

Minutes

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

July 15, 2015

Present:

James G. Vazzana, Esq., Chairman

R. Thomas Flynn, Vice - Chairman

Susan Keith

John J. Perrone, Jr.

Hank Stuart

Hon. Anthony Daniele

Hon. Cynthia Kaleh

Others Present:

Michael Giardino Director of Aviation

Merideth H. Smith, Esq. Secretary

Donald L. Crumb, Jr. Esq. Assistant Secretary

Robert Franklin Treasurer

Maryanne Fedison Assistant Treasurer

Meeting was called to order by the Chairman @ 12:03 p.m.

Chairman Vazzana and Administrative Director Giardino presented Airport Fire Chief Todd Bane with an ROC challenge coin for his foresight to assist Canandaigua Airport with ARFF training in the event a commercial aircraft needed to land there due to their increased runway length. This training proved useful recently when a United Airlines flight bound for ROC made an emergency landing in Canandaigua.

Approval of the Minutes from May 20, 2015

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 7-0.

Treasurer's Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had expenses for the reporting period totaling \$5,731.99. 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 the travel and business expenses was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

The statement for May 2015 credit card usage by the Director was presented for the reporting period. The credit card expenses totaling \$1238.33 were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the credit card usage report was moved by Member Kaleh and seconded by Member Daniele. The motions passed unanimously 7-0.

Audit Committee Report

Presented by Member Perrone.

Authorize Use of Appropriation from the Surplus Fund for Marketing funds relating to the Airline Incentive Program for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that Authorities Airline Incentive Program included \$50,000 marketing money per qualified route. The Airport would like to appropriate \$100,000 from the Surplus fund because this money was not allocated in the 2015 budget and would leave room should another airline or route be identified between now and the end of 2015. It was noted that a line item for marketing funds relating to the airline incentive

program would be included in the 2016 proposed budget. A motion to authorize was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize a Contract with VMD Systems Integrators, Inc. to Provide Exit Lane Monitors for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Giardino reported that per NYS procurement guidelines a request for proposals (RFP) was issued for exit lane monitors at each concourse; the current contract with AECOM is set to expire. Director Giardino reported that seventeen (17) firms downloaded the RFP from Monroe County's Purchasing website, two (2) addendums were issued and five (5) proposals were received. Of the five (5) proposals received, one (1) was considered non-responsive (proposed alternate unmanned exit lane using technology not human beings). The selection committee found VMD System Integrators, Inc. to be the most qualified responder to the RFP. Conversation ensued among board members and it was stated that the selection committee consisted of: Deputy Director Andrew Moore, Monroe County Purchasing Director Dawn Staub, Airport Security Coordinator Michael Hunzek and Airport Grant & Contract Manager Stephanie Lucania. It was also stated that the current Exit Lane Monitor contractor AECOM did not submit a proposal to this RFP and that VMD year one (1) cost proposed is lower than the final year of the AECOM contract. A motion to authorize was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize expenditure in an amount not to exceed \$15,000 for Platinum Sponsorship and conference registration at the 2015 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show

Administrative Director Giardino reported to the board that ROC is the host community for the upcoming annual Fall New York Aviation Management Association (NYAMA) fall conference. Chairman Vazzana noted that Director Giardino is the current President of NYAMA. Administrative Director Giardino reviewed the program for the upcoming conference with board members and indicated that the event was drawing national industry speakers from the Federal Aviation Administration (FAA), a keynote luncheon address from Delta Air Lines Vice-President of Customer Service as well as state transportation leaders from NYSDOT and the NYADO. Platinum sponsorship in the amount of \$7,500 is being sought by the board and one day conference attendance for up to thirty (30) board members or county personnel who work on airport projects. It was noted that the special events: fishing charter, golf, Strong Museum/Eastman House tour and ROCtoberfest were not included in the one day conference and that those wishing to attend those would need to pay their own way. A motion to authorize expenditure was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas presented a composite report for the first six (6) months of 2015. Enplanements recorded through June 2015 were 569,521, this is a 1.72% decrease as compared to the first six (6) months of 2014 recorded at 579,509 (9,988 less passengers). January 2015 and February 2015 were consistent with 2014; March 2015 was up 5.4% over March 2014 and April 2015 was down 9.6%, compared to April 2014. The April 2015 decrease may be attributable to the holiday period in 2015. May and June 2015 were down about 3.5%; July and August are typically our heaviest travel months, and with the fourth Quarter entry of Allegiant Air we hope to see an upward trend in passenger enplanements.

Traffic shares have Delta 29.8%, Southwest 22.9% and US Airways/American Airlines 22.5%. October 17, 2015 is scheduled to be the last day of service for the US Airways brand as it merges to become the New American Airlines.

As compared to the thruway Airports, SYR and ALB did not have June 2015 numbers available, YTD BUF passenger enplanements are down 1.6% similar to ROC at 1.7%, for YTD 5 months SYR is down 0.4% and YTD ALB up 6% as compared to 2014.

YTD 2015 Load factors are 81.2% compared to YTD 2014 at 80%. United Airlines has the highest load factor at 85.6% followed by JetBlue 84% and US Airways/American Airlines 84%.

YTD Average Departing Seats in 2014 was 120,387 as compared to 2015 YTD at 116,793 ; ranging 3,750 seats per day. Mainline service has decreased over the past month. Landed weights are down 8.9% due to this mainline reduction. Cargo is doing well at 3600 tons /month and Fed Ex Express is operating a 767-300.

YTD Departing trips are down approximately 500 trips (2-3 trips per day) or 5.2% as compared to 2014. Mr. Haas presented a matrix to the board comparing non-stop flight service at the Airport.

Director's Report

Director Giardino reported that construction season is underway. The FAA grant money ROC anticipated, entitlement money was recently funded as expected and that the projects are going along fine. The Airport viaduct roadway project is currently out to bid. Passenger facility charge (PFC) money is being spent on the ramp improvement project which is programmed to take place every year as defined in the Airport's master plan. Southside airfield improvements are underway to bring taxiway configuration into FAA compliance being funded by ninety-percent Federal, five-percent State and five-percent Local (Authority) money.

Director Giardino reported that the Airline Use/Lease agreement expires at year end with two – two year extensions. Administration is working with the airlines to meld that into one – three year extension to bring us through when the Airport debt expires. Airlines at ROC are happy that lease rates are down, signatory rates remain stable at \$55 per square foot, landing fees are stable and cost per enplaned passenger is decreasing.

Director Giardino stated that the Airport was accepting car rental concession RFP's and that car rental operations are \$4 million net revenue to the Authority. It is anticipated this resolution will go before the board in September.

Lastly, Director Giardino encouraged the board to attend the NYAMA fall conference if possible and noted that the FAA required Airport Emergency triennial drill would take place the final day of the conference. Also that Allegiant Air service begins two times per week beginning in the fall with non-stop service to Ft. Lauderdale (FLL) on a 177 seat aircraft.

Other Business

Member Stuart thanked airport staff for hosting the first annual Airport Community Air Service Development Summit. The board wishes to send thank you letters to both David Flaum for his participation in hosting the summit and to Marty Birmingham of Five Star Bank for their sponsorship of the 2015 Rochester International Airshow.

Meeting was adjourned @ 12:55 p.m.

The next Board Meeting is September 23, 2015.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated: 8/4/15

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 17 OF 2015

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR
MARKETING FUNDS RELATING TO THE AIRLINE INCENTIVE PROGRAM 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 appropriates \$100,000 from the Surplus Fund for marketing funds to be allocated for qualified air service routes as defined in the Airline Incentive Program.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: 7-0

I, Merideth H. 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 15, 2015.

Dated: 7/20/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 of 2015

AUTHORIZE A CONTRACT WITH VMD SYSTEMS INTEGRATORS, INC. TO PROVIDE EXIT LANE MONITORS 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 VMD Systems Integrators, Inc. for Exit Lane Monitors at the Greater Rochester International Airport.

Section 2. VMD Systems Integrators, Inc. was determined by a Selection Committee to be the most qualified of the (4) respondents. This contract will be for (3) years, October 1, 2015 through September 30, 2018 with two-one year extensions. The annual costs will be:

First Year: \$493,788.80
Second Year: \$508,544.68
Third Year: \$539,597.56

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither VMD Systems Integrators, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: 7-0

I, Merideth H. 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 15, 2015.

Dated: 7/20/15



Merideth H. Smith, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 of 2015

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$15,000 FOR PLATINUM SPONSORSHIP AND CONFERENCE REGISTRATION AT THE 2015 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 \$7,500 on behalf of the Monroe County Airport Authority for a Platinum Sponsorship of the 2015 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 16 to September 18, 2015 hosted by the Greater Rochester International Airport.

Section 2. The Administrative Director of the Monroe County Airport Authority is also authorized to pay the one day conference registration fee of \$250.00 for up to thirty (30) attendees consisting of Airport Authority board members, officers and Monroe County employees interested in attending the conference on Thursday, September 17, 2015; not to exceed \$7,500.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 2015

Vote: 7-0

I, Merideth H. 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 15, 2015.

Dated: 7/20/15



Merideth H. Smith, Esq., Secretary