

**Minutes**

MONROE COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
September 25, 2013

Present:

James G. Vazzana, Esq., Chairman  
R. Thomas Flynn, Vice – Chairman  
Hon. Stephen Tucciarello  
Susan Keith  
Hank Stuart  
John J. Perrone, Jr.

Excused Absence:

Merideth H. Smith, Esq.            Secretary

Others Present:

Michael Giardino            Director of Aviation  
Bob Franklin                 Treasurer  
Angela Veltre                Assistant Treasurer  
Brett Granville              Assistant Secretary  
Jennifer Hanrahan  
David Haas

Meeting was called to order by the Chairman @ 12:02 p.m.

**Approval of the Minutes from July 24, 2013**

A motion was made by Member Stuart and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 6-0.

**Treasurers Report**

Treasurer Franklin reported that there are two reports today to go before the Board. In the first report, the July and August credit card usage by the Director had on it thirteen (13) charges for the reporting period; the credit card issued to County Executive had no items on it. The credit card expenses were submitted within the required ten (10) days and with appropriate supporting documentation. A motion to accept the credit card report was moved by Vice Chairman Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Treasurer Franklin then reported the travel and business expense statement for the period since July, 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 Vice Chairman Flynn and seconded by Member Perrone. The motion passed unanimously 6-0.

**Audit Committee Report**

Presented by Member Perrone.

**Approval and Adoption of the 2014 MCAA Operating Budget**

Presented by Assistant Treasurer Veltre. Ms. Veltre reported that the 2014 Operating budget had been reviewed in detail and questions were discussed and answered at the Audit Committee meeting. A motion to approve and adopt was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 6-0.

### **Approval and Adoption of the 2014 MCAA Renewal and Replacement Budget**

Presented by Assistant Treasurer Veltre. Ms. Veltre reported that the Renewal & Replacement Fund Budget had been reviewed in detail and questions were discussed and answered at the Audit Committee meeting. A motion to approve and adopt was moved by Member Keith and seconded by Vice Chairman Flynn. The motion passed unanimously 6-0.

### **Approve Reappropriation of Fund Equity for 2013 Expenditures from the MCAA Renewal & Replacement Fund**

Assistant Treasurer Veltre reported that an amount is adopted every year and that those monies are kept in a separate account for the purpose of funding capital improvements. Projects are not always completed in years anticipated and the airport would like to move money approved from previous years' accounts, where they were not expended, and reappropriate it to the year 2013. Conversation ensued regarding the General Aviation ramp project completion and expensed in this fiscal year. Member Stuart recommended an amendment to the language in the resolution to say "up to \$1.2 million". A motion to approve and adopt with the amendment was moved by Member Keith and Seconded by Member Perrone. The motion passed unanimously 6-0.

### **Traffic Report**

Mr. Dave Haas reported airline traffic data through August 2013. July enplanements showed approximately a 2.2% decrease from the July 2012 enplanements. August enplanements showed approximately a 4% decrease from the August 2012 enplanements. Year-to-date enplanements through August 2013 are recorded as up 0.4% over the similar year-to-date for 2012.

Mr. Haas reported that the thruway airports: Buffalo, Syracuse, and Albany, all reflect lower enplanements. Buffalo and Syracuse both have July and August enplanement decreases of approximately 3.5% and 2% respectively. Albany shows enplanement decreases of over 6% for both July and August. 2013 passenger enplanements year-to-date demonstrated that Albany is down approximately 2%, Syracuse is up 1% and Buffalo is down approximately 0.4%.

Mr. Haas reported that passenger load factors are averaging 81.8% for 2013 as compared to the 2012 year-to-date average of 76.5%. July and August load factors for 2013 were the highest ROC has had all year.

Landed weights are down 4.8% compared to 2012; and departing trips have decreased 5.1% as well.

### **Director's Report**

Director of Aviation Michael Giardino presented the board with a 2013 yearend review presentation covering topics related to ROC airfare costs, project status and funding, mid-year financial review and marketing efforts. The Director invited the board to attend two upcoming press events Oct. 9<sup>th</sup> for the Brioche Doree ribbon cutting and Oct. 15<sup>th</sup> for the TSA PreCheck announcement. Director Giardino also presented a synopsis of pending airport litigation as prepared by the County Law department.

### **Other Business**

No other business presented.

Meeting was adjourned @ 12:57 PM

The next Board Meeting is November 20, 2013 at 12:00 noon.

Respectfully Submitted,



Brett C. Granville, Esq.

Assistant Secretary

Dated: 10-11-13

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 17 OF 2013**

**APPROVAL AND ADOPTION OF THE 2014 MONROE COUNTY AIRPORT  
AUTHORITY OPERATING BUDGET**

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

Section 1. The 2014 Budget, in the form presented to the Authority and attached  
hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 25, 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 September 25, 2013.

Dated:



Merideth Smith, Esq., Secretary

# MONROE COUNTY AIRPORT AUTHORITY

## 2014 Budget and Analysis

	2013 BUDGET	2014 PROPOSED BUDGET	Increase (Decrease)	% Change
COUNTY OPERATION & MAINTENANCE	\$ 17,678,674	\$ 17,689,042	\$ 10,368	0.1%
COUNTY SUBORDINATED DEBT-PRINCIPAL	1,764,372	1,855,688	91,315	5.2%
COUNTY SUBORDINATED DEBT-INTEREST	891,873	831,448	(60,425)	-6.8%
REVENUE & REFUNDING BOND DEBT SERVICE	8,629,874	8,626,612	(3,262)	0.0%
AMORTIZATION OF BOND PREMIUM/DISCOUNT	501,341	351,746	(149,595)	-29.8%
TRANSFER TO RENEWAL & REPLACEMENT FUND	2,155,452	2,156,653	1,201	0.1%
PROFESSIONAL SERVICES	754,520	619,195	(135,325)	-17.9%
OTHER EXPENSES	552,500	552,500	0	0.0%
<b>TOTAL</b>	<b>\$ 32,928,606</b>	<b>\$ 32,682,884</b>	<b>\$ (245,723)</b>	<b>-0.7%</b>

THE ATTACHED WORKSHEET PROVIDES SUPPORT FOR THE LINE ITEMS ABOVE.

THE 2014 COUNTY OPERATION & MAINTENANCE BUDGET IS 'PROPOSED' AND NOT YET APPROVED BY THE COUNTY LEGISLATURE

THE 2014 RATES AND CHARGES WILL BE PRESENTED FOR APPROVAL AT THE NEXT REGULAR AUTHORITY BOARD MEETING

**MONROE COUNTY AIRPORT AUTHORITY  
2014 BUDGET REQUIREMENT**

**OPERATION & MAINTENANCE RESERVE FUND:**

AIRPORT ENTERPRISE FUND BUDGET	20,443,192	
LESS: DEBT SERVICE	<u>-2,754,150</u>	<b>17,689,042</b>

**RENT TO COUNTY:**

PRINCIPAL	1,855,688	<b>1,855,688</b>
INTEREST	898,462	

LESS: AMOUNTS FUNDED PFC	<u>(67,014)</u>	<b>831,448</b>
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**MCAA DEBT SERVICE:**

TERMINAL	6,892,393	
AUTO PARKING	1,727,403	
AIRFIELD	6,816	
FREIGHT SERVICE	0	
GENERAL AVIATION	<u>0</u>	<b>8,626,612</b>

<b>AMORTIZATION OF MCAA PREMIUM/DISCOUNT:</b>		<b>351,746</b>
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**RENEWAL & REPLACEMENT FUND:**

2014 AUTHORIZED SPENDING		<b>2,156,653</b>
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**PROFESSIONAL SERVICES:**

AVIATION PLANNING & CONSULTANTS	422,595	
FINANCIAL AUDIT	37,300	
COUNTY ATTORNEY	75,000	
INTERNAL AUDIT	75,000	
TRUSTEE AND OTHER SERVICES	<u>9,300</u>	<b>619,195</b>

**OTHER EXPENSES:**

PUBLIC EVENTS	2,500	
BOARD EXPENSES	2,500	
TRAVEL AND MEETING EXPENSE	22,500	
EXIT LANE SECURITY COSTS	<u>525,000</u>	<b>552,500</b>

<b>TOTAL AUTHORITY EXPENSES</b>		<b><u>32,682,884</u></b>
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**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 18 of 2013**

**APPROVAL AND ADOPTION OF THE 2014 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  
2014 Renewal and Replacement Budget as presented at this meeting and appended  
hereto and made a part hereof.

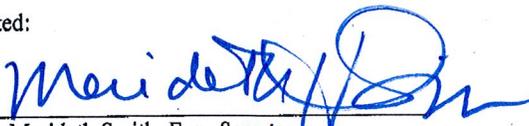
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 25, 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 September 25, 2013.

Dated:

  
Merideth Smith, Esq., Secretary

**Monroe County Airport Authority  
Greater Rochester International Airport  
2014 Renewal and Replacement Fund Budget  
Approval Date: September 25, 2013**

**Anticipated Uses of Funds:**

Terminal and Parking Facility Projects: \$450,000

Allocation of funding for green energy initiatives, facility improvements, build-outs and maintenance equipment related to the terminal and landside facilities which support the terminal. Projects include but are not limited to replacement and/or repair of structural systems, roofs, hvac systems, fire/sprinkler systems, electrical systems, communication and video systems, passenger loading bridges, furnishings, pavement systems and lighting.

Field Maintenance Projects: 1,206,653

Allocation of funding for capital improvement projects to include buildings, hangars, taxiways, aprons, roadways, and vehicles. Green energy initiatives and environmental projects are also anticipated for implementation. Projects include but are not limited to replacement and/or repair of structural systems, roofs, hvac systems, fire/sprinkler systems, electrical systems, furnishings, pavement systems, lighting, vehicles and drainage system improvements. Allocation of funding for local share of FAA Grants issued during Federal Fiscal Year 2014. An amount for local share (5.0%) is computed based upon funding with Entitlement and Cargo funds of \$4.6M and Discretionary funds of approximately \$4.0M; and the balance is for those projects not funded by Entitlement or Discretionary funding.

Property Acquisition: 500,000

Allocation of funding for property acquisition as outlined in the Airport Master Plan

**Total:** \$2,156,653

Any de minimis unencumbered funds or adjusted funds from the final year end allocation (as required by the airline agreement formula) will impact current year allocations or be an additional purchase to meet 2014 requirements.

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 19 of 2013**

**APPROVE REAPPROPRIATION OF FUND EQUITY FOR 2013 EXPENDITURES  
FROM THE MONROE COUNTY AIRPORT AUTHORITY RENEWAL AND  
REPLACEMENT FUND**

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

Section 1. The Monroe County Airport Authority hereby approves the Reappropriation of Fund Equity for 2013 Expenditures from the Monroe County Airport Authority Renewal and Replacement Fund up to the amount of \$1,200,000.

Section 2. The Treasurer or his designee is hereby authorized to make the necessary transfer within the 2013 Authority Budget.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: September 25, 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 September 25, 2013.

Dated:



Merideth Smith, Esq., Secretary