

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
June 4, 2014

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
Susan Keith
Hank Stuart
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 March 26, 2014

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

Audit Committee Report

Presented by Member Perrone and Assistant Treasurer Fedison.

Treasurers Report

Treasurer Franklin reported that the statement for March and April 2014 for credit card usage by the Director had on it fifteen (15) charges for the reporting period. The credit card expenses were submitted within the required ten (10) days and with the appropriate supporting documentation. The Authority's credit card issued to the County Executive was not used during the months. A motion to accept the credit card report was moved by Member Kaleh and seconded by Member Stuart. The motion passed unanimously 7-0.

Treasurer Franklin reported on the travel and business expense statement for the period since March 2014. The majority of these expenses were for the American Association of Airport Executives (AAAE) Annual Conference and the PASSUR Conference both attended by airport staff. 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 7-0.

Authorize the acquisition of property at 1110 and 1214 Brooks Avenue and 678 Beahan Road for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the three properties listed all lie within the runway protection zone (RPZ) and read a Federal Aviation Advisory (FAA) Circular regarding compatible land use. Mr. Giardino stated that the resolution asks to use Authority funds to purchase all properties in an amount not to exceed the stated amount. Mr. Giardino reported that the airport would have up to three years to seek reimbursement from the FAA. Conversation ensued with regards to the overall process for property acquisition and possible uses of said properties. A motion to approve and adopt was moved by Member Keith and seconded by Vice-Chairman Flynn. The motion passed unanimously 7-0.

Authorize an amendment to Resolution No. 8 of 2014 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 the amendment would align the FBO agreement with the FBO leasehold. A motion to approve and adopt the amendment was moved by Member Perrone and seconded by Member Daniele. The motion passed unanimously 7-0.

Authorize a contract with Stonebridge Business Partners to provide Internal Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the current contract for the internal audit services had expired and a Request for Proposals (RFP) was issued to obtain proposals for an Internal Auditor. A selection committee convened and has recommended StoneBridge Business Partners. Director Giardino added that the internal auditor ensures compliance with contractual agreements between concessionaires and the Authority. A motion to approve and adopt was moved by Vice-Chairman Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize expenditure in an amount not to exceed \$2,500 for Silver Sponsorship of the 2014 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show

Administrative Director Giardino stated that he is currently the Vice-President of the New York Aviation Management Association (NYAMA). NYAMA is an organization that advocates for the aviation industry within the state and provides Airport Managers with peer review, training and an annual fall conference. Director Giardino showed the board a proclamation by the Governor in which May is Aviation Month and asked the board to approve a sponsorship for the upcoming fall conference to be held in Syracuse, NY. It was noted that the airport expects to host the fall conference in 2015. Conversation ensued about past sponsorship amounts. A motion to approve the expenditure was moved by Member Keith and seconded by Vice-Chairman Flynn. The motion passed unanimously 7-0.

Traffic Report

Mr. Haas reported airline traffic and operations data through April 2014. March enplanements showed approximately a 6.4% decrease as compared to March 2013. April enplanements were approximately a 2.1% increase as compared to April 2013. Year-to-date enplanements demonstrated approximately a 3.5% decrease for the same four (4) month period in 2013. The decreases were most likely be attributable to major winter weather cancellations experienced throughout Upstate New York. All thruway airports experienced enplanement decreases for January – April 2014.

Mr. Haas reported that passenger load factors for March 2014 averaged 80.4% and April 2014 averaged 81%. The total number of departing seats was approximately 4,227 per day for April. Daily average number of departing seats has been increasing each month of 2014. Landed weights show a 2.7% decrease from the same period of 2013 and scheduled departing flights have decreased 8.4%.

Director's Report

Director of Aviation Giardino reported to the board that the airport and PEC Management are continuing with planning for the upcoming Kwikfill Rochester International Airshow featuring the United States Air Force Thunderbirds on August 16 & 17, 2014. The airlines have been notified and the airport is working closely with them to make necessary accommodations.

Director Giardino reported about airline cancellations due to lack of planes and the pinch the airline industry is experiencing with crew shortages thought to be due to the new FAA regulation increasing the minimum requirement of flight hours for co-pilots. There is a pilot shortage across the nation and organizations like AAEE and NYAMA are engaged in those issues.

Director Giardino thanked Bill Johnston and Andy Moore, for the execution of a plan to move American Airlines ticketing counter next to US Airways ticketing counter and to relocate Delta Air Lines into the ticketing location American Airlines vacated.

Director Giardino reported that board members are welcome to join the airport on Saturday, June 21, 2014 at 1299 Scottsville Road for the 15th Annual Lifetime Assistance Airport 5K hosted at USAirports. Pre-race ceremonies begin at 8:30 AM and the 5K Walk Run will follow at 9 AM.

Director Giardino provided board members with an update of staff engagement and travel to the AAAE Snow Symposium, PASSUR Software training session to explore software options for increased efficiency in collecting landing data. Director Giardino congratulated Jennifer Hanrahan, Assistant Director and Marketing/PR for completing a self-study of modules and becoming a Certified Member of AAAE.

Other Business

No other business presented.

Meeting was adjourned @ 12:47 PM
The next Board Meeting is July 16, 2014.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Merideth H. Smith". The signature is stylized and cursive.

Merideth H. Smith, Esq.

Secretary

Dated: 6/17/14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2014

AUTHORIZING THE ACQUISITION OF PROPERTIES AT 1110 AND 1214 BROOKS AVENUE AND 678 BEAHAN ROAD 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 acquire through purchase, properties at 1110 and 1214 Brooks Avenue and 678 Beahan Road in an amount not to exceed \$1.48 Million.

Section 2. Said properties shall be utilized by the Greater Rochester International Airport in accordance with Federal Aviation Administration (FAA) requirements that Airports maintain compatible land use in and around their airport and control the Runway Protection Zones (RPZ) maintaining them clear of incompatible objects and activities.

Section 3. The Federal Aviation Administration (FAA) further states that airport owner control over the Runway Protection Zones (RPZ) land is emphasized to achieve the desired protection of people and property on the ground.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: June 4, 2014

Vote: 7-0

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 June 4, 2014.

Dated:

 6/6/14

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2014

AMENDMENT OF RESOLUTION No. 8 of 2014 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:

WHEREAS, Monroe County Airport Authority authorized the execution of a contract with JetSmart Aviation Services Inc. to provide Fixed Base Operator (FBO) services on March 26, 2014; and

WHEREAS, the initial contract term was for a period of five (5) years, with an option to renew for one (1) successive five (5) year term.

Section 1. The Monroe County Airport Authority hereby amends Resolution No. 8 of 2014 authorizing the Administrative Director to extend the expiration date of the original Agreement to the Fixed Base Operator's (FBO) lease hold.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: June 4, 2014

Vote: 7-0

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 June 4, 2014.

Dated:

 6/4/14

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2014

**AUTHORIZING A CONTRACT WITH STONEBRIDGE BUSINESS PARTNERS TO PROVIDE
INTERNAL AUDIT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY**

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 StoneBridge Business Partners to provide Internal Audit services for the Monroe County Airport Authority.

Section 2. StoneBridge Business Partners was determined by a Selection Committee to be the most qualified of the two respondents. The Internal Audit services to be provided are the Monroe County Airport Authority's financial operations, including but not limited to, review of financial policies, procedures and practices. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms, subject to performance review. This contract is to be awarded at an annual cost not to exceed \$75,000.

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 StoneBridge Business Partners, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: June 4, 2014

Vote: 7-0

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 June 4, 2014.

Dated:

 6/6/14

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 of 2014

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$2,500 FOR SILVER SPONSORSHIP OF THE 2014 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 \$2,500 on behalf of the Monroe County Airport Authority for a Silver Sponsorship of the 2014 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 17 to September 19, 2014 hosted by the Syracuse Hancock International Airport.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: June 4, 2014

Vote: 7-0

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 June 4, 2014.

Dated:

 6/6/14
Merideth Smith, Esq., Secretary