

**Agenda  
Monroe County Airport Authority  
Annual Meeting  
March 26, 2014  
11:55 a.m.**

- |    |  |                          |
|----|--|--------------------------|
| 1. | Roll Call  | Vazzana                  |
| 2. | Approval of Minutes from March 27, 2013 Annual Meeting | Vazzana                  |
| 3. | Appointment of Officers<br>Proposed Slate:             | Vazzana                  |
|    | Vice Chairperson:                                      | R. Thomas Flynn          |
|    | Assistant Secretary:                                   | Brett C. Granville, Esq. |
|    | Assistant Treasurer:                                   | Maryanne Fedison         |
| 4. | Other Business   | Vazzana                  |
| 5. | Adjournment  | Vazzana                  |

**Agenda  
Monroe County Airport Authority  
Regular Meeting  
March 26, 2014  
12:00 p.m.**

- |   |          |
|---|----------|
| 1. Pledge of Allegiance   | Vazzana  |
| 2. Roll Call  | Vazzana  |
| 3. Approval of Minutes from January 15, 2014  | Vazzana  |
| 4. Treasurers Report  | Franklin |
| 5. Governance Committee Report  | Flynn    |
| 6. Audit Committee Reports: January & March 2014  | Stuart   |
| 7. Approve Submission of Annual Report and Acceptance of 2013 Audit Report by Bonadio & Co., LLC  | Stuart   |
| 8. 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         | Giardino |
| 9. 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 | Smith    |
| 10. 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 | Giardino |
| 11. Traffic Report  | Haas     |
| 12. Director's Report   | Giardino |
| 13. Other Business  | Vazzana  |

Next meeting is May \_\_\_\_, 2014

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_ 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. \_\_\_\_ 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: X-X

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:

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Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_ 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: X - X

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. \_\_\_\_ 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, LLC nor any of their principal officers owe any delinquent Monroe County taxes.

**MONROE COUNTY AIRPORT AUTHORITY  
RESOLUTION NO. \_\_\_ 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: X-X

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:

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Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_\_ 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: X-X

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:

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Merideth Smith, Esq., Secretary