

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
July 16, 2014**

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice – Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
Susan Keith
John J. Perrone, Jr.

Excused Absence:
Hank Stuart

Others Present:

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

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

Approval of the Minutes from June 4, 2014

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

Treasurer's Report

Treasurer Franklin reported that there are two (2) reports today for Board approval. The statement for June 2014 for credit card usage by the Director had on it seven (7) charges for the reporting period. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. The credit card usage was previously reported in the last Authority meeting under the Report on Travel and Business Expense. The Authority's credit card issued to the County Executive was not used during the month of May. A motion to accept the credit card report was moved by Member Kaleh and seconded by Member Keith. The motion passed unanimously 6-0.

Treasurer Franklin reported the travel and business expense statement for the period since June 2014. The statement for June 2014 had on it five (5) charges for the reporting period. The travel and business 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 Perrone. The motion passed unanimously 6-0.

Appointment of Donald L. Crumb, Jr., Esq., as Assistant Secretary

Chairman Vazzana stated that the Assistant Secretary position needed to be filled according to the Authority by-laws. A motion to approve and adopt was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize expenditure in an amount not to exceed \$1,500 for Hospitality at the 2014 Kwik Fill Rochester International Airshow

Administrative Director Giardino reported that the Authority has a tent at the airshow. This expenditure was in order to have food and non-alcoholic beverages available at the tent. The Director stated that on behalf of the Authority, all airport property and concession managers were invited to the hospitality tent. A motion to approve and adopt was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize a contract with Leibowitz & Horton Airport Management Consultants Inc. and LeighFisher Inc. to provide airport management consulting services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the current contract is about to expire. A Request for Qualifications was issued and a selection committee convened and recommended Leibowitz & Horton Airport Management Consultants Inc. and LeighFisher Inc. Leibowitz & Horton would help with the upcoming selection process involving the car rental companies as all of their contracts are set to expire in 2015; and LeighFisher would aid with the airport's rates and charges model to the airlines. A motion to approve and adopt was moved by Vice-Chairman Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize a contract with Sirness Vending Services for a Vending Concession for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the current contract is set to expire. A Request for Proposals was issued and a selection committee convened and recommended Sirness Vending Services. Conversation concerning the services and annual revenue ensued. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. Chairman Vazzana reported on a potential conflict of interest and abstained from the vote. The motion passed unanimously 5-0.

Authorize an amendment to Resolution No.3 of 2014 with Ailevon Air Service Consulting to provide consultant services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that the amendment is needed as the airport continues to pursue future airlines and expanded routes. A motion to approve the amendment was moved by Vice-Chairman Flynn and seconded by Member Perrone. The motion passes unanimously 6-0.

Audit Committee Report

Presented by Member Perrone and Assistant Treasurer Maryanne Fedison.

Traffic Report

Mr. Dave Haas reported the year-to-date traffic activity. Total enplanement activity reported a decrease of 3.38% over the same period for 2013. A stable load factor was noted with an average of approximately 80%. Landing weights noted a decrease of 1.89% for 2014 when compared to the same time frame for 2013. Mr. Haas noted the particular bad winter/spring weather and corresponding cancellations as the reasons for these decreases. Mr. Haas also noted the removal of a USAirways airplane to the Philadelphia airport and the replacement of said airplane with a smaller type of airplane. Conversation concerning the services ensued.

Director's Report

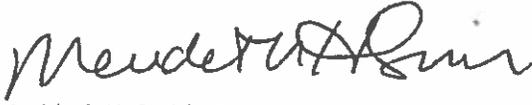
Director of Aviation Michael Giardino reported that all the renewal options for the car rental companies have been exercised. The Director noted that Passenger Facility Charge #3 was closed out and under budget. The Director also noted that the Airshow is all set for August 16 – 17 and was four weeks away.

Other Business

No other business presented.

Meeting was adjourned @ 12: 35 p.m.
The next Board Meeting is September 24, 2014.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Merideth H. Smith". The signature is fluid and cursive, with the first name being the most prominent.

Merideth H. Smith, Esq.

Secretary

Dated: 7/29/14

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 OF 2014

APPOINTMENT OF DONALD L. CRUMB JR., ESQ., AS ASSISTANT SECRETARY

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

Section 1. That Donald L. Crumb Jr., Esq., shall act as Assistant Secretary effective July 16, 2014 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 16, 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 July 16, 2014.

Dated: 7/18/14



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 of 2014

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,500 FOR
HOSPITALITY AT THE 2014 KWIK FILL ROCHESTER INTERNATIONAL AIRSHOW**

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 \$1,500 on behalf of the Monroe County Airport Authority for hospitality at the 2014 Kwik Fill Rochester International Airshow.

Section 2. The resolution does not require a budget amendment; funding will come from unexpensed contractual services.

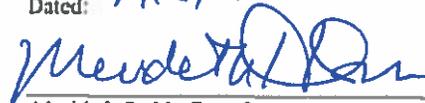
Section 3. This resolution shall take effect immediately.

ADOPTION: Date: July 16, 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 July 16, 2014.

Dated: 7/18/14



Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 of 2014

AUTHORIZE A CONTRACT WITH LEIBOWITZ & HORTON AIRPORT MANAGEMENT CONSULTANTS INC. AND LEIGHFISHER INC. TO PROVIDE AIRPORT CONSULTING 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 Leibowitz & Horton Airport Management Consultants Inc. and LeighFisher Inc. to provide airport consulting services for the Monroe County Airport Authority.

Section 2. Leibowitz & Horton Airport Management Consultants Incorporated and LeighFisher Inc. were determined by a Selection Committee to be the most qualified of the four respondents to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. 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.

Section 3. Funding for airport consulting services is included in the Monroe County Airport Authority Annual Budget, established and approved by the Monroe County Airport Authority.

Section 4. The records in the Office of the Monroe County Treasury have indicated that the principle officers of Leibowitz & Horton and LeighFisher do not owe any delinquent Monroe County property taxes.

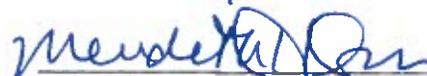
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 16, 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 July 16, 2014.

Dated: 7/16/14


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 of 2014

AUTHORIZE A CONTRACT WITH SIRNESS VENDING SERVICES FOR A VENDING CONCESSION 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 Sirness Vending Services, 3595 Buffalo Road, Rochester, New York, 14624 for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Sirness Vending Services 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, commencing on September 1, 2014, with the option to extend for up to three (3) consecutive one (1) year terms, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive as revenue, 30.5% of Annual Gross Sales.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Sirness Vending Services nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 16, 2014

Vote: 5-0
1 Abstention

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 16, 2014.

Dated: 7/18/14


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO.17 of 2014

AUTHORIZE AN AMENDMENT TO RESOLUTION NO. 3 of 2014 WITH AILEVON AIR SERVICE CONSULTING TO PROVIDE CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT 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 Allevon Air Service Consulting to provide consultant services relating to Air Service Development on January 15, 2014; and

Section 1. The Monroe County Airport Authority hereby amends Resolution No. 3 of 2014 authorizing the Administrative Director to increase the annual cost not to exceed \$50,000.

Section 2. The increase in the annual cost does not require a budget amendment; funding will come from unexpensed professional services line items in the 2014 budget.

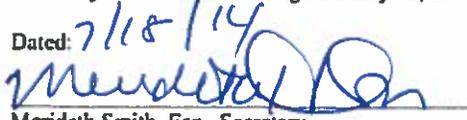
Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: July 16, 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 July 16, 2014.

Dated: 7/15/14


Merideth Smith, Esq., Secretary