

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING MINUTES
March 26, 2014**

Present:

James G. Vazzana, Esq.	Chairman
R. Thomas Flynn	Vice-Chairman
Susan Keith	
Charles Henry Stuart	
Hon. Anthony Daniele	
Hon. Cynthia Kaleh	

Excused Absence:

John J. Perrone, Jr.

Others Present:

Michael Giardino	Director of Aviation
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Treasurer

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

Approval of the Minutes from March 27, 2013

Moved by Member Daniele and seconded by Member Keith 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: R. Thomas Flynn as Vice – Chairperson, Brett C. Granville, Esq. as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Stuart and seconded by Member Kaleh . The motion passed unanimously 6-0.

Other Business

No other business presented.

Meeting was adjourned @ 11: 59 AM

The next Annual Meeting will be scheduled for March 25, 2015.

Respectfully Submitted, .



Brett C. Granville, Esq.,
Assistant Secretary

Dated: 4-9-14

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 26, 2014**

Present:

**James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
Susan Keith
Hank Stuart**

Excused Absence:

John J. Perrone, Jr.

Others Present:

Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Merideth Smith	Secretary
Brett Granville	Assistant Secretary
Maryanne Fedison	
David Haas	

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

Approval of the Minutes from January 15, 2014

The minutes were approved without changes. A motion to accept the minutes was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 6-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. Treasurer Franklin reported the Travel and Business expense statement for the period since January 2014. The expenses were submitted within the required 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 Daniele. The motion passed unanimously 6-0. The statement for January & February 2014 for credit card usage by the Director had on it twelve charges for the reporting period. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card report was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 6-0.

Governance Committee Report

Presented by Vice-Chairman Flynn.

Audit Committee Report (January & March 2014)

Presented by Member Stuart.

Approve Submission of Annual Report and Acceptance of 2013 Audit Report by Bonadio & Co., LLP

Member Stuart stated that Mr. Randy Sheppard of Bonadio & Co. presented the independent auditor's draft report. It was reported that all significant transactions have been recognized in the financial statements in the proper period. The financial statement disclosures are neutral, consistent, and clear. A motion to approve and adopt was moved by Member Stuart and seconded by Member Daniele. The motion passed unanimously 6-0.

Authorize a contract with Samuel A. Cooper dba Cooper Logics to provide Public Relations Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that Samuel Cooper will provide public relation services for the Authority. A motion to approve and adopt was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize an amendment to sub-lease with Monroe Security and Safety Systems Local Development Corporation and the Monroe County Airport Authority at the Greater Rochester International Airport

Secretary Smith reported that the existing building will be increased to approximately 4,173 square feet; and that the vacant land will increase to approximately 39,579 square feet. The increases were due, in part, to an increase in the secure data storage area of the building and the proposed construction of a new adjacent parking lot and sidewalk. Each increase will also be reflected in an increase in corresponding rent. A motion to approve and adopt the amendment was moved by Member Flynn and seconded by Member Keith. Member Stuart abstained. The motion passed unanimously 5-0.

Authorize a contract with JetSmart Aviation Services, Inc. to provide Fixed Base Operator (FBO) services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that JetSmart Aviation Services, Inc. will provide 24/7, 365 days a year fixed base operator services for the Authority. Some of those services include: deicing, fueling, ground handling and the repair and maintenance of aircraft. A motion to approve and adopt was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 6-0.

Traffic Report

Mr. David Haas reported the year end traffic activity for 2013. Total enplanement activity reported an increase of .34% over 2012. A 2013 load factor noted a carrier average of 84.2 for December and overall 81.5 for 2013. The national average load factor was reported at 82.8 for 2013. Landing weights noted a decrease of 5.08% for 2013 when compared to 2012. Mr. Haas then presented the January/February 2014 traffic reports. Enplanements noted decreases of 6.18% for January and 3.38% for February. Mr. Haas noted the particular bad winter weather and corresponding cancellations as the reasons for these early decreases.

Director's Report

Director of Aviation Giardino reported to the Authority that winter cancellations did affect the Greater Rochester International Airport, as nationwide other airports cancelled many flights. Director Giardino reported that work is still proceeding on the Air Show and that Community Outreach ("ROC your flight") was continuing. Director Giardino reported that Passenger Facility Charge #3 was closing as work was being completed.

Other Business

No other business presented.

Meeting was adjourned @ 12: 39PM
The next Board Meeting is June 4, 2014.

Respectfully Submitted,



Brett C. Granville, Esq.

Assistant Secretary

Dated: 4-9-14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2014

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2013 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

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

Section 1. The Annual Report for the Monroe County Airport Authority as presented at this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Maryanne Fedison, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

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

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

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 5 of 2014
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**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2013 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

Section 4. The Authority having reviewed the 2013 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 2)

ADOPTION: Dated: March 26, 2014

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 26, 2014.

Dated: 4/7/14



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 OF 2014

AUTHORIZE A CONTRACT WITH SAMUEL A. COOPER dba COOPER LOGICS TO PROVIDE PUBLIC RELATIONS 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 Samuel A. Cooper dba Cooper Logics to provide Public Relations Services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. The contract will be for a period of one (1) year from March 1, 2014 through February 28, 2015, with the option to renew annually for up to two (2) consecutive one (1) year terms, at the sole discretion of the Authority. The contract is awarded at an annual cost not to exceed \$30,000.

Section 3. Funding is available for this contract in the 2014 Monroe County Airport Authority budget as adopted by Resolution 17 of 2013 on September 25, 2013.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Samuel A. Cooper dba Cooper Logics, nor any of its principal officers, owe any delinquent Monroe County property taxes.

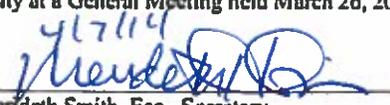
Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: March 26, 2014

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 26, 2014.

Dated:


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 OF 2014

AUTHORIZE AN AMENDMENT TO SUB-LEASE WITH MONROE SECURITY AND SAFETY SYSTEMS LOCAL DEVELOPMENT CORPORATION AND 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:

WHEREAS, Monroe County Airport Authority authorized the execution of a Sub-Lease with Monroe Security and Safety Systems Local Development Corporation; and

WHEREAS, the initial Sub-Lease term commenced on July 1, 2011 for a period of twenty (20) years with the option to extend the term for two (2) additional five-year terms by mutual consent of both parties; and

WHEREAS, Amendment No. 1 to the sub-lease adopted by Resolution No. 25 on December 10, 2012 authorized the Director of Aviation to consent to the amendment of the completion date of construction as "on or before July 31, 2013"; and also amended the access easement known as Exhibit D; 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. 2 to the Agreement that amends the following Articles:

1. SECTION 3.1 –BASE RENTAL PAYMENTS is hereby amended to add as follows:
M3SLDC shall pay the Authority, as rental payment for the Leased Property as follows:
 - (i) Existing building of approximately 4,173 square feet at the rate of \$3.00/square foot for an annual total of \$12,519.00;
 - (ii) Vacant land of approximately 39,579 square feet at the rate of \$.37 per square foot for an annual cost of \$14,644.23;
 - (iii) Total annual base rent of \$27,163.23.
2. With respect to Exhibit A; Exhibit B; Exhibit D of the Sub-Lease as amended the parties agree to substitute Exhibit F and G in their place to reflect the revision of the leased property.

Section 2. The records in the office of the Monroe County Treasury have indicated that neither Monroe Security and Safety, LDC nor any of their principal officers owe any delinquent Monroe County taxes.

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 7 of 2014
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AUTHORIZE AN AMENDMENT TO SUB-LEASE WITH MONROE SECURITY AND SAFETY SYSTEMS LOCAL DEVELOPMENT CORPORATION AND THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

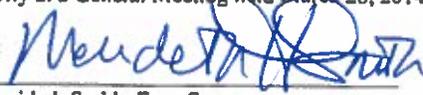
Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: March 26, 2014

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 March 26, 2014.

Dated:


Merideth Smith, Esq., Secretary

4/17/14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2014

AUTHORIZE A CONTRACT WITH JETSMART AVIATION SERVICES INC. TO PROVIDE FIXED BASE OPERATOR (FBO) SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with JetSmart Aviation Services Inc. to provide Fixed Base Operator (FBO) services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. A request for Proposals was issued and JetSmart Aviation Services, Inc., was selected as most qualified to provide this service. The contract shall incorporate the requirements as outlined in the RFP. The term of this contract will be for a period of five (5) years, with options exercisable by the Monroe County Airport Authority to renew for one (1) successive five (5) year term from the date of expiration of the original Agreement, to be exercised at the sole discretion of the Monroe County Airport Authority without significant capital investment; should a proposer make a significant capital investment the term may be negotiated.

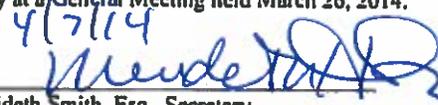
Section 3. This resolution shall take effect the day after Monroe County Airport Authority approval is granted, or the first day of the following month, but shall be no later than thirty (30) days after Monroe County Airport Authority approval.

ADOPTION: Date: March 26, 2014

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 26, 2014.

Dated:

4/7/14

Merideth Smith, Esq., Secretary