

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 21, 2015**

Present:

**James G. Vazzana, Esq., Chairman
Hon. Anthony Daniele
Hon. Cynthia Kaleh
John J. Perrone, Jr.
Susan Keith
Hank Stuart**

Excused Absence:

R. Thomas Flynn, Vice-Chairman

Others Present:

| | |
|----------------------------------|-----------------------------|
| Michael Giardino | Director of Aviation |
| Merideth H. Smith | Secretary |
| Donald L. Crumb, Jr. Esq. | Assistant Secretary |
| Maryanne Fedison | Assistant Treasurer |
| David Haas | |

Meeting was called to order by the Chairman @ 12:05 p.m.

Approval of the Minutes from November 19, 2014

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

Employee Recognition

Chairman Vazzana and Administrative Director Giardino acknowledged several employees at ROC whom had been identified by passengers and peers as providing exceptional customer service to ROC on recent occasions. Norine Parnell – VisitRochester, Barb Harrington – USAirways, Kailyn Fairwell – Delta Air Lines were present and awarded an ROC challenge coin for their individual contributions to ROC.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for November 2014 credit card usage by the Director had on it one (1) charge for the reporting period. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

Treasurer Franklin reported the travel and business expense statement for the period since November 2014. The statement for November - December 2014 had on it eighteen (18) expenses for the reporting period. It was noted that the Dec. 3 charge will have two different reports associated with it since there was a credit associated with it. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

A motion to accept both the credit card usage and report on travel and business expenses was moved by Member Kaleh and seconded by Member Perrone. The motions passed unanimously 6-0.

Finance Committee Report

Presented by Member Stuart.

Audit Committee Report
Presented by Member Perrone.

Approval and Adoption of the Monroe County Procurement Policy Update

Administrative Director Giardino reported that the Monroe County Procurement policy had recently been amended to increase the amount allotted for professional service agreements from \$5,000 to \$20,000. The Monroe County Airport Authority follows the Monroe County Procurement Policy. This resolution will allow the Monroe County Airport Authority to amend its procurement policy from time to time when necessary and keep it aligned with that of the Monroe County procurement policy. 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 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

Administrative Director Giardino stated that for Part 139 requirements the Airport must track maintenance, training and other records. To date, that tracking has been done in hand writing and while there have been no discrepancies in past inspections, this automated system will track and maintain records electronically so that in the future pulling data will be a streamlined, efficient process. The Airport issued a Request for Proposal (RFP) and two proposals were received from qualified vendors. A selection committee convened, evaluated the proposals and made the recommendation to select GCR Inc. Conversation ensued with regards to Part 139 Standards and the other airports GCR Inc. has similar products in use at. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize a contract for ATM Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that currently Canandaigua National Bank (CNB) has three (3) ATM's in the Airport. A Request for Proposals (RFP) was issued due to the upcoming contract expiration on the current ATM's and there was one respondent to that RFP, Canandaigua National Bank. The Airport selected the option from CNB that reduces the number of ATM's by one (1) machine, for a total of two (2) machines in the terminal (one in baggage claim and one that will be centralized in the food court). This option proposed the greatest revenue to the Airport. Chairman Vazzana abstained from voting on this resolution because he is a shareholder at CNB. A motion to approve and adopt was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 5-0.

Authorize Expenditure in an Amount Not to Exceed \$100,000 for Marketing, Promotions & Community Outreach Associated with the 2015 Rochester International Airshow

Director Giardino reported that the airshow is coming in May featuring the US Navy Blue Angels. He reported that he had spoken individually to each board member previously about the US Navy Blue Angels coming to ROC. Director Giardino stated that approximately \$20,000 was expended last year for the USAF Thunderbirds Airshow in August 2014 to promote the ROC brand to airshow patrons using print, radio, parking sponsorship, guerilla marketing and administering surveys. This marketing package is similar and has been developed in consultation with Wahl Media to promote the ROC brand again to airshow patrons using print, radio, TV, billboards, social media and community outreach to properly vetted organizations and school groups to attend the Friday practice show that may not have the opportunity otherwise to attend an airshow. The funds for this will come from the Airport Surplus fund and this marketing initiative will highlight the ROC brand and its amenities on all airshow marketing, similar to what the Airport does now with marketing campaigns that highlight the ROC brand and air service. A motion to approve and adopt was moved by Member Daniele and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Selling a Portion of Property at 175 Buell Road

Assistant Secretary Crumb reported that this portion of property is a 0.1 acre piece of land, a tail of a parcel that was cut off when I-390 was developed. The buyer of this not developable property is an adjacent property neighbor who has offered \$3,000.00, deemed an appropriate amount by Monroe County Real Estate Department and plans to use the land for parking. Conversation ensued regarding the location of the property. A motion to approve and adopt was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 6-0.

Authorize Entering into an Assignment and Modification of Lease for Property at 1205 Scottsville Road

Assistant Secretary Crumb reported that Rochester Flight Services, LLC the tenant of the lease is interested in assigning the lease to their sub-tenant JetSmart Aviation Services Incorporated. The current lease with Rochester Flight Services, LLC expires in July with extensions agreeable upon mutual consent. It was discussed that it is in the best business interest of the Authority to having Fixed Base Operators like JetSmart Aviation Services providing essential services and aircraft owners leasing space from an FBO than leasing directly from the Authority. This will allow for a more streamlined process and maximum revenue to the Authority. A motion to approve and adopt was moved by Member Daniele and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Execution of a Memorandum of Agreement with the Federal Aviation Administration (FAA) to Construct, Operate and Maintain FAA Owned Navigation Aids on Airport Property

Assistant Secretary Crumb reported that the FAA provides certain Navigation Aids on property that ROC needs to be a part of the national airspace system. In the past, this was done with small individual agreements and when the equipment was no longer used new agreements were issued to replace prior agreements. Throughout the nation, the FAA is looking to streamline this process with a Memorandum of Agreement (MOA) which will eliminate the need for recurring small individual agreements. It was discussed that equipment is continually being upgraded and that there is no perceived benefit to keeping small individual agreements. A motion to approve and adopt was moved by Member Kaleh and seconded by Member Stuart. The motion passed unanimously 6-0.

Distribution of the Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority

Assistant Secretary Crumb distributed the Annual Statement of Financial Disclosure for Members and Officers and requested that all evaluations be completed and mailed within thirty (30) days from today's meeting to Mr. Crumb's attention using the stamped envelope provided.

Traffic Report

Mr. Dave Haas reported November 2014 enplanements at 93,909 (decrease of 0.9% as compared to November 2013) and December 2014 enplanements at 95,417 (decrease of 5.5% as compared to December 2013). Total enplanements for 2014 were 1,188,713 (decrease of 2.7% as compared to 2013 Total Enplanements). The average enplanements per day at ROC in 2014 were 3,257 down slightly from 2013 due in part to harsh winter weather especially during January – March 2014 and United ceasing operations to its Cleveland hub in 2014. Compared to the Thruway Airport enplanement activity in 2014: Albany was the only city to report annual increase at almost 1%, Syracuse was down 0.2% and Buffalo was down 7%. Load factors for the year averaged 81.6% in 2014, an increase over the average Load Factor in 2013 at 81.5%. Delta Air Lines captured the largest passenger share in 2014 with 28.6% of the market at ROC, followed by Southwest 20.1%, United and USAirways at 18.6% and 18.5% respectively, JetBlue 9.3%, American Envoy 4.5% and Air Canada 0.4%. Average Departing Seats were 117,075 for November 2014 and 118,668 for December 2014 bringing monthly comparisons of 2013 vs. 2014 closer together. Mr. Haas reported that Landing Weights totaled 1,354,819,944 lbs. for the year, down approximately 2.2% as compared to 2013 again impacted by harsh winter weather flight cancellations. FedEx landing weights increased in 2014 from 201.4 Million lbs. to 209.5 Million lbs., a 4% increase primarily due to more utilization of MD10 freighters vs. Airbus freighters. Scheduled Departing Trips for 2014 were 19,150 down approximately 7.7% as compared to 2013. 2014 schedule Impacts included: United ceasing operations to the Cleveland Hub, seasonal flight adjustments by Southwest Airlines to Tampa, Delta enhanced service in December to Minneapolis and Detroit using former AirTran B-717 aircraft, USAirways added of a second flight to Charlotte served by its affiliate Republic Airways and American Airlines began utilizing larger aircraft on its Chicago route.

Mr. Haas concluded that total operations reported by Air Traffic Control at ROC for 2014 were 86,543, a decrease of 5.2% (mainly in general aviation operations) as compared to 91,847 total operations in 2013.

Director's Report

Director Giardino discussed the topic of air travel cost relative to decreased fuel prices and cited recent articles on the topic that airlines are satisfied with pricing the way it is now and that one can't equate gasoline prices to jet A fuel pricing. Director Giardino mentioned again about the airshow coming in May and that planning is underway. Airport Construction update included allocating grant funding, PFC money expensed, the new Parking and Revenue Control System (PARCS) being implemented and aggressively pursuing real estate as determined in the Airport Master Plan. Director Giardino, as President of the New York Aviation Management Association (NYAMA) will be testifying at Budget Hearings In Albany, January 29th and participating in NYAMA Advocacy Day in March to engage Legislative officials. Giardino reported that he is very interested in hosting an Unmanned Aircraft Vehicle (UAV)/Unmanned Aircraft System (UAS) Symposium here at ROC and bringing together stakeholders in the topic such as RIT and others to discuss issues and topics of importance related to UAV/UAS. NYAMA will also be hosting the annual Fall Conference in ROC in September 2015. Lastly, Director Giardino discussed air service development initiatives and the possibility of ROC developing an incentive package to attract current or new airlines to add service to destinations unserved from ROC.

Other Business

Annual Ethics Training will follow the conclusion of today's meeting.

Meeting was adjourned @ 12:57 p.m.

The next Board Meeting is March 25, 2015. Annual Meeting will take place at 12 noon followed immediately by the Regular Board Meeting.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.
Assistant Secretary

Dated: 02-06-15

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 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: 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 January 21, 2015.

Dated:

1/21/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 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.

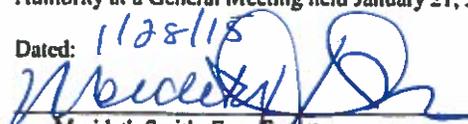
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 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 January 21, 2015.

Dated: 1/28/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 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.

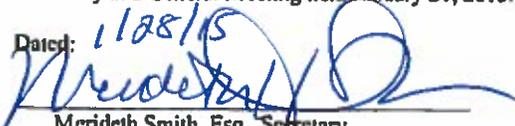
Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 21, 2015

Vote: 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 January 21, 2015.

Dated: 1/28/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 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: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
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Authority at a General Meeting held January 21, 2015.

Dated: 1/28/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 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.

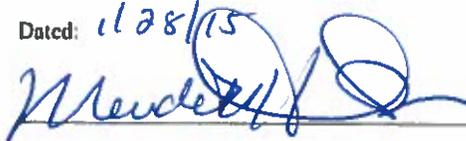
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 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 January 21, 2015.

Dated: 1/28/15

A handwritten signature in blue ink, appearing to read "Merideth Smith", is written over a horizontal line.

Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 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: 6-0

I, Merideth Smith, Esq., Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
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Authority at a General Meeting held January 21, 2015.

Dated: 1/28/15


Merideth Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 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.

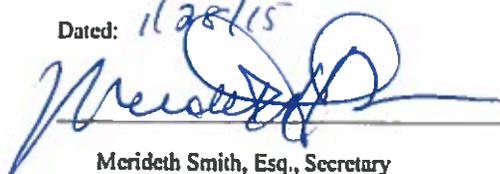
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 21, 2015

Vote: 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 January 21, 2015.

Dated: 1/28/15



Merideth Smith, Esq., Secretary