

Agenda
Monroe County Airport Authority
Regular Meeting
January 21, 2015
12:00 p.m.

- | | |
|---|------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from November 19, 2014 | Vazzana |
| 4. Employee Recognition(s) | Vazzana/Giardino |
| 5. Treasurer's Report | Franklin |
| 6. Finance Committee Report | Stuart |
| 7. Audit Committee Report | Perrone |
| 8. Approve and adopt the Monroe County Procurement Policy Update for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 9. Authorize a contract with GCR Inc. to provide the Installation, Testing and Maintenance of an Airport Operations Management System for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 10. Authorize a contract for ATM Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport | Giardino |
| 11. Authorize expenditure in an amount not to exceed \$100,000 for Marketing, Promotions & Community Outreach Associated with the 2015 Rochester International Airshow | Giardino |
| 12. Authorization to sell a Portion of Property at 175 Buell Road for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 13. Authorization to enter into an assignment and modification of lease for Property at 1205 Scottsville Road for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 14. Authorization to execute a Memorandum of Agreement with the Federal Aviation Administration (FAA) to Construct, Operate and Maintain FAA owned Navigation Aids on Airport Property for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |

- | | |
|--|----------|
| 15. Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority | Crumb |
| 16. Traffic Report | Haas |
| 17. Director's Report | Giardino |
| 18. Other Business | Vazzana |

Next meeting is March 25, 2015 @ 12 noon

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ of 2015

**APPROVAL AND ADOPTION OF THE UPDATED MONROE COUNTY PROCUREMENT POLICY
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 approves and adopts the updated Monroe County Procurement Policy as amended from time to time 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: Date: January 21, 2015

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 January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ of 2015

AUTHORIZING A CONTRACT WITH GCR INC. TO PROVIDE INSTALLATION, TESTING AND MAINTENANCE OF AN AIRPORT OPERATIONS MANAGEMENT SYSTEM 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 GCR Inc. to provide installation, testing and maintenance of an airport operations management system for the Monroe County Airport Authority.

Section 2. GCR Inc. was determined by a Selection Committee to be the most qualified of the respondents. Airfield inspection and reporting is required under the Federal Aviation Administration (FAA), Part 139 Airport Operating Certification and a compatible work order module is vital to integrating the Part 139 inspection software into ROC's daily inspection activities. The Airport Operations Management System will include all software, installation, training, five-year warranty, maintenance, licensing and support. This contract will be for a period of three (3) years, with options exercisable by the Authority to renew for up to two (2) consecutive three (3) year terms, subject to performance review. This contract is to be awarded at an annual cost not to exceed:

Year 1: \$58,000; Year 2: \$9,000; Year 3: \$9,500

Section 3. Funding is available for this contract in the 2015 Monroe County Airport Authority budget as adopted by Resolution 19 of 2014 on September 24, 2014.

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

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

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 January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2015

**AUTHORIZE CONTRACT FOR ATM CONCESSIONS 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 a contract for the operation of an ATM concession and night depository service at the Greater Rochester International Airport (ROC) with Canandaigua National Bank & Trust that provides for the following:

- A. A Concession fee for one ATM post security location on the secure side which is the greater of either:
 - 1. A minimum annual guarantee (MAG) of \$12,000 or
 - 2. 35.1% of the annual Gross Sales

- B. A Concession fee for the one ATM on the public side which is the greater of either:
 - 1. A minimum annual guarantee (MAG) of \$8,000; or
 - 2. 35.1% of the annual Gross Sales

- C. Inclusion of a night depository on the public side.

Section 2. The initial term of this agreement is for three (3) years commencing February 1, 2015 with an option to renew for one (1) consecutive term of up to (3) three years by mutual consent of both the Concessionaire and the Authority three (3) months prior to the expiration of the initial term of this agreement.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 21, 2015

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 January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$100,000 FOR MARKETING,
PROMOTIONS AND COMMUNITY OUTREACH ASSOCIATED WITH THE 2015 ROCHESTER
INTERNATIONAL AIRSHOW FEATURING THE US NAVY BLUE ANGELS**

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 \$100,000 on behalf of the Monroe County Airport Authority for marketing, promotions and community outreach associated with the 2015 Rochester International Airshow featuring the US Navy Blue Angels to be held Memorial Day Weekend, May 22 to May 24, 2015.

Section 2. These funds will be appropriated from the Surplus Fund.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

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 January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

AUTHORIZING THE SALE OF .10 ACRE OF PROPERTY AT 175 BUELL RD. 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 sell .10 acre of property at 175 Buell Road in the amount of \$3,000 to Roxbury Land LLC.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

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 January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

**AUTHORIZATION TO ENTER INTO AN ASSIGNMENT AND MODIFICATION OF LEASE FOR
PROPERTY AT 1205 SCOTTSVILLE 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 Administrative Director of the Monroe County Airport Authority is hereby authorized to approve on behalf of the Monroe County Airport Authority a request for an assignment of lease from Rochester Flight Services LLC to JetSmart Aviation Services Inc. for property at 1205 Scottsville Road, upon satisfaction of any legal issues deemed applicable by the Director and legal counsel.

Section 2. The Administrative Director of the Monroe County Airport Authority is authorized to permit the extension of the lease as stated in Article 2 of the original sub-lease agreement dated July 12, 2010.

Section 3. All terms and conditions of the Lease Agreement remain the same.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

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 January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2015

AUTHORIZATION TO EXECUTE A MEMORANDUM OF AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) TO CONSTRUCT, OPERATE AND MAINTAIN FAA OWNED NAVIGATION AIDS ON AIRPORT PROPERTY 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 memorandum of agreement, a copy of which is attached hereto as **Exhibit A**, with the Federal Aviation Administration (“FAA”) to allow the FAA to construct, operate and maintain FAA owned navigation, communication and weather aid facilities (collectively the “Navigation Aids”) on airport property controlled by the Authority.

Section 2. The Agreement shall be for a period commencing as of October 1, 2014 and terminating September 30, 2034.

Section 3. The compensation for the FAA’s use of the property is that the information supplied to MCAA by the Navigational Aids is crucial to support MCAA air traffic operations.

Section 4. The records in the Office of the Monroe County treasurer have indicated that FAA owes no delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

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 January 21, 2015.

Dated:

Merideth Smith, Esq., Secretary