck with these grants. Conversation ensued regarding EMAS and the airport's decision to insure them or not.

Director Giardino noted the opening of two new food concessions at ROC: Dunkin Donuts in the ticketing lobby and Brioche Doree in the airport's food court. The Director also added that a retail kiosk program with short term leases had been started at ROC featuring DocPopcorn and the Life is Good store.

Director Giardino reported that Passenger Facility Charge ("PFC") #3 is closed, PFC #4 is nearing completion and PFC #5 has been approved by the FAA and the airlines and will take the airport through 2022 with projects. Director Giardino reported that community outreach efforts continue with presentations to: Hearing Loss Association of America, Limo/Taxi providers of WNY, Corporate Travel Managers, a new program with TSA, and the Arc of Monroe - titled ROC your Flight for passengers with special travel needs. A tree lighting ceremony that will take place at ROC in December to honor those who serve/served in our military. Director Giardino proposed the date of the airport Holiday Open House to be Thursday, December 19 in the International Arrivals Hall between 12:00 noon and 2:00pm for all airport tenants to have the opportunity to interface and intermingle with board members and administration.

Director Giardino concluded with reporting that Deputy Director Angela Veltre will be retiring. Board members offered their comments and thanks to Deputy Director Veltre for her years of service.

Annual Board Evaluation

Assistant Secretary Brett Granville stated that the Public Authorities Law requires members to complete an annual evaluation. Each member was issued an evaluation and a self-addressed stamped envelope to complete the evaluation and return it to Mr. Granville.

Mr. Granville also stated that following the scheduled January 15, 2014 regular board meeting, the annual ethics training for members will be given and board members should plan for additional time for this training.

Schedule the dates for the 2014 Authority Meetings

Assistant Treasurer Veltre presented the dates for the 2014 MCAA Authority Board Committee, Regular and Annual Meetings.

Other Business

Conversation ensued between members with regards to exit lane technology being experienced at other airports. Vice-Chairperson Flynn presented each departing member of the Authority with a certificate of appreciation for their service.

Meeting was adjourned @ 12:57 PM
The next Board Meeting is January 15, 2014.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 20 OF 2013

**APPROVAL AND ADOPTION OF THE 2014 RATES AND CHARGES 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 2014 Rates and Charges at the Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

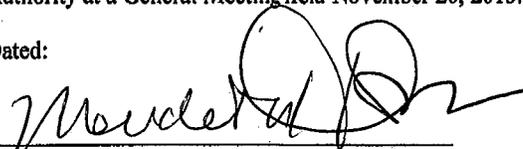
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2013

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 20, 2013.

Dated:



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 21 OF 2013

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR THE 2013
GENERAL OBLIGATION DEBT PAYMENT RELATING TO THE PARKING GARAGE
ADDITION**

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

Section 1. The Monroe County Airport Authority hereby appropriates \$582,027 from the Surplus Fund for payment of the 2013 General Obligation debt payment, principal and interest, relating to the Parking Garage Addition project.

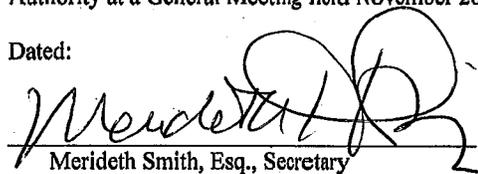
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2013

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 20, 2013.

Dated:


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 22 OF 2013

**AUTHORIZE AN AMENDMENT TO THE LEASE AGREEMENT WITH AVIS RENT A CAR SYSTEM, LLC
AND THE MONROE COUNTY AIRPORT AUTHORITY FOR A CAR RENTAL MAINTENANCE FACILITY
AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

WHEREAS, the Monroe County Airport Authority and Avis Rent A Car System, LLC entered into an Agreement for the lease of an improved site at the Airport for the operation of a car rental maintenance facility dated May 29, 2008; and

WHEREAS, this Agreement was approved by the Monroe County Airport Authority by Resolution 1 of 2008, adopted on March 19, 2008; and

WHEREAS, the parties have mutually agreed to the terms set forth in this proposed amendment.

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

Section 1. The Administrative Director is hereby authorized to execute an Amendment No. 1 to the Agreement that amends the following Articles:

1. ARTICLE 1 – PREMISES is hereby amended to add as follows: The improved parcel of land is increased to include 61,507 square feet as shown in Exhibit A attached hereto and made a part hereof. All other lease premises remains the same; and
2. ARTICLE 3(A) – RENT is hereby amended to one hundred forty-six thousand, seven hundred eighty-one and 65/100 dollars (\$146,781.65) that shall be paid in twelve (12) equal installments of twelve thousand, two hundred thirty-one and 80/100 dollars (\$12,231.80); and
3. ARTICLE 6 – IMPROVEMENTS is hereby amended to include a capital investment in the amount of seventy five thousand dollars (\$75,000.00) which shall be completed within twelve (12) months of commencement of this Amendment.
4. Except as noted herein, all other terms and condition of the Lease Agreement are hereby ratified and confirmed and shall continue in full force and effect.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Avis Rent A Car, LLC nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2013

Vote: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held November 20, 2013.

Dated:



Merideth Smith, Esq., Secretary