

Agenda
Monroe County Airport Authority
Audit Committee Meeting
January 16, 2013
11:00 a.m.

No Audit Committee Meeting held on this date.

**Agenda
Monroe County Airport Authority
Regular Meeting
January 16, 2013
12:00 p.m.**

- | | |
|---|--------------------|
| 1. Pledge of Allegiance | Iacovangelo |
| 2. Roll Call | Iacovangelo |
| 3. Approval of Minutes from December 10, 2012 | Iacovangelo |
| 4. Treasurers Report | Adair |
| 5. Authorize Contract with _____ for Taxicab Service Concession at the Greater Rochester International Airport | Veltre |
| 6. Authorize Concession Agreement with _____ to Produce and Manage the 2013 Airshow at the Greater Rochester International Airport | Veltre |
| 7. Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority | Granville |
| 8. Directors Report | Giardino |
| 9. Other Business | Iacovangelo |

Next meeting is February 13, 2013

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 16, 2013**

Present:

**Bernard J. Iacovangelo, Esq. Vice- Chairman
Susan Keith
Stephen Tucciarello
R. Thomas Flynn**

Excused Absence:

**James G. Vazzana, Esq. Chairman
Don Johnson**

Absent/Late:

Willie J. Lightfoot

Others Present:

Michael Giardino	Director of Aviation
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
William K. Taylor	Secretary
Brett C. Granville	Assistant Secretary
Jennifer Hanrahan	
Robert Franklin	

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

Approval of the Minutes from December 10, 2012

Moved by Member Keith and seconded by Member Flynn that the minutes be approved without changes. The motion passed unanimously 4-0.

Treasurers Report

Treasurer Adair reported that there are two reports today to go before the Board. The December credit card usage by the Director had three items on it, the credit card issued to County Executive had no items on it. A motion to accept the report was moved by Member Keith and seconded by Member Flynn. The motions passed unanimously 4-0.

Treasurer Adair reported the travel and business expense statement since Dec. 10th and reported that (12) items, six being credit memos and six being activity, appeared on the card. All were submitted within the appropriate 10 days and with appropriate supporting documentation. A motion to accept the travel and business expense report was moved by Member Keith and seconded by Member Flynn. The motions passed unanimously 4-0.

Authorize Contract with Genesee Transportation Inc. to provide Airport Taxicab Service Concession at the Greater Rochester International Airport

Assistant Treasurer Veltre presented that the current taxi cab contract expires Feb. 28th, 2013. ROC issued an RFP for taxicab service concession and received two proposals from the current taxicab company and Genesee Transportation, Inc. Assistant Treasurer Veltre stated that the contract is for three years with the option for three, one (1) year extensions at the sole discretion of the Authority for total of six contract years. Member Tucclarello asked a question as to how the annual fee was determined. Assistant Treasurer Veltre responded that the annual fee is proposed by the proposer. Assistant Treasurer Veltre further explained that the taxicab concessionaire has an exclusive right to stage and use the taxicab ready area here at ROC, they also have a starter here on duty that directs passengers to the next taxicab inline. A motion to authorize execution was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 4-0.

Authorize Contract with PEC Management, LLC to Produce and Manage the 2013 Airshow at the Greater Rochester International Airport

Assistant Treasurer Veltre stated that since gaining commitment from the USAF Thunderbirds to be here on June 1 and 2, 2013 – ROC issued an RFP for an Airshow promoter. The contract period is for 1 year, which allows the promoter time prior to the airshow to prepare and time after to wrap up. Member Flynn asked about what the duty of the airshow promoter includes. Assistant Treasurer Veltre responded that the airshow promoter is responsible for carrying insurance, securing additional acts, ground shows and entertainment, appropriate permits, food concessionaires etc. A motion to approve and adopt was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 4-0.

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

Assistant Secretary Granville presented that each member has a copy in their packets to be completed by themselves and their partner as required. To be completed and returned to Assistant Secretary Granville by April 1, 2013.

Director's Report

In the interest of being mindful of time, Airport Director Michael Giardino has nothing to report at this time since ethics training is being held immediately following the meetings conclusion.

Other Business

Member Flynn noted that this will be Treasurer Scott Adair's last meeting. Treasurer Adair introduced Bob Franklin who will be replacing Mr. Adair as Director of Finance and ultimately Treasurer of the MCAA Board. Secretary Brett Granville will present the annual Ethics Training to present Board Members and officers, directly following the adjournment of this meeting.

Meeting was adjourned @ 12:16 PM

The next Board Meeting is February 13, 2013 at 12 noon.

Respectfully Submitted,



William K. Taylor, Esq.
Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 OF 2013

AUTHORIZE CONCESSION AGREEMENT WITH GENESEE TRANSPORTATION, INC. TO PROVIDE AIRPORT TAXICAB SERVICE 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 concession agreement, and any amendments thereto, with Genesee Transportation, Inc., 355 Portland Avenue, Rochester, New York 14605, to provide an Airport taxicab service concession for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Genesee Transportation, Inc. was determined by a selection committee to be the most qualified of the two proposals to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be for a period of three (3) years commencing on March 1, 2013 with an option to extend for up to three (3) additional one (1) year consecutive terms, exercised at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive as revenue, an Annual Concession Fee for each year of the agreement as follows:

Annual Fee Year 1:	\$87,000.00
Annual Fee Year 2:	\$89,000.00
Annual Fee Year 3:	\$91,000.00
Annual Fee Year 4:	\$93,000.00
Annual Fee Year 5:	\$95,000.00
Annual Fee Year 6:	\$97,000.00

Section 4. 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.

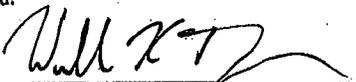
Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: January 16, 2013.

Vote: 4-0

I, William K. Taylor, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 16, 2013.

Dated:



William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 OF 2013

**AUTHORIZE CONTRACT WITH PEC MANAGEMENT, LLC. TO PRODUCE AND MANAGE
THE 2013 AIRSHOW AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute an agreement, and any amendments thereto, with PEC Management, LLC., 15 Ridgeway Estates, Rochester, New York 14626, to produce and manage the 2013 Airshow featuring the U.S Air Force Thunderbirds to be held on June 1st and 2nd for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. PEC Management, LLC. was determined by a selection committee to be the most qualified of the two proposals to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be for a period of one (1) year.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 16, 2013

Vote: 4-0

I, William K. Taylor, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held January 16, 2013.

Dated:



William K. Taylor, Esq., Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
February 13, 2013
11:00 a.m.**

- | | | |
|-----------|---|--------------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from December 10, 2012 | Iacovangelo |
| 3. | 2013 Proposed Internal Audit Plan | Marasco |
| 4. | Financials at December 31, 2012 | Veltre |
| 5. | Budget to Actual at December 31, 2012 | Veltre |
| 6. | Directors Litigation Report | Giardino |
| 7. | Ethics Hotline Report | Granville |
| 8. | Other Business | Iacovangelo |

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

February 13, 2013

Present:

Bernard J. Iacovangelo, Esq. Chairman

Stephen Tucciarello

Don Johnson

Others Present:

Michael Giardino

Administrative Director

Bob Franklin

Treasurer

Angela Veltre

Assistant Treasurer

Merideth H. Smith, Esq.

Secretary

Brett C. Granville, Esq.

Assistant Secretary

James Marasco

Stonebridge Business Partners

Tom Niles

Stonebridge Business Partners

Jennifer Hanrahan

Meeting was called to order by the Chairman at 11:02 am.

Approval of the Minutes from December 10, 2012

A motion was made to approve by Member Johnson and seconded by Chairman Iacovangelo. The motion passed 3-0.

2013 Proposed Internal Audit Plan

James Marasco and Tom Niles, Stonebridge Business Partners presented the proposed 2013 internal audit plan. The three phase approach includes Risk Assessment –already completed and Internal Audit Fieldwork & Reporting/Communication phase which is currently being entered. Stonebridge presented their approach to compliance auditing with a continued focus on revenue auditing to include the fuel farm, advertising, car rental concessions and food concessions. Additional areas include the banking & credit card fees to see if there is opportunity for savings for the Airport. The proposed 2013 Audit Plan addresses approximately 16% of non-airline revenue received by the Airport.

Member Johnson asked about response participation from the vendor side. Mr. Niles reported that the response is mixed. Director Giardino added that if the Audit Committee feels there are other contracts that should be looked at – we can explore that. Member Johnson asked if the audit process is the same for each vendor. Mr. Niles reported that food concession vendors experience similar audits but the fuel farm and MAPCO audits have relationships where they act as stewards for the Airport – so the process is slightly different. Member Tucciarello stated that he remembered some issues with getting percentages from car rental add-ons back then and suggested a focus on those specific areas. Mr. Niles agreed and said that they are looking to meet with car rentals to get an understanding of their reporting for example GPS systems, fuel and that would all be a part of the auditing. Member Tucciarello added he would be interested in seeing moving forward if there would be a trend on how they have been reporting their percentages.

Financials at December 31, 2012

Assistant Treasurer Angela Veltre reported the financial reports as of Dec. 31, 2012 and stated that auditors are onsite at ROC and will be here for the next two weeks. Ms. Veltre reported the cash balance as \$20 million plus with a document that details that amount by bank account. She noted this is slightly higher than the ending balance at 12/31/11. It was reported that the trustee control account has a significantly higher balance because the \$7 million is sitting with the trustee, consistent with prior years as that money is wired on one of the last business days of December. Ms. Veltre reported that the account receivable balance is consistent with prior years at \$14 Million. Ms. Veltre said the balance sheet has no unusual items to report and is consistent with what we have been looking at all year.

Assistant Treasurer Veltre reported that revenues are down approximately 1.5%. Parking revenue is up \$824,000 for the year. The other half of the revenue is due to reduced expenses in parking operations due to the milder winter, lower personnel costs, lower snow plowing costs, lower chemical costs. Also installed were Pay-In lane technology advancements, reducing personnel costs. Ms. Veltre reported that the car rental concession MAGs are significantly lower than the previous contract, due in large part to reduced enplanements at the time of bid and lower MAGs – down approximately \$569,000.

Assistant Treasurer Veltre reported that the expenses are down 5% due to operation & maintenance cost reductions and debt down \$1.1 million. Again due in large part to lower snow plowing costs, lower personnel costs for snow removal and chemical savings. In addition, the County expenses were down.

Assistant Treasurer Veltre noted that mild winter and snow removal operations reductions saved significant costs. Chairman Iacovangelo expressed that the airport operation as described above is in great shape, financials look good and enplanements are up. Assistant Treasurer Veltre reported that the final debt payment is January 1, 2019 and that ROC has done some projections where if everything remained the same as it is today – the net requirement will be negative, which means the Authority would have to set minimum rental rates moving forward.

Budget to Actual at December 31, 2012

Assistant Treasurer Veltre presented the budget to actual final report for 2012 modified slightly as the encumbrances as of 2012 are significantly less than the commitments shown at the previous. The expenses through Dec. 31 were \$30,093,000. Chairman Iacovangelo noted that overall we are still below budget which is great for an operation of this magnitude. Director Giardino added that ROC has already had more snow events for this year than we did all of last year so that will have to be considered as we move forward. Member Tucciarello asked about the return on investments. Assistant Treasurer Veltre noted that revenue from investments has declined every year since 2008, and that governments are extremely fund restricted as to where they can place money. Assistant Treasurer Veltre added that for the money controlled here most are in money market deposit accounts, earning 0.2% interest. Ms. Veltre expressed this interest rate being really low and that interest rate are not coming back in the foreseeable future per banker's expert opinion.

Directors Litigation Report

Director Giardino stated that there is no change in litigation report as reflected in last meeting minutes.

Ethics Hotline Report

Assistant Secretary Granville reported there were no calls to the hotline for month of November 2012, December 2012 and January 2013.

Other Business

No other business presented. Member Johnson had a question with the status of the Kodak Hangar. Director Giardino said his understanding is that Kodak has non-publicly accepted an offer and it is the Authority's jurisdiction to approve the assignment of the land lease.

Meeting was adjourned @ 12:03 AM

The next Audit Committee Meeting is March 20, 2013.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brett C. Granville". The signature is written in a cursive style with a large initial "B".

Brett C. Granville
Assistant Secretary

Dated: 2-19-13

**Agenda
Monroe County Airport Authority
Regular Meeting
February 13, 2013
12:00 p.m.**

- | | |
|---|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Public Hearing on Authorizing the Director of Aviation to File a New Application with the Federal Aviation Administration Authorizing the Continuation of a \$4.50 Passenger Facility Charge At the Greater Rochester International Airport | Vazzana |
| 4. Approval of Minutes from January 16, 2013 | Vazzana |
| 5. Treasurers Report | Franklin |
| 6. Audit Committee Report | Iacovangelo |
| 7. Authorize the Director of Aviation to File a New Application With the Federal Aviation Administration Authorizing the Continuation of a \$4.50 Passenger Facility Charge at the Greater Rochester International Airport | Giardino |
| 8. Authorize the Administrative Director to Execute an Amendment to the Lease/Concession Agreement for a Newsstand/Gift shop and Video Arcade Concession with Hudson Group (HG) Retail, LLC d/b/a Hudson Group at the Greater Rochester International Airport | Veltre |
| 9. Authorize the Administrative Director to Execute a License Agreement with Finger Lakes Communications Co., to Utilize the Premises at 175 Buell Road consisting of Office and Garage Space to be Used Solely for the Licensee's Radio Maintenance Business at the Greater Rochester International Airport | Veltre |
| 10. Traffic Report | Haas |
| 11. Directors Report | Giardino |
| 12. Other Business | Vazzana |

Next meeting is March 27, 2013

Minutes

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

February 13, 2013

Present:

James G. Vazzana, Esq., Chairman
Bernard J. Iacovangelo, Esq., Vice- Chairman
Don Johnson
Susan Keith
Stephen Tucciarello

Excused Absence:

R. Thomas Flynn
Willie J. Lightfoot

Others Present:

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

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

Public Hearing on Authorizing the Director of Aviation to file a new application with the Federal Aviation Administration Authorizing the continuation of a \$4.50 Passenger Facility Charge at ROC

Chairman called the public hearing to order at 12:05 p.m. Public Hearing was advertised in the Rochester Business Journal and the Daily Record. No speakers were present at the public hearing. Public Hearing was closed at 12:05 p.m.

Approval of the Minutes from January 16, 2013

Moved by Member Johnson and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 5-0.

Treasurers Report

Treasurer Franklin reported that there are two reports today to go before the Board. The January 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. All charges were reviewed by Treasurer Franklin and incurred according to procedure. A motion to accept the report was moved by Vice-Chairman Iacovangelo and seconded by Member Tucciarello. The motions passed unanimously 5-0.

Treasurer Franklin reported the travel and business expense statement since January and reported that eighteen (18) items appeared on the card. All were submitted within the appropriate ten (10) day period and with appropriate supporting documentation. A motion to accept the travel and business expense report was moved by Vice-Chairman Iacovangelo and seconded by Member Keith. The motions passed unanimously 5-0.

Audit Committee Report

Presented by Vice-Chairman Iacovangelo.

Authorize the Director of Aviation to File a New Application with the Federal Aviation Administration Authorizing the Continuation of a \$4.50 Passenger Facility Charge at the Greater Rochester International Airport

Director of Aviation, Michael Giardino presented the projects that have been identified under Passenger Facility Charge (PFC) #5. An explanation of PFC was provided and the application for PFC will be forwarded to the Federal Aviation Administration (FAA). A motion to authorize execution was moved by Member Keith and seconded by Vice-Chairman Iacovangelo. The motion passed unanimously 5-0.

Authorize the Administrative Director to Execute an Amendment to the Lease/Concession Agreement for a Newsstand/Gift shop and Video Arcade Concession with Hudson Group (HG) Retail, LLC d/b/a Hudson Group at the Greater Rochester International Airport

Assistant Treasurer Veltre stated that this amendment number six (6) is for the removal of the area that was formerly known as the video arcade located at the west end of the terminal and is approximately 340 square feet. ROC would like to amend the agreement to show the removal and rent due. Chairman Vazzana confirmed Hudson Group is not delinquent or in arrears of rent. A motion to approve and adopt was moved by Vice-Chairman Iacovangelo and seconded by Member Keith. The motion passed unanimously 5-0.

Authorize the Administrative Director to Execute a License Agreement with Finger Lakes Communications Co., to utilize the Premises at 175 Buell Road consisting of Office and Garage Space to be Used Solely for the Licensee's Radio Maintenance Business at the Greater Rochester International Airport

Assistant Treasurer Veltre confirmed the Chairman's statement that this was the site of the former Thrifty rental car – currently a vacant site at 175 Buell Road. Finger Lakes Communications Company approached ROC about leasing the space. The Company will pay all utilities and pro-rated share of taxes. Ms. Veltre reported that County Clerk records indicate that Finger Lakes Communications Company does not owe property taxes at this time. Member Tucciarello asked if Finger Lakes Communications Company was responsible for snow plowing? Ms. Veltre reported they are responsible for all maintenance including snow plowing. A motion to approve and adopt was moved by Member Keith and seconded by Member Johnson. The motion passed unanimously 5-0.

Traffic Report

Mr. Dave Haas reported the traffic report activity for the 12 months of 2012. Enplanements were 1,217,000, a 0.7% increase over 2011 enplanements. Overall the passenger loads increased 0.4% to 2,418,000. Deplanements grew 0.1%. As we compare numbers through October 2012, the United States Department of Transportation (USDOT) showed increases in enplanements of 0.9% nationally. This shows ROC is comparing favorably with national trends.

Carrier shares essentially stayed the same.

Compared to the other thruway airports Buffalo (BUF), Syracuse (SYR) and Albany (ALB), ROC fared the best with the 0.7% increased enplanement activity. BUF and SYR had experienced enplanement decreases and ALB experienced an enplanement increase of 0.2%.

ROC load factors for 2012 were 76.5%, down slightly from 2011 load factors. Mr. Haas reported that this is likely attributed to more seat capacity in the resulting market swap between Delta and US Airways. Nationally the load factor averages where in the 83 – 84% range.

Landing Weights at ROC were up 2.4% in 2012 compared to 2011. Overall departing trips were up 1.2%.

Total aircraft operations for 2012 were 88,219 a decrease as compared to 2011 aircraft operations at 104,433. Mr. Haas further explained that aircraft operations include commercial air carrier, general aviation (GA) and military aircraft operations. The decrease was determined to be caused by corporations suspending their GA/Corporate flight operations.

Mr. Haas provided a chart of destinations served out of ROC and the number of flights per day for the boards review. On average ROC has 60 departures per day.

Chairman Vazzana noted that ROC was holding steady on enplanements and BUF experienced a decrease.

Director's Report

Director of Aviation Michael Giardino reported that there is an airshow in preparation; ROC does not know yet about the possibility of mandated cuts that will take place in March on the Federal level and if this will impact the airshow. Director Giardino expressed thanks to staff and folks on the field noting that the airport has remained open during recent weather events and that the field operations staff performs magnificently, further adding that aircraft that could fly into and out of ROC's airfield were able to do so during these weather events. Director Giardino also reported that an arrangement through the Airport's comprehensive advertising and marketing campaign with the Rochester Americans, Wednesday, February 20th – board members, if available, are welcome to host an airline representatives or vendor from the Airport at the event.

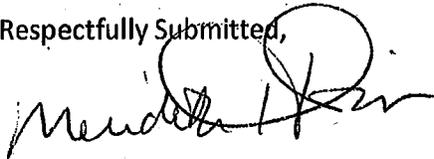
Other Business

Assistant Treasurer Veltre reminded Board members that at the March meeting the board will be conducting policy review and that every member should have policies in their three ring binder. It was also noted that no changes have occurred to these policies since March and if a Board member needs an updated version sent to them to contact Ms. Veltre.

Meeting was adjourned @ 12:38 PM

The next Board Meeting is March 20, 2013 at 12:15 pm and will be preceded at 12 noon by the MCAA Annual Meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Merideth H. Smith". The signature is written in a cursive style with a large, prominent initial "M".

Merideth H. Smith, Esq.

Secretary

Dated: 2/21/13

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2013

AUTHORIZE THE DIRECTOR OF AVIATION TO FILE A NEW APPLICATION WITH THE FEDERAL AVIATION ADMINISTRATION AUTHORIZING THE CONTINUATION OF A \$4.50 PASSENGER FACILITY CHARGE AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Monroe County Airport Authority ("Authority") has approved Resolution No. 12 of 2003 which adopted a \$4.50 Passenger Facility Charge ("PFC") at the Airport; and

WHEREAS, the Authority has in the past used a \$4.50 PFC to fund capital projects; and

WHEREAS, the Authority, after thorough investigation and a public hearing, has determined that the additional funds generated by continuing to collect a \$4.50 PFC are needed to accomplish certain capital projects designed to enhance capacity, safety, and development of the Greater Rochester International Airport;

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

Section 1. That the Monroe County Airport Authority hereby authorizes the Director of Aviation to file a new application with the Federal Aviation Administration (FAA), authorizing the continuation of the imposition of a \$4.50 PFC, and the expenditure of revenues from the PFC at the Greater Rochester International Airport for future capital expenditures and financing costs related to the following projects:

1. Rehabilitate Terminal Apron
2. Acquire Snow Removal Equipment
3. Acquire Glycol Recovery Vehicles
4. Improve Terminal Building
 - (a) HVAC System Upgrade
 - (b) Passenger Security Exit Lane Renovation
 - (c) Restroom Renovation & FIDS/Paging System
5. Acquire Security Equipment
6. Passenger Loading Bridges

Section 2. Further, the funds collected pursuant to Resolution No. 12 of 2003 shall be held for use in connection with the Airport as required by Federal Aviation Administration regulations pertaining to PFC's;

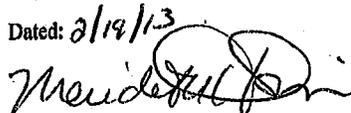
Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: February 13, 2013

Vote: 5-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held February 13, 2013.

Dated: 2/19/13



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 OF 2013

AUTHORIZE AN AMENDMENT TO THE LEASE/CONCESSION AGREEMENT FOR A NEWSSTAND/GIFT SHOP AND VIDEO ARCADE CONCESSION WITH HUDSON GROUP (HG) RETAIL, LLC d/b/a HUDSON GROUP AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Lessor and the Lessee entered into an Agreement and Amendment No. 1 dated December 29, 1999 authorized by Resolution No. 274 of 1999 adopted by the Monroe County Legislature on August 17, 1999 and by Resolution No. 11 of 1999 adopted by the Monroe County Airport Authority on May 5, 1999; and

WHEREAS, Amendment No. 2 (incorrectly entitled Amendment No. 1) was authorized by Resolution No. 261 of 2002 adopted by the Monroe County Legislature on October 8, 2002 and by Resolution No. 19 of 2002 adopted by the Monroe County Airport Authority on December 11, 2002; and

WHEREAS, Amendment No. 3 was authorized by Resolution No. 445 of 2004 adopted by the Monroe County Legislature on December 14, 2004 and by Resolution No. 20 of 2004 adopted by the Monroe County Airport Authority on September 15, 2004; and

WHEREAS, Amendment No. 4 was authorized by Resolution No. 75 of 2006 adopted by the Monroe County Legislature on April 11, 2006 and by Resolution No. 5 of 2006 adopted by the Monroe County Airport Authority on March 31, 2006; and

WHEREAS, Amendment No. 5 was authorized by Resolution No. 13 of 2008 adopted by the Monroe County Airport Authority on September 17, 2008; and

WHEREAS, the Administrative Director and Concessionaire 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. 6 to the Lease Agreement that amends the following Articles:

1. Article 1 – Premises is hereby amended to remove from the demised Premises approximately 340 square feet located in the west end of the Terminal known as the "Video Arcade" effective March 1, 2013. All other demised premises remain the same.
2. Article 4 – Rental paragraph A and its subparagraph A.(2) are hereby amended to remove the Video Arcade and its percentage rent of 30% from the list of stores effective March 1, 2013.
3. All other terms and conditions of the Agreement and Amendments shall remain unchanged.

Section 2. The records in the office of the Monroe County Treasury have indicated that neither Hudson Group (HG) Retail, LLC d/b/a Hudson Group nor any of their principal officers owe any delinquent Monroe County taxes.

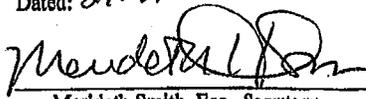
Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: February 13, 2013

Vote: 5-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held February 13, 2013.

Dated: 2/19/13


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 OF 2013

AUTHORIZE LICENSE AGREEMENT WITH FINGER LAKES COMMUNICATIONS CO., TO UTILIZE THE PREMISES AT 175 BUELL ROAD CONSISTING OF OFFICE AND GARAGE SPACE TO BE USED SOLELY FOR THE LICENSEE'S RADIO MAINTENANCE BUSINESS AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Greater Rochester International Airport has a premises at 175 Buell Road available for sublease; and

WHEREAS, the Finger Lakes Communications Co., Inc. has approached the Airport regarding utilizing this premises on a month to month basis for its radio maintenance business.

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a license agreement with Finger Lakes Communications Co., Inc. for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Finger Lakes Communications Co., Inc. will utilize approximately 3,920 square feet of office and garage space in an 'as is' condition and agrees to pay an annual sum of \$22,736; in twelve equal installments of \$1,894.67 due and payable on the first (1st) day of each month; and also agrees to pay all utilities and its pro rata share of property taxes.

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

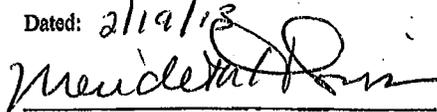
Section 4. This resolution shall take effect immediately

ADOPTION: Dated: February 13, 2013

Vote: 5-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held February 13, 2013.

Dated: 2/19/13


Merideth Smith, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
March 27, 2013
11:00 a.m.

- | | | |
|----|---|-------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from February 13, 2013 | Iacovangelo |
| 3. | Bonadio: Presentation of the 2012 Audit | Pink |
| 4. | Annual Reporting and Resolution | Veltre |
| | <ul style="list-style-type: none">▪ Annual Report▪ Public Authorities Reporting Information System (PARIS) Report▪ Policy Review and Update | |
| 5. | Directors Litigation Update | Giardino |
| 6. | Ethics Hotline Report | Granville |
| 7. | Adjournment | Iacovangelo |

Next meeting is May 15, 2013

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

March 27, 2013

Present:

Bernard J. Iacovangelo, Esq. Chairman

Stephen Tucciarello

Excused Absence:

Don Johnson

Others Present:

Michael Giardino Administrative Director

Bob Franklin Treasurer

Angela Veltre Assistant Treasurer

Ken Pink Bonadio & Co., LLP

Heidi Bresler Bonadio & Co., LLP

Merideth Smith Secretary

Jennifer Hanrahan

Andrew Moore

Meeting was called to order by the Chairman at 11:04 am.

Approval of the Minutes from February 13, 2013

A motion was made to approve by Member Tucciarello and seconded by Chairman Iacovangelo. The motion passed 2-0.

Bonadio: Presentation of the 2012 Audit

Ken Pink, Bonadio & Co., LLP presented the 2012 MCAA Audit. Mr. Pink provided a draft of all deliverables, audit reports based on fieldwork completed. There were a number of changes implemented by the Government Accounting Standards Board (GASB). MCAA is adopting the principles that apply to all municipalities across the board. Audited adjustments were not made this year – everything is fair, complete and recorded properly – sound journal entries and significant transactions on a daily basis are managed properly. No disagreements with management were found, management is clear on their responsibilities and fully accepts operational and administrative matters.

Mr. Pink commented on the auditor's report and the management of financial analysis statements discussion. Highlights include: sharing scope, management's responsibility on financial statements – opinion delivered on time and unqualified opinion, preliminary assessment, risks throughout entire fieldwork, no changes in plan from the beginning. Legal, vendors, management as they relate to the report got information on a timely basis. Mr. Pink commented on how well the department's budgeting process works.

Mr. Pink commented on the basic financial statements, scope and testing based on this information. Statement of Net Position is slight change from last year, changed from "Net Assets" to "Net Position". Mr. Pink reported no issue with restricted cash transactions, all transfers into those accounts were properly transferred in timely manner. Bonds are being paid off and come 2019, interest rates will continue to go down as the bonds are continued to be paid off. Change in Net Position is \$1.87 million.

Mr. Pink shared his footnote comment on the report, pg. 26, important to the Audit Committee – talk about the long term debt and the appropriate disclosures for payment schedules- required restricted reserve balances and matched them against the actual restricted reserve balances.

Mr. Pink reported that based on testing there were no findings on internal control. Mr. Pink also reported that agreed upon procedure on engagement, investment policy, compliance with the policy had no findings and the Authority is in compliance. The findings on the debt compliance are that the Authority is in compliance with debt indenture. Mr. Pink noted that federal guidance requires PFC auditing, based on testing – no findings as well.

Annual Reporting and Resolution

Assistant Treasurer Angela Veltre presented the Annual Report, Public Authorities Reporting Information System (PARIS) Report and Policy Review and Update. Assistant Treasurer Veltre stated the Authority Budget Office requires us to document this information on our website. The PARIS report is an online system of the Authority Budget Office. Once the Board passes the draft report and Bonadio & Co. provides the final report, this will be posted online as is required to be completed within 90 days after the close of the fiscal year.

Directors Litigation Report

Director Giardino stated that there is no change in litigation report as reflected in last meeting minutes.

Ethics Hotline Report

Secretary Smith reported there were no calls to the hotline for this reporting period.

Meeting was adjourned @ 11:37 AM

The next Audit Committee Meeting is May 15, 2013.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated: 5/11/13

Agenda
Monroe County Airport Authority
Governance Committee Meeting
March 27, 2013
11:30 a.m.

- | | | |
|----|---|-----------|
| 1. | Roll Call | Flynn |
| 2. | Approval of Minutes from March 28, 2012 Governance Committee Meeting | Flynn |
| 3. | Annual Review of Mission Statement and Performance Goals & Measures | Flynn |
| 4. | Annual Review of Confidential Evaluation of Board Performance - Summary Results | Flynn |
| 5. | Ethics Hotline Report | Granville |
| 6. | Other Business | Flynn |
| 7. | Adjournment | Flynn |

MINUTES

MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
March 27, 2013

Present:

R. Thomas Flynn, Chairman
James G. Vazzana, Esq.
Hon. Willie J. Lightfoot
Susan Keith

Others Present:

Michael Giardino Administrative Director
Bob Franklin Treasurer
Angela Veltre Assistant Treasurer
Merideth Smith Secretary
Bernard J. Iacovangelo Vice-Chairman
Jennifer Hanrahan

Meeting was called to order by the Chairman at 11:42 am.

Approval of the Minutes from March 28, 2012 Governance Committee Meeting

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

Annual Review of Mission Statement and Performance Goals & Measures

Chairman Flynn conducted the annual review of the mission statement and performance goals and measures with the committee of which each member has a copy. It appears that the Authority has met all of the goals. A motion was made to approve by Member Keith and seconded by Member Vazzana. The motion passed 4-0.

Annual Review of Confidential Evaluation of Board Performance – Summary Results

Chairman Flynn presented the annual review of confidential Evaluation of Board Performance summary results. Chairman Flynn stated that the Board receives criteria, a numerical standard for how the Board performs. A motion was made to approve by Member Keith and seconded by Member Vazzana. The motion passed 4-0.

Ethics Hotline Report

Secretary Merideth Smith reported that there were no calls to the Ethics hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:45 AM

The next Governance Committee Meeting is March 2014.

Respectfully Submitted,



Merideth H. Smith, Esq.
Secretary

Dated: 5/1/13

Agenda
Monroe County Airport Authority
Annual Meeting
March 27, 2013
11:55 a.m.

1. Roll Call Vazzana
2. Approval of Minutes from March 28, 2012 Annual Meeting Vazzana
3. Appointment of Officers Vazzana
Proposed Slate:

Vice Chairperson: Bernard J. Iacovangelo, Esq.
Assistant Secretary: Brett C. Granville, Esq.
Assistant Treasurer: Angela Veltre
4. Other Business Vazzana
5. Adjournment Vazzana

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING MINUTES
March 27, 2013**

Present:

James G. Vazzana, Esq. Chairman
Bernard J. Iacovangelo, Esq. Vice- Chairman
Susan Keith
Stephen Tucclarello
Willie J. Lightfoot
R. Thomas Flynn

Excused Absence:

Don Johnson

Others Present:

Michael Giardino Director of Aviation
Robert Franklin Treasurer
Angela Veltre Assistant Treasurer
Merideth Smith Secretary
Jennifer Hanrahan
Andrew Moore

Meeting was called to order by the Chairman @ 11:55 am

Approval of the Minutes from March 28, 2012

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

Appointed of Officers

Proposed Slate:

Chairman Vazzana proposed the following appointed officers as annually required by the Authority By Laws: Bernard J. Iacovangelo as Vice – Chairperson, Brett C. Granville, Esq., as Assistant Secretary and Angela Veltre as Assistant Treasurer. Moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Other Business

No other business presented.

Meeting was adjourned @ 11:58 PM

The next Annual Meeting will be scheduled for March 2014.

Respectfully Submitted,



Merideth Smith, Esq.,
Secretary

Dated: 4/19/13

**Agenda
Monroe County Airport Authority
Regular Meeting
March 27, 2013
12:00 p.m.**

- | | |
|---|-------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from February 13, 2013 | Vazzana |
| 4. Treasurers Report | Franklin |
| 5. Governance Committee Report | Flynn |
| 6. Audit Committee Report | Iacovangelo |
| 7. Approve Submission of Annual Report and Acceptance of 2012 Audit Report by Bonadio & Co., LLP | Iacovangelo |
| 8. Authorize an Amendment to the Lease Agreement with the United States of America through the U.S. Department of Homeland Security Transportation Security Administration at the Greater Rochester International Airport | Veltre |
| 9. Traffic Report | Haas |
| 10. Director's Report | Giardino |
| 11. Other Business | Vazzana |

Next meeting is May 15, 2013

Minutes

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

March 27, 2013

Present:

James G. Vazzana, Esq., Chairman

Bernard J. Iacovangelo, Esq., Vice- Chairman

Susan Keith

Stephen Tucciarello

Willie J. Lightfoot

R. Thomas Flynn

Excused Absence:

Don Johnson

Late Arrival:

Brett Granville

Assistant Secretary

Others Present:

Michael Giardino

Director of Aviation

Bob Franklin

Treasurer

Angela Veltre

Assistant Treasurer

Merideth H. Smith, Esq.

Secretary

Jennifer Hanrahan

David Haas

Gary Gaskin

Andrew Moore

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

Approval of the Minutes from February 13, 2013

Moved by Vice-Chairman Iacovangelo 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. The February credit card usage by the Director had on it nine (9) charges for the reporting period Feb. 29 – Mar. All charges were reviewed by Treasurer Franklin and incurred according to procedure. A motion to accept each report was moved by Member Keith and seconded by Member Iacovangelo. The motions passed unanimously 6-0.

Treasurer Franklin reported the travel and business expense statement since February 2013 and reported that seven (7) items appeared on the card. Total expenses are slightly over \$1,075.96. A motion to accept the travel and business expense report was moved by Vice- Chairman Iacovangelo and seconded by Member Keith. The motions passed unanimously 6-0.

Governance Committee Report

Presented by Member Flynn.

Audit Committee Report

Presented by Vice-Chairman Iacovangelo.

Approve Submission of Annual Report and Acceptance of 2012 Audit Report by Bonadio & Co., LLP

Based on Audit Committee Chairman and Board Vice-Chairman Iacovangelo presentation, a motion to approve the acceptance of the 2012 Audit Report was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 6-0.

Chairman Vazzana added that all Board members have seen the Evaluation of Board Performance. If any Board member would like to discuss any concerns they may have with the Director – publicly or privately – they should.

Authorize and Amendment to the Lease Agreement with the United States of America through the U.S. Department of Homeland Security Transportation Security Administration at the Greater Rochester International Airport

Assistant Treasurer Veltre stated that TSA has leased space in the Terminal since 2007 and this amendment is for the lease of additional space per their request for storage. Chairman Vazzana inquired about the status of the space and whether TSA is current with rent payment. Assistant Treasurer Veltre stated that the space is currently vacant and that TSA is current. A motion to approve and adopt was moved by Vice-Chairman Iacovangelo and seconded by Member Flynn. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas reported the traffic report activity for the first two months of 2013.

The enplanements trend continues to increase since July 2012 and as compared to corresponding months during 2012, enplanements for January and February 2013 have increased. Year-to-date enplanements have increased by 1.21% as compared to year-to-date 2012.

Mr. Haas showed a comparison to thruway airport enplanement activity with ROC increasing 2.1%, Buffalo 3.2%, Syracuse 3.6% and Albany experienced a decrease in enplanement activity at 2.9%.

Mr. Haas reported load factors for January 2013 at 75.4% and February 2013 at 85.4%.

Mr. Haas presented a new graph that shows ROC departing seats per month that computes deplanement activity based upon total number of seats available and considers the aircraft seating capacity available from ROC each month.

Chairman Vazzana inquired about US Airways' load factor and Air Georgian's load factor. Member Lightfoot added that he liked the new chart showing average seats. Mr. Haas answered that peaks occur at ROC in July/August and that January/February are typically ROC's slowest period.

Director's Report

Director of Aviation Michael Giardino noted that the recent reports about Authority's compliance covered by the local media did not cover the Airport Authority and its full public disclosure on the web and adherence to compliance. Director Giardino reported that sequestration is still on folks' minds and that the media has approached Board members as well as our staff. The checkpoint contract with VMD MTS – is not an issue with sequestration as it is fully funded. The status of FAA tower closures or furloughs and/or eliminating shift is that ROC has not heard from FAA directly outlining a plan for this. ROC does know that employees of the FAA tower in ROC are being mandated to furlough 1 day per week. Member Flynn asked if the Board could

be updated on the status of the sequestration effects on the ROC tower should change come up between now and next meeting. Director Giardino noted that the board would be kept up to date.

Director Giardino also noted that across the country the Department of Defense will be cancelling all airshows after April 1, 2013 should the federal budget sequestration stay in effect. While ROC is cautiously optimistic our airshow will take place we are almost 60 days from show date and this decision will be largely determined and driven by the airshow promoter. If they feel it is not viable or if there is an alternative plan, we will communicate that with the Board.

Director Giardino informed the board of the Southwest Airlines brand joining ROC on April 14, 2013. Marketing & PR Coordinator, Jennifer Hanrahan informed the Board of events taking place Tuesday, April 16, 2013 at ROC to include a press event at 10:30 am and invited the Board members to be guests of Southwest Airlines for this important event.

Director Giardino stated that the State Police would like a 8,500 square foot hanger for storage space, and access to runways/taxiways at ROC.

Director Giardino concluded his remarks noting that today marks one year of him being Director and thanked all of his Airport staff and County partners for their hard work contributing towards ROC being able to accomplish its goals. Director Giardino reported that the ROC Capital Improvement Program is moving forward, staff met with the FAA for 2013-2014 funding. The PFC project in the ticketing lobby is wrapping up and a draft application has been submitted to the FAA for PFC #5, which was approved last board meeting.

Director Giardino also congratulated Assistant Treasurer Angela Veltre for recently completing 35 years with Monroe County.

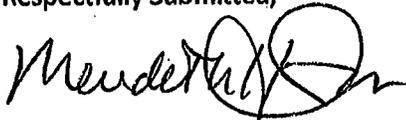
Other Business

Chairman Vazzana thanked Director Giardino for bringing integrity and confidence to the Authority Board over the past year. Member Lightfoot brought a letter that was sent to him from a taxi cab company and requested a copy of the RFP for Taxicab Concessions at ROC as well as the proposals received so that he could dispel accusations in the letter he received. Member Lightfoot received the letter at home. Chairman Vazzana would like copy to all board members and suggested a response to the person based on counsel opinion. Assistant Secretary Granville noted that the RFP is available to all Board members.

Meeting was adjourned @ 12:39 PM

The next Board Meeting is May 15, 2013 at 12:00 noon.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated:

5/11/13

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2013

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2012 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. Angela Veltre, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

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

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (Exhibit 2)

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 6 of 2013
Page 2 of 2**

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2012 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

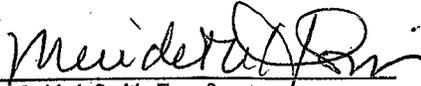
Section 4. The Authority having reviewed the 2012 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 3)

ADOPTION: Dated: March 27, 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 March 27, 2013.

Dated: 3/29/13


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 OF 2013

AUTHORIZE AN AMENDMENT TO THE LEASE AGREEMENT WITH THE UNITED STATES OF AMERICA THROUGH THE U.S. DEPARTMENT OF HOMELAND SECURITY TRANSPORTATION SECURITY ADMINISTRATION AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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

WHEREAS, Monroe County Airport Authority authorized the execution of a Lease with the United States of America through the U.S. Department of Homeland Security Transportation Security Administration by Resolution 7 of 2007 adopted May 7, 2007; and

WHEREAS, the initial Lease term commenced on July 1, 2007 for a period of six (6) years with the option for annual renewals for four (4) additional one-year terms; and

WHEREAS, The United States of America through the U.S. Department of Homeland Security Transportation Security Administration is desirous of amending the Lease with respect to the total square footage leased.

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to execute an amendment to the lease effective July 1, 2013 to add 195.833 square feet of storage space to be used by the TSA Screening Manager located on the second floor of the main Terminal building.

Section 2. The rent for each of the four (4) option years shall be \$34,278 annually, or \$2,856.50 monthly.

Section 3. The U.S. Department of Homeland Security Transportation Security Administration is a government agency and the records in the office of the Monroe County Treasury have indicated that it does not owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: March 27, 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 March 27, 2013.

Dated:


Merideth Smith, Esq., Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
May 15, 2013
11:00 a.m.**

- | | |
|---|--------------------|
| 1. Roll Call | Iacovangelo |
| 2. Approval of Minutes from March 27, 2013 | Iacovangelo |
| 3. Internal Audit Update | Marasco |
| 4. Financials at March 31, 2013 | Franklin |
| 5. Budget to Actual at March 31, 2013 | Franklin |
| 6. Directors Litigation Report | Giardino |
| 7. Ethics Hotline Report | Granville |
| 8. Other Business | Iacovangelo |

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

May 15, 2013

Present:

Bernard J. Iacovangelo, Esq. Chairman
Don Johnson

Late Arrival:

Stephen Tucciarello

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Brett Granville, Esq.	Assistant Secretary
James Marasco	Stonebridge Business Partners
Tom Niles	Stonebridge Business Partners
Jennifer Hanrahan	
Andrew Moore	

Meeting was called to order by the Chairman at 11:05 am.

Approval of the Minutes from March 27, 2013

A motion was made to approve by Member Johnson and seconded by Chairman Iacovangelo. The motion passed 2-0.

Internal Audit Update

Tom Niles, Stonebridge Business Partners presented the Internal Audit update. Mr. Niles provided two reports for Thrifty (Westover) & National Car Rental (SNORAC).

The primary objective of the National (SNORAC) audit was to assess the accuracy of reporting and gross receipts to the Authority totaling \$5.5 million and \$550,000 in concession fees. Mr. Niles reported that the Audit had no significant findings. Mr. Niles said the procedures performed during the Audit process included interviews with key personnel to gain and understanding of their reporting in their system Odyssey. All documents were provided and there were no scope limitations. Mr. Niles stated that there was some difficulty in reconciling some accounts due to comingling of funds with Enterprise & Alamo however all of the information received was able to be reconciled. Revenues are reported each month to SNORAC from Alamo/National Corporate Headquarters. Stonebridge was able to audit those two pieces of information and reconciled all miscellaneous line items such as fuel surcharges, GPS and equipment such as car seats etc. Mr. Niles said that Stonebridge performed detailed transaction auditing for three months to compare and no deviations were found. Mr. Niles reported that the revenue reported was accurate as well as the Authority's concession fees. Mr. Niles said that Stonebridge had no significant recommendations based on their Audit.

Mr. Niles next reported the findings of the Thrifty (Westover) audit. Mr. Niles said that because Thrifty was a new concessionaire with only one year of data – the audit was scaled back slightly as this was their first full year of operations at the Airport. Mr. Niles stated this was done by limiting the scope of Stonebridge's detail testing to several months within the audit period – three months: March, July and August 2012. Mr. Niles stated that over the course of the audit period the gross receipts totaled \$1.17 million and concession fees \$360,000. Mr. Niles added that while Thrifty did provide information for the entire audit period, the

transactional/detailed audit was performed on three of the twelve months, an abbreviated audit as Thrifty (Westover) only had operations for twelve months.

Mr. Niles reported the results of this audit stating that initial reporting was inadequate with one line item for gross receipts to the Authority, no itemizing of revenue and Stonebridge was not able to see what each month was composed of until they received detailed information for each month and did not incorporate some things into the report. Mr. Niles said that while the Thrifty (Westover) Agreement does require it - the concession fee did not incorporate recovery fees. Mr. Niles also stated that Thrifty (Westover) refused to provide bank statements and sales information etc. due to the fact that it included information for operations in other markets. Mr. Niles recommended that it would be good if the company had separate bank statements and income tax filings etc., so that reports are accessible and viewable by the Authority. Mr. Niles said the audit process is better if you can separate the operations out and report individually incorporating the segregation of information, strengthening the contract language as it pertains to record keeping and keeping reports independent from other interests. Mr. Niles stated that reports were generated from a system called Bluebird and were reconciled without an issue therefore the process seems to be sound but strengthening of reporting is recommended.

Mr. Niles concluded his report saying that Stonebridge is currently working with Mapco and is engaged to help vet the possibility of a new revenue control system. Stonebridge will perform an analysis of current system, credit card expenses and fees/collection of payments from customers to see where cost savings to the Authority can be made.

Financials at March 31, 2013

Treasurer Robert Franklin presented the Financials at March 31, 2013. Treasurer Franklin stated the balance sheet ending balance as \$26.4 million cash on hand and almost \$5.5 million of cash in trustee account. Cash on hand higher than beginning of year, cash in trustee account is half due to the advance transfer of the cash deposit made for the principle and interest payment.

Treasurer Franklin reported that for 2013 revenues are \$7.9 million and expenses are just over \$6.3 million. The debt principle and interest payment is paying down each year - interest expense on bonds is going down approximately \$158,000. Approximately \$419,000 in expenses were posted in April but were attributable to first three months of 2013.

Depreciation expense is running low due to the timing of the journal entry normally dated 3/31/13 but the transaction was dated the day it was made this will catch up in the April statements. Chairman Iacovangelo noted that there are only six more years of bond principle & interest payments left for the Authority and that financially this great for the Authority.

Budget to Actual at March 31, 2013

Treasurer Robert Franklin presented the Budget to Actual at March 31, 2013. Treasurer Franklin drew attention to expenses under County Operation and Maintenance and commented that this number is actually a little low because of the March related costs posted in April.

Treasurer Franklin also pointed out that Professional Services for the year was budgeted a little higher due to costs of airline use/lease agreement in 2012. Treasurer Franklin said that 35% of the budget has been expensed through the first three months with debt service heavily front loaded. Treasurer Franklin stated that the Authority is operating well so far this year.

Director Giardino agreed and added that is why ROC is looking at bank fees/credit card fees to reduce expenses and to continue to look for efficiencies such as limiting overtime and monitoring utility costs.

Directors Litigation Report

Director Giardino stated that there is no change in litigation report as reflected in last meeting minutes. Assistant Secretary Granville added that Taplo is in the discovery phase.

Ethics Hotline Report

Assistant Secretary Granville reported there were no calls to the hotline for this reporting period.

Meeting was adjourned @ 11:44 AM

The next Audit Committee Meeting is July 24, 2013.

Respectfully Submitted,



Brett Granville

Assistant Secretary

Dated: 6/27/13

Agenda
Monroe County Airport Authority
Regular Meeting
May 15, 2013
12:00 pm

- | | | |
|-----|--|-------------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Presentation of Certificates | Brooks |
| 4. | Public Hearing on the Proposed Resolution Authorizing the Director of Aviation to Enter into a License Agreement | Vazzana |
| 5. | Approval of Minutes from March 27, 2013 | Vazzana |
| 6. | Audit Committee Report | Iacovangelo |
| 7. | Treasurers Report | Franklin |
| 8. | Authorize Expenditure in an Amount not to Exceed \$1,000 for Bronze Sponsorship of the 2013 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show | Giardino |
| 9. | Authorize a New Concession Agreement with Paula Donuts, Inc. d/b/a Dunkin Donuts to Develop and Operate a Food Kiosk Located in the Terminal, Pre-Security, at the Greater Rochester International Airport | Giardino |
| 10. | Authorize a License Agreement with Crane Hogan Structural Systems, Inc. for Approximately 2.14 Acres Located at 1185 Scottsville Road at the Greater Rochester International Airport | Giardino |
| 11. | Authorize Monroe County to Execute a License Agreement with Frontier Telephone of Rochester, Inc. to place certain facilities for the benefit of the County of Monroe (the Grantor) in, upon, under and across 1135 Brooks Avenue (MRC Building) | Granville |
| 12. | Traffic Report | Haas |
| 13. | Directors Report | Giardino |
| 14. | Other Business | Vazzana |

The next meeting will be July 17, 2013

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
May 15, 2013**

Present:

James G. Vazzana, Esq., Chairman
Bernard J. Iacovangelo, Esq., Vice- Chairman
Susan Keith
Don Johnson
R. Thomas Flynn
Stephen Tucciarello

Absent:

Willie J. Lightfoot

Others Present:

Maggie Brooks	Monroe County Executive
Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Merideth H. Smith, Esq.	Secretary
Brett Granville, Esq.	Assistant Secretary
Jennifer Hanrahan	
David Haas	
Gary Gaskin	
Andrew Moore	
John Perrone Jr.	

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

Presentation of Certificates

Monroe County Executive Maggie Brooks presented certificates thanking MCAA Board Vice-Chairman Bernard J. Iacovangelo, Esq. and Don Johnson for the years of service to the MCAA Board. County Executive Brooks stated that the Board, made up of volunteer citizens, works very hard and acts as ambassadors of the Airport within the community. County Executive Brooks also announced the appointments of two talented individuals who will be joining the MCAA board: John Perrone Jr. and Charles Stuart. County Executive Brooks further stated that Mike Giardino has done an incredible job leading the Airport, and highlighted recent announcements – all good that have contributed to the overall vitality of the community. County Executive Brooks concluded saying that our airport is at the forefront of the activities – as an economic engine.

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

Chairman Vazzana called the public hearing to order at 12:05 PM regarding authorizing the Director of Aviation to enter into an agreement with regards to 2.14 acres of land at 1185 Scottsville Road. Chairman Vazzana stated that the public hearing was advertised Friday, May 3, 2013 in the *Daily Record* and the *Rochester Business Journal*. No speakers were present. Public Hearing was adjourned at 12:06 PM.

Approval of the Minutes from March 27, 2013

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

Audit Committee Report

Presented by Vice-Chairman Iacovangelo.

Treasurers Report

Treasurer Franklin reported that there are two reports today to go before the Board. The March & April credit card usage by the Director had on it eleven (11) charges for the reporting period, the credit card issued to County Executive had no items on it. All charges were reviewed by Treasurer Franklin and incurred according to procedure.

Treasurer Franklin reported the travel and business expense statement since March 2013 and reported that fourteen (14) items appeared on it. All were submitted within the appropriate 10 days and with appropriate supporting documentation. A motion to accept the credit card report and report on travel and business expenses was moved by Vice-Chairman Iacovangelo and seconded by Member Johnson. The motions passed unanimously 6-0.

Authorize Expenditure in an Amount not to exceed \$1,000 for Bronze Sponsorship of the 2013 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show

Presented by Director of Aviation, Michael Giardino that each year the New York Aviation Management Association (NYAMA) hosts an annual conference, this year's being held in Albany in September. Each year sponsorships are sought from private organizations and other Airports. ROC has been asked to be a sponsor at the Bronze level. Director Giardino stated that he is an active board member of NYAMA and that NYAMA has spoken out on number of issues related to aviation and therefore he would recommend that the Authority sponsor this fall conference.

A motion to approve was moved by Member Iacovangelo and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize a New Concession Agreement with Paula Donuts, Inc. d/b/a Dunkin Donuts to Develop and Operate a Food Kiosk located in the Terminal, Pre-Security, at the Greater Rochester International Airport

Presented by Director of Aviation, Michael Giardino that for some time we have been looking for concession/food vendor on the public side since Mrs. Fields vacated. ROC has moved the kiosk to another location in the ticketing lobby and accepted a proposal from current vendor Dunkin Donuts.

A motion to approve was moved by Vice-Chairman Iacovangelo and seconded by Member Flynn. The motion passed unanimously 6-0.

Authorize a License Agreement with Crane Hogan Structural Systems, Inc. for Approximately 2.14 Acres Located at 1185 Scottsville Road at the Greater Rochester International Airport

Presented by Director of Aviation, Michael Giardino that the property at 1185 has been vacant for some time and has been RFP'd twice; in 2006 and 2009. The Airport was approached by Crane Hogan for a NYSDOT project they are working on for their need to store barrels and cones on the property. Director Giardino stated that no improvements are being made to the property. Use is limited to the public side of the property with no access to the airfield. Director Giardino added that the contract states that should an aeronautical use be found for the property there is a termination clause in the contract as recommended and approved by the FAA. Member Flynn clarified that the contracting does not allow for hazardous waste on that property and asked for a description of the property location. Director Giardino stated that the property is located between the County fueling facility and FedEx Express.

A motion to approve was moved by Member Keith and Seconded by Member Flynn. The motion passed unanimously 6-0.

Authorize Monroe County to Execute a License Agreement with Frontier Telephone of Rochester, Inc. to place certain facilities for the benefit of the County of Monroe (the Grantor) in, upon, under and across 1135 Brooks Avenue (MRC Building)

Assistant Secretary Granville stated that this is to allow Frontier telephone to use ROC conduit to allow them access to go underground in order to wire up the MRC building.

A motion to approve was moved by Vice-Chairman Iacovangelo and seconded by Member Keith. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas reported the traffic report activity through March 2013. Mr. Haas presented enplanements through March 2013 were a 6% increase over March 2012. Year-to-Date (YTD) enplanement data shows 2013 at a 3.73% increase over 2012 YTD.

Mr. Haas reported that all other thruway Airports also recorded increased enplanement data through March 2013: Buffalo 2.2%, Syracuse 3.8%, Albany 0.4%.

Director's Report

Director of Aviation Michael Giardino asked his staff to provide an update to the board. Mr. Gary Gaskin, Airport Engineer explained the project going on between Wilmorite and the Bausch & Lomb hanger where the replacement of two acres of apron is on schedule for completion in June 2013. Director Giardino added that this will allow for more GA parking of aircraft. Mr. Bill Johnston, Airport Project Manager provided the board with a sketch of the proposed Dunkin Donuts kiosk and appropriately proposed branding. Mr. Johnston stated that the tunnel relighting project will be ready for public bid in the near future. Ms. Jennifer Hanrahan, Marketing & PR Coordinator provided a copy of the 2012 Annual Report and Southwest Airlines *Spirit Magazine* to each board member. *Spirit Magazine* featured an ad ROC and VisitRochester collaborated on highlighting all that Rochester has to offer as one of the newest cities Southwest serves. Ms. Hanrahan also invited the board to join the Airport on June 22, 2013 for the 14th Annual Airport 5K event which benefits Lifetime Assistance Foundation.

Mr. Andy Moore, Assistant Director presented ROC airfares for 4th Quarter 2012 according to USDOT and provided a brief summary of how ROC compares to the thruway airports and other similar sized airports across the country. Mr. Moore stated that the ROC average cost of airfare for 4th Quarter 2012 as compared to 4th Quarter 2011 is below national average and below Albany and Syracuse. ROC held the 7th largest decrease in airfare of the nation's top 100 airports and held the largest decrease in airfare as compared to thruway airports decreasing 3.9%.

Mr. Moore concluded that ROC 2012 airfare was less than 2011. According to the Eastern region, ROC stands in the top 16 as the 13th largest airport in the seven state regions based on enplanements and are the 4th largest small hub airport.

Chairman Vazzana expressed that ROC should consider a press release on the topic that Mr. Moore presented and what ROC has accomplished in terms of average cost of airfare.

Director Giardino reported that the current rental car contract expires September 30, 2013 and that ROC has received notification from each car rental agency that they would like to extend the contract for a year. Director Giardino stated that the County Executive held press event here last week addressing grant funding from the FAA on projects being potentially shifted from AIP over to Operation & Expense side of the FAA to pay for furloughed staff. The County Executive brought this to the attention of the media and public and quickly the FAA went ahead to fund controllers through the end of the year. The Airshow for this year has been postponed due to sequestration, however team Oracle & Sean Tucker will come on June 1st to do a modified show for the media. Director Giardino stated that Eastman Kodak had listed their hangar for sale

and that Monroe County did make an offer and was not successful however ROC has yet to hear from Eastman Kodak on who was the successful bidder. The Authority can expect that there will be a request from Eastman Kodak to assign that lease and there are fifteen years left on the lease then the hangar would revert back to the Authority.

Director Giardino concluded by thanking the board for their support of the new Southwest Airlines service, that ROC is seeing a bump in bigger planes, more passengers and that folks are coming into ROC and spending time, like a hub, hopefully spending money here while waiting for connecting Southwest flights.

Other Business

Chairman Vazzana commented that the net parking revenue for month of April grossed revenues over \$1 million for second month in a row and $\frac{3}{4}$ of million dollars is net to the Authority. Chairman Vazzana also asked for a change in the July 17th meeting date to the week after July 24th at 12 noon.

Meeting was adjourned @ 12:58 PM

The next Board Meeting is July 24, 2013 at 12:00 noon.

Respectfully Submitted,



Brett C. Granville, Esq.

Assistant Secretary

Dated: 6/27/13

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2013

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR BRONZE SPONSORSHIP OF THE 2013 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE AND EXHIBIT SHOW

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

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$1,000 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the 2013 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 18 to September 20, 2013 hosted by the Albany International Airport.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: May 15, 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 May 15, 2013.

Dated:



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 OF 2013

**AUTHORIZE A NEW CONCESSION AGREEMENT WITH PAULA DONUTS, INC. D/B/A
DUNKIN DONUTS TO DEVELOP AND OPERATE A FOOD KIOSK LOCATED IN THE
TERMINAL, PRE-SECURITY, 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 concession agreement with Paula Donuts, Inc. d/b/a Dunkin Donuts, 2100 Empire Blvd., Webster, NY 14580, to develop and operate a food and beverage concession for the Monroe County Airport Authority at the Greater Rochester International Airport

Section 2. Paula Donuts, Inc. d/b/a Dunkin Donuts was determined by a selection committee to be the most 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 an option to extend for one additional three (3) year term.

Section 3. The Monroe County Airport Authority will receive as revenue:

2% of Monthly Gross Sales up to \$8,000; and
5% of Monthly Gross Sales over \$8,000

for each month of the initial three year term. Should the extension be exercised the percentage of Annual Gross Sales for the extended term will be at least 3% higher than the percentage in year three of the initial term.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Paula Donuts, Inc. d/b/a Dunkin Donuts nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 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 May 15, 2013.

Dated:



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 OF 2013

**AUTHORIZE A LICENSE AGREEMENT WITH CRANE HOGAN STRUCTURAL SYSTEMS, INC.,
FOR APPROXIMATELY 2.14 ACRES LOCATED AT 1185 SCOTTSVILLE ROAD AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

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

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

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

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

Section 2. Crane Hogan Structural Systems, Inc. will utilize approximately 2.14 acres in an 'as is' condition and agrees to pay an annual sum of \$21,400 , in twelve equal installments, and also agrees to pay all utilities, taxes, assessments or special charges levied on the premises. The initial term will be for one year commencing July 1, 2013 and will include the option to renew for up to two (2) one year terms.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 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 May 15, 2013.

Dated:



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2013

AUTHORIZE MONROE COUNTY TO EXECUTE A LICENSE AGREEMENT WITH FRONTIER TELEPHONE OF ROCHESTER, INC. TO PLACE CERTAIN FACILITIES FOR THE BENEFIT OF THE COUNTY OF MONROE (THE GRANTOR) IN, UPON, UNDER AND ACROSS 1135 BROOKS AVENUE (MRC BUILDING)

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

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to execute a License Agreement with Frontier Telephone of Rochester, Inc., a New York Corporation, 180 Clinton Avenue South, Rochester, New York, its successor and assigns, the right, privilege, and authority to place, attach, replace and maintain its communications cables, terminal boxes, wires, cables, conduits, fixtures and related appurtenances as may be necessary or convenient to the operation of same.

Section 2. Grantee shall have the right to enter upon the premises of Grantor and utilize the same, whenever necessary or convenient for the exercise of the rights and privileges granted by said agreement and the terms and conditions stated therein. Grantee will place underground cables through customer provided conduit to the building to provide telephone service, more specifically shown in "Exhibit A".

Section 3. The term of this Agreement is for one (1) year and shall automatically renew unless terminated by either party upon sixty (60) days written notice.

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

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: May 15, 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 May 15, 2013.

Dated:


Merideth Smith, Esq., Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
July 24, 2013**

- | | | |
|-----------|--|--------------------|
| 1. | Roll Call | Audit Chair |
| 2. | Approval of Minutes from May 15, 2013 | Audit Chair |
| 3. | Overview Financials at June 30, 2013 | Veltre |
| 4. | Budget to Actual at June 30, 2013 | Veltre |
| 5. | Directors Litigation Report | Giardino |
| 6. | Other Business | Audit Chair |

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

July 24, 2013

Present:

John Perrone Jr. (Elected Chairperson)

Hank Stuart

Hon. Stephen Tucciarello

Others Present:

Michael Giardino Administrative Director

Bob Franklin Treasurer

Merideth H. Smith Esq., Secretary

Angela Veltre Assistant Treasurer

Jennifer Hanrahan

Andrew Moore

Meeting was called to order by Member Tucciarello at 12:54 pm.

Appoint Chairperson to the Audit Committee of the Monroe County Airport Authority

Member Tucciarello reported that the Committee needed to appoint a new Chairman of the Audit Committee. A motion was made to nominate Member Perrone to Chairman of the Audit Committee. This motion was moved by Member Stuart and seconded by Member Tucciarello. The motion passed unanimously 3-0.

Approval of the Minutes from May 15, 2013

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

Overview Financials at June 30, 2013

Assistant Treasurer Angela Veltre presented the Financials at June 30, 2013 and provided an overview of the reports that are reviewed at Audit Committee meetings. Assistant Treasurer Veltre also noted that her report will typically compare and contrast changes year over year identifying significant variances if any.

Assistant Treasurer Veltre reported the balance cash on hand at June 30, 2013. Assistant Treasurer Veltre reported on the Authority trust indenture. Assistant Treasurer Veltre then reported that as of June 30, 2013 - receivables are approximately \$1.4 million. Assistant Treasurer Veltre defined capital assets as assets that the Authority has constructed with initial borrowing, and any capital purchases from the Renewal & Replacement (R&R) fund. Any capital assets constructed through County capital funds are recorded on the County's books.

Assistant Treasurer Veltre reported that some airlines and tenants use auto pay and therefore they pay invoices in advance. In terms of outstanding bonds – short term bonds payable are those payments due within the year, and long term bonds are due one year and beyond. The fund equity of the Authority is displayed in various accounts, such as capital assets. Revenues are higher as compared to the same period for 2012. Expenses are lower as compared to the same period for 2012. This was expected since the airline rates & charges are almost the same now as they were in the last Airline Use & Lease Agreement.

Assistant Treasurer Veltre noted a couple of items on expense side. The local share of capital projects were ahead of where they were at this time last year, due to the early completion of those projects. Landing fees are down on the revenue side due to flights being slightly less than last year.

Assistant Treasurer Veltre reported that the rent for gate equipment, hold rooms & jet bridge fees are down in part due to some airlines giving back space. Conversely the airlines are using Authority owned gates for operations that they are charged on a 'per turn' basis. Parking revenue is up due to long term garage & weekly lot usage being up. This is attributable to the increase in enplanements.

Budget to Actual at June 30, 2013

Assistant Treasurer Angela Veltre presented the budget to actual budget as of June 30, 2013. Assistant Treasurer Veltre reported that Authority budget was approved by the Board at the September 2012 meeting and became effective January 1, 2013. There have been no budget modifications to date. Authority budget modifications are used only to award a contract that was not in the original budget. If this were to occur a resolution would go before the board for approval of the contract and would also include a request to approve a budget increase.

Approximately 42% of the budget has been expensed through June 30, 2013 for operations. If there is a variance of more than 5%, ROC is required per the Airline Use & Lease Agreement to adjust airline rates mid-year.

Directors Litigation Report

Director Giardino stated that there is no litigation update. Director Giardino will provide Audit Committee Members with a comprehensive list of current litigation to review at the next committee meeting.

Meeting was adjourned @ 1:13 PM

The next Audit Committee Meeting is September 25, 2013 @ 11 am.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated: 8/22/13

Agenda
Monroe County Airport Authority
Regular Meeting
July 24, 2013
12:00 pm

- | | | |
|-----|---|----------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from May 15, 2013 | Vazzana |
| 4. | Appoint Vice Chairperson to the Monroe County Airport Authority Board | Vazzana |
| 5. | Appointment of Committee Members to the Monroe County Airport Authority Board | Vazzana |
| 6. | Treasurers Report | Franklin |
| 7. | Authorize a Contract with Bonadio & Co., LLP to provide External Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport | Veltre |
| 8. | Authorize a Contract with Bruce Fennie & Associates to Provide Consultant and Federal Lobbying Services for the Monroe County Airport Authority at the Greater Rochester International Airport | Veltre |
| 9. | Authorize a Contract with Steve General Contractor, Inc. for Construction Services Relating to the Construction of the Fuel Farm Operations Building for the Monroe County Airport Authority at the Greater Rochester International Airport | Veltre |
| 10. | Ethics Hotline Report | Smith |
| 11. | Traffic Report | Haas |
| 12. | Directors Report | Giardino |
| 13. | Other Business | Vazzana |

The next meeting will be September 18, 2013

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
July 24, 2013**

Present:

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

Excused Absence:

Brett Granville, Esq.

Others Present:

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

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

Approval of the Minutes from May 15, 2013

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

Appoint Vice Chairperson to the Monroe County Airport Authority Board

Chairman Vazzana made a motion to nominate Member R. Thomas Flynn to be appointed as Vice Chairperson of the Monroe County Airport Authority Board. The motion was moved by Member Perrone and seconded by Member Tucciarello. The motion passed unanimously 6-0.

Appointment of Committee Members to the Monroe County Airport Authority Board

Chairperson Vazzana made a motion to nominate the appointment of the following members to the following Committees: Member Stuart to the Audit and Finance Committee and Member Perrone to the Audit Committee. The motion was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 6-0.

Treasurers Report

Treasurer Franklin reported that there are two reports today to go before the Board. The July bill for credit card usage by the Director had on it nine (9) charges for the reporting period, the credit card issued to County Executive had no items on it.

Treasurer Franklin reported the travel and business expense statement for the period since May 2013 and reported that six (6) items appeared on it. Both the credit card expenses & business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card report and report on travel and business expenses was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

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

Assistant Treasurer Angela Veltre stated that an RFP was issued on May 31st to provide External Audit Services for the Monroe County Airport Authority. The RFP was advertised in the Rochester Business Journal, the Daily Record and posted on the Monroe County Purchasing website. A selection committee came to the consensus to award the contract to Bonadio & Co., LLP. A motion to approve and adopt was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 6-0.

Authorize a Contract with Bruce Fennie & Associates to Provide Consultant and Federal Lobbying Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Angela Veltre stated that an RFQ was issued on April 12th to Provide Consultant and Federal Lobbying Services for the Monroe County Airport Authority at ROC. The RFP was advertised in the Rochester Business Journal, the Daily Record; posted on the Monroe County Purchasing website and www.aviationnews.net. A selection committee reviewed the proposals and awarded the contract to Bruce W. Fennie & Associates. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize a Contract with Steve General Contractor, Inc. for Construction Services Relating to the Construction of the Fuel Farm Operations Building for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Veltre reported that on August 8, 2012 the Authority board approved a contract with CHA Consulting to design a permanent building to be constructed at the site of the fuel farm. The fuel farm was constructed in the late 1990's and since the opening of that facility, equipment and the staff who work there have been housed in a trailer. CHA has designed the specifications and bid package for the block building. Monroe County Purchasing received four (4) bids, which were reviewed by the design firm for completeness. CHA recommended awarding the contract to Steve General Contractor, Inc. who was the lowest bidder. The total cost of the project, both construction costs and design firm fees, will be paid for by the capital fuel farm reserve fund and from the Authority's Renewal and Replacement Fund. The Fuel Consortium is made up of a representative from each of the signatory airlines at ROC & FedEx Express and have approved the expenditure for this purpose. A motion to approve and adopt was moved by Member Flynn and Seconded by Member Keith. The motion passed unanimously 6-0.

Ethics Hotline Report

Secretary Merideth H. Smith reported that there were no calls to the hotline for the reporting period.

Traffic Report

Mr. Dave Haas reported the traffic report activity through June 2013. Enplanements are up 1.8% over the same period for 2012. July and August are typically highest traffic months at ROC. The forecast at this time for total enplanements for 2013 would be approximately 2% above the 2012 total. Mr. Haas reported enplanement share by each airline as compared to last year.

Mr. Haas provided a thruway airport comparison of enplanements: Syracuse (SYR) increased 2.15%, Buffalo (BUF) increased 0.8%, Albany (ALB) decreased 0.4% as compared to the 2012 data.

Mr. Haas stated that ROC load Factors are averaging 80.3% in 2013 as compared to last year's average of 75%. Landed weights are down 4.2%, trips are down 5.2%.

Director's Report

Director of Aviation Michael Giardino asked his staff to provide an update to the board. Jennifer Hanrahan, Marketing & PR Coordinator provided the board with an Airport 5K event summary stating that Assistance Foundation raised \$78,000 for the adults and children in our community they serve with developmental disabilities. Approximately 600 runners, 100 walkers and 40 children participated in the event. Also, on Friday, July 26th, ROC is

hosting a promotional event at Frontier Field as part of a comprehensive marketing campaign along with Southwest Airlines.

Director Giardino provided the board with an update to the federal grant program. Due to federal sequestration cuts, grant money was used to keep tower closures at bay. This had an effect on ROC's grant funding. The Airport Fire Truck was recently delivered to ROC through entitlement and discretionary funding. ROC is in the process now of improving the Engineered Materials Arrestor System (EMAS) at the end of Runway 28. That runway is very important at ROC in the winter months to be able to handle regional jets which require longer runways and EMAS gives ROC a virtual longer runway. The board engaged in conversation defining EMAS and the project.

Other Business

The September board meeting is being moved from September 18th to September 25th.

Meeting was adjourned @ 12:48 PM

The next Board Meeting is September 25, 2013 at 12:00 noon.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated: 8/22/13

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 OF 2013

**APPOINT VICE CHAIRPERSON TO THE MONROE COUNTY AIRPORT
AUTHORITY BOARD**

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

Section 1. That R. Thomas Flynn shall be appointed Vice Chairperson to the Monroe County Airport Authority Board effective July 24, 2013 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

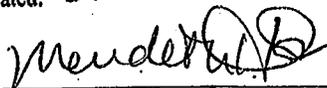
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: July 24, 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 July 24, 2013.**

Dated: 8/1/13



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 of 2013

**APPOINTMENT OF COMMITTEE MEMBERS TO THE MONROE COUNTY
AIRPORT AUTHORITY BOARD**

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

Section 1. The Monroe County Airport Authority hereby appoints Members to the Governance, Audit, and Finance Committees as follows:

Governance

R. Thomas Flynn, (*Chair*)

James G. Vazzana, Esq.

Susan Keith

Audit

John J. Perrone, Jr., (*Chair*)

Charles Henry Stuart

Stephen Tucciarello

Finance

Charles Henry Stuart

James G. Vazzana, Esq.

Susan Keith

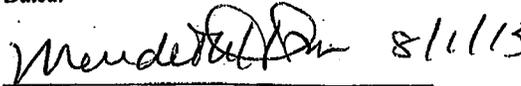
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 24, 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 July 24, 2013.

Dated:


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 of 2013

**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, Suite 201, Pittsford, New York 14543, 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, 2013 through September 30, 2016. The contract and any amendments thereto, is awarded at an annual cost as follows:

Year 1- 2013 Audit:	\$37,300
Year 2- 2014 Audit:	\$38,800
Year 3- 2015 Audit:	\$40,000

Section 3. Funds will be appropriated in the 2014 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.

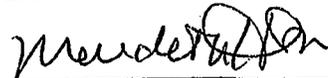
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 24, 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 July 24, 2013.

Dated:

 8/1/13

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 of 2013

**AUTHORIZE A CONTRACT WITH BRUCE FENNIE & ASSOCIATES TO PROVIDE
CONSULTANT AND FEDERAL LOBBYING 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 Bruce Fennie & Associates to provide Consultant and Federal Lobbying Services for the Monroe County Airport Authority.

Section 2. Bruce Fennie & Associates was determined by a Selection Committee to be the most qualified of the seven respondents. This contract will be for a one (1) year period, July 1, 2013 through June 30, 2014, with the option to renew for up to three (3) consecutive one (1) year terms, at the sole discretion of the Authority. The contract is awarded at an annual cost not to exceed \$156,000.

Section 3. Funds have been appropriated in the 2013 budget for this purpose.

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

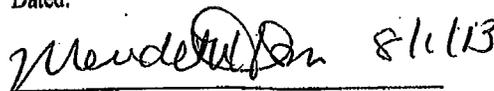
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 24, 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 July 24, 2013.

Dated:


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 of 2013

AUTHORIZE A CONTRACT WITH STEVE GENERAL CONTRACTOR, INC FOR CONSTRUCTION SERVICES RELATING TO THE CONSTRUCTION OF THE FUEL FARM OPERATIONS BUILDING FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, Resolution 13 of 2012 authorized a contract with CHA Consulting, LLC for design services relating to the construction of a permanent Fuel Farm operations building, and

WHEREAS, the Monroe County Purchasing Department advertised and held a public bid for proposals for construction of said building.

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 Steve General Contractor, Inc., 3774 Telephone Road, Caledonia, New York, 14423 for Construction Services relating to the construction of a Fuel Farm Operations Building to replace the trailer currently housing fuel facility staff and equipment for the Monroe County Airport Authority at the Greater Rochester International Airport, in the amount of \$322,000, along with any amendments necessary to complete the project within the total fund(s) appropriation.

Section 2. Funding for this project is available in the Fuel Farm Reserve Account and the Authority's Renewal and Replacement Fund.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Steve General Contractor, Inc., nor any of its principal officers, owes any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 24, 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 July 24, 2013.

Dated:



Merideth Smith, Esq., Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 25, 2013
11:00 a.m.**

- | | |
|---|------------------|
| 1. Roll Call | Perrone |
| 2. Approval of Minutes from July 24, 2013 | Perrone |
| 3. Internal Audit Report | Niles |
| 4. Financial Reporting
2014 Authority Budget
2014 Renewal & Replacement Fund Budget
Trial Balance at August 31, 2013
Budget to Actual at August 31, 2013 | Veltre |
| 5. Ethics Hotline Report | Granville |
| 6. Other Business | Perrone |

Next meeting is November 20, 2013

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 ISSUANCE COSTS	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%
TOTAL	\$ 32,928,606	\$ 32,682,884	\$ (245,723)	-0.7%

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>	17,689,042

RENT TO COUNTY:

PRINCIPAL	1,855,688	1,855,688
INTEREST	898,462	

LESS: AMOUNTS FUNDED PFC	<u>(67,014)</u>	831,448
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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>	8,626,612

AMORTIZATION OF MCAA DEBT:

351,746

RENEWAL & REPLACEMENT FUND:

2014 AUTHORIZED SPENDING		2,156,653
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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>	619,195

OTHER EXPENSES:

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

TOTAL AUTHORITY EXPENSES

32,682,884

**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.

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

September 25, 2013

Present:

John Perrone Jr.

Hank Stuart

Hon. Stephen Tucciarello

Others Present:

Michael Giardino

Administrative Director

Bob Franklin

Treasurer

Angela Veltre

Assistant Treasurer

Brett Granville

Assistant Secretary

Jennifer Hanrahan

Andrew Moore

Tom Niles

StoneBridge Business Partners

James Marasco

StoneBridge Business Partners

Meeting was called to order by Chairman Perrone at 11:07 am.

Approval of the Minutes from July 24, 2013

A motion was made by Member Stuart and seconded by Member Tucciarello that the minutes be approved without changes. The motion passed unanimously 3-0.

Internal Audit Report

Mr. Niles presented two memos to the committee. The first memorandum presented was regarding StoneBridge's review of the credit card fees incurred by Mapco Auto Parks in order to see if the Authority is incurring an excess expense in credit card fees and if a savings can be realized. StoneBridge had another firm with expertise in this area review the current fees charged with respect to the industry averages. The result of this review is to recommend that the Authority explore opportunities to find a new credit card processor. StoneBridge was asked to conduct an independent review on the possible savings.

The second memorandum StoneBridge presented to the committee was an independent review of what the estimated savings the Authority could anticipate should the Authority and Mapco Auto Parks implement a new revenue control system. Mr. Niles stated that the goal of StoneBridge was to prove that the acquisition of a new system would generate savings to the Authority for the purchase payback period.

Financial Reporting

Assistant Treasurer Veltre presented the 2014 Authority Budget, 2014 Renewal and Replacement Fund Budget, Budget to Actual at August 31, 2013, and the Trial Balance at August 31, 2013. Ms. Veltre presented a line by line breakdown of the 2013 approved and 2014 proposed budget. The 2014 proposed budget remains flat as compared to the 2013 budget.

Ms. Veltre stated that the Renewal & Replacement Fund (R&R) Budget is 25% of the Authorities debt and is raised through rates and charges. The Renewal & Replacement fund is used to fund capital projects not funded fully from Federal or State grants, or PFC funds.

Ms. Veltre presented the Budget to Actual for 2013, stating that no budget modifications have been made to date and she added that through August 31, 2013, that 75% of the total budget has been expended. This year the General Aviation ramp refurbishment project was not budgeted for in the 2013 budget.

Ms. Veltre concluded her report with presenting the trial balance at August 31, 2013 stating that revenues are up 1.4% and expenses appear over budget until you remove the expenses related to the local share resulting in expenses being down.

Ethics Hotline Report

Assistant Secretary Granville reported that no new calls came into the Ethics Hotline for the reporting period of July and August 2013.

Other Business

No other business presented.

Meeting was adjourned @ 12:00 PM

The next Audit Committee Meeting is November 20, 2013 @ 11 am.

Respectfully Submitted,



Brett C. Granville, Esq.

Assistant Secretary

Dated: 10-11-13

**Agenda
Monroe County Airport Authority
Regular Meeting
September 25, 2013
12:00 p.m.**

- | | |
|--|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from July 24, 2013 | Vazzana |
| 4. Treasurers Report | Franklin |
| 5. Audit Committee Report | Perrone |
| 6. Approval and Adoption of the 2014 MCAA Operating Budget | Perrone |
| 7. Approval and Adoption of the 2014 MCAA Renewal and Replacement Budget | Perrone |
| 8. Approve Reappropriation of Fund Equity for 2013 Expenditures from the MCAA Renewal & Replacement Fund | Veltre |
| 9. Traffic Report | Haas |
| 10. Directors Report | Giardino |
| 11. Other Business | Vazzana |

Next meeting is November 20, 2013

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. 9th for the Brioche Doree ribbon cutting and Oct. 15th 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.

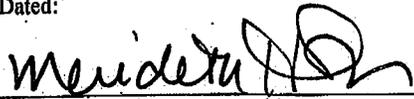
Section 2. This resolution shall take effect immediately.

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	2014	Increase (Decrease)	% Change
	BUDGET	PROPOSED BUDGET		
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%
TOTAL	\$ <u>32,928,606</u>	\$ <u>32,682,884</u>	\$ <u>(245,723)</u>	-0.7%

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>	17,689,042

RENT TO COUNTY:

PRINCIPAL	1,855,688	1,855,688
INTEREST	898,462	

LESS: AMOUNTS FUNDED PFC	<u>(67,014)</u>	831,448
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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>	8,626,612

AMORTIZATION OF MCAA PREMIUM/DISCOUNT:		351,746
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RENEWAL & REPLACEMENT FUND:

2014 AUTHORIZED SPENDING		2,156,653
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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>	619,195

OTHER EXPENSES:

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

TOTAL AUTHORITY EXPENSES		<u>32,682,884</u>
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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.

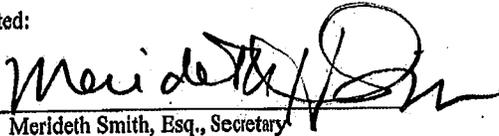
Section 2. This resolution shall take effect immediately.

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.

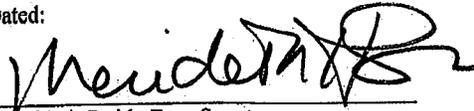
Section 3. This resolution shall take effect immediately.

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

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
November 20, 2013
11:00 a.m.**

- | | | |
|----|--|-----------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from September 25, 2013 | Perrone |
| 3. | Audit Entrance Presentation by Bonadio & Co, LLP | Shepard |
| 4. | Internal Audit Report | Niles |
| 5. | Financial Reporting
Trial Balance at September 30, 2013
Budget to Actual at September 30, 2013 | Veltre |
| 6. | Ethics Hotline Report | Granville |
| 7. | Schedule of 2014 Audit Committee Meetings | Veltre |
| 8. | Other Business | Perrone |

Next meeting is January 15, 2014

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

November 20, 2013

Present:

John Perrone Jr.

Hank Stuart

Hon. Stephen Tucciarello

Others Present:

Michael Giardino	Administrative Director
Bob Franklin	Treasurer
Angela Veltre	Assistant Treasurer
Brett Granville	Assistant Secretary
Tom Niles	StoneBridge Business Partners
Randy Sheppard	The Bonadio Group
Jennifer Hanrahan	

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

Approval of the Minutes from September 25, 2013

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

Audit Entrance Presentation by Bonadio & Co, LLP

Mr. Sheppard presented to the Audit Committee the Audit Entrance Plan and discussed the services the Bonadio Group has provided and intends to provide in connection with the audit of the financial statements of the Monroe County Airport Authority for the year ending December 31, 2013. Mr. Sheppard presented the scope of services to include: financial statement audit of the Authority, investment compliance report, debt compliance report and the schedule of passenger facility charges cash receipts and disbursements. Member Stuart inquired as to whether the scope of services was consistent with previous years and if there were any others the Authority should consider. Mr. Sheppard indicated that the scope was consistent and that there were no others the Authority should consider. Mr. Sheppard continued to present the Auditor's responsibility, the role of the Audit Committee in the process, tolerable misstatement, test scope, adjustment scope and GASB considerations for future reporting years. Mr. Sheppard concluded his presentation with the preliminary audit results to date. There were no exceptions noted. Mr. Sheppard also provided a timetable for the remainder of work to be done.

Internal Audit Report

Mr. Niles presented the results of the internal audit of Normal Communications, LLC as they relate to the requirements of the agreement for advertising with the Authority. The scope of the audit period was January 1, 2012 through June 30, 2013.

Mr. Niles noted that Normal Communications is currently reporting gross revenues net an agency commission fee and production revenue. Mr. Niles explained that it is common industry practice that an agency commission is withheld on exhibitor contracts that are using an agent or agency to contract with Normal for advertising. Mr. Niles noted that incorporating the agency commission would not have impacted the calculation of rent over the course of the audit period and that the revenue related to production was not material. Mr. Niles stated that while these variances are immaterial, the Authority should clarify the reporting requirements with Normal.

Mr. Niles reported that StoneBridge also looked at the Capital Requirements Improvement requirements of the agreement with Normal Communications. The provided schedule of capital improvements over the course of

the audit period with supporting documentation included a significant portion of the expenses incurred related to routine software upgrades and maintenance.

Mr. Niles stated that StoneBridge will be conducting an internal audit on concessionaire Subway.

Mr. Niles also noted that the 2014 audit plan will be presented at the next Audit Committee meeting in January.

Financial Reporting

Assistant Treasurer Angela Veltre presented the trial balance at September 30, 2013 and the budget to actual at September 30, 2013. Payments to the Authority have been timely. Revenue from landing fees is down due to aircraft weights being down and airline trips are down as are the average number of flights per day. Revenue from terminal rentals is also down as two airlines have reduced terminal rental space. Conversation ensued regarding mid-year review and the credit to the signatory carriers and the cost of apron rental and impact of US Airways/American Eagle merger on rental rates.

Ethics Hotline Report

Assistant Secretary Granville reported that no new calls came into the Ethics Hotline for the reporting period of September and October 2013.

Other Business

No other business presented.

Meeting was adjourned @ 11:52 AM

The next Audit Committee Meeting is January 15, 2014.

Respectfully Submitted,



Brett Granville

Assistant Secretary

Dated: 12-6-13

Agenda
Monroe County Airport Authority
Regular Meeting
November 20, 2013
12:00 p.m.

- | | |
|--|-----------|
| 1. Pledge of Allegiance | Flynn |
| 2. Roll Call | Flynn |
| 3. Approval of Minutes from September 25, 2013 | Flynn |
| 4. Treasurer's Report | Franklin |
| 5. Audit Committee Report | Perrone |
| 6. Approval and Adoption of the 2014 Rates and Charges at the Greater Rochester International Airport | Veltre |
| 7. Authorize Use of Appropriation from the Surplus Fund for the 2013 General Obligation Debt Payment relating to the Parking Garage Addition | Veltre |
| 8. 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 | Veltre |
| 9. Traffic Report | Haas |
| 10. Director's Report | Giardino |
| 11. Annual Board Evaluation | Granville |
| 12. Schedule the dates for the 2014 Authority Meetings | Veltre |
| 13. Other Business | Flynn |

Next Meeting is January 15, 2014

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.

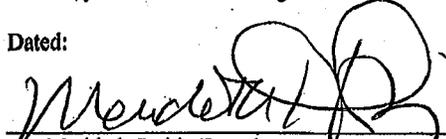
Section 2. This resolution shall take effect immediately.

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