

**Minutes**  
**MONROE COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**September 21, 2016**

**Present:**

James G. Vazzana, Esq., Chairman  
R. Thomas Flynn, Vice-Chairman  
Hon. John J. Howland  
Hon. Cynthia Kaleh  
John J. Perrone, Jr.  
Susan Keith  
Hank Stuart

**Others Present:**

Michael Giardino	Director of Aviation
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by the Chairman @ 12:03 PM

**Approval of the Minutes from July 20, 2016**

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

Chairman Vazzana commended the Director of Aviation on leading the team to submitting the #1 Upstate Airport Economic Development & Revitalization Solicitation Proposal resulting in ROC Airport being awarded nearly \$40 Million in State grant funding to create the 21<sup>st</sup> Century Airport.

**Treasurers Report**

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had thirty-four (34) related expenses for the reporting period totaling \$9,145.27. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

The statement for credit card usage by the Director was presented for the reporting period with twenty-five (25) charges totaling \$5,995.71. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

A motion to accept both the travel and business report and credit card usage report was moved by Member Howland and seconded by Member Keith. The motion passed unanimously 7-0.

**Approval and Adoption of the 2017 MCAA Operating Budget**

Audit Committee Chair John Perrone Jr., reported that 2017 MCAA Operating Budget was presented in its entirety to the Audit Committee. A motion to authorize was moved by Member Keith and seconded by Member Stuart. The motion passed unanimously 7-0.

**Approval and Adoption of the 2017 MCAA Renewal and Replacement Budget**

Audit Committee Chair John Perrone Jr., reported that the 2017 MCAA Renewal and Replacement was presented in detail to the Audit Committee. A motion to authorize was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 7-0.

**Authorize a land lease with Avis Rent A Car System, LLC for On-Airport Car Rental Maintenance & Operations Facility for the Monroe County Airport Authority at the Greater Rochester International Airport**

Administrative Director Giardino reported that an RFP was issued for an On-Airport Car Rental Maintenance & Operation Facility. Avis was the sole respondent and the proposal is an increase in revenue to the airport. A motion to approve and authorize was moved by Member Perrone and seconded by Member Howland. The motion passed unanimously 7-0.

**Authorize a contract with Bonadio & Co., LLP to provide External Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport**

Administrative Director Giardino reported that the current contract expired, an RFP was issued, three firms responded (one from ROC, one from BUF and one from out of State), and a selection committee chose and recommended Bonadio & Co., LLP. Member Kaleh asked how many years Bonadio & Co. has provided external audit services. Assistant Treasurer Fedison replied that the selection was consistent with the NYS Authority Budget Office guidelines and that a copy of those guidelines would be sent to all board members. Selection committee names were presented. It was also noted that the proposal received was the least expensive of the three proposals received. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

**Authorize Expenditure in an Amount Not to Exceed \$4,000 for Dedication Ceremony and Acknowledgement of Services Rendered for Public Affairs related duties for the Monroe County Airport Authority at the Greater Rochester International Airport**

Administrative Director Giardino reported that this expenditure would cover the cost of a plaque and lunch ceremony to acknowledge the forty-plus (40+) years of civic duty provided by former Airport Manager Samuel A. Cooper. It was acknowledged that Mr. Cooper's contributions to the Airport are unmeasurable and that while his contract to provide public affairs services has mutually ended, Mr. Cooper is still our Airport Ambassador. A motion to approve and authorize was moved by Member Flynn and seconded by Member Perrone. The motion passed unanimously 7-0.

**Traffic Report**

Mr. Dave Haas reported July 2016 enplanements at 107,735 (2.2% decrease as compared to July 2015 at 110,159) and August 2016 enplanements at 108,278 (0.55% decrease as compared to August 2015 at 108,877). Total enplanements for 2016 are 803,277 (increase of 1.9% as compared to 2015 YTD). Thruway Airport enplanement activity comparison – BUF decreased 2.5%, SYR decreased 0.87% and ALB increased 9.6%. Load factors at ROC for July 2016 were 85.8 % (second highest on record after March 2016 at 88%), August 2016 was 82.9%; YTD the average load factor for 2016 is 83.5% as compared to YTD for 2015 82.7%. Departing seats in July 2016 reported at 125,563, departing seats in August 2016 reported at 130,678; an increase of 5,115 seats as compared to July 2016.

Passenger airline landing weights are up 2.5% over 2015 YTD. 30,652 tons of cargo has been handled at ROC YTD. Scheduled departing trips decreased 0.8% as compared to 2015 YTD.

**Director's Report**

Administrative Director Giardino reported that the process for the Upstate Airport Economic Development & Revitalization Solicitation began for ROC back in January. Access has always been a large part of the project and that community support from the beginning has been huge. The timeline is an aggressive two-year schedule. Member Kaleh asked about ramifications of the project not being completed in two-years. Director Giardino stated that measuring milestones within the project period and receiving payment are items that have been discussed with the Executive staff. It was also added that many of these projects were projects in our Capital Improvement Projects (CIP) and that this funding along with Passenger Facility Charge (PFC) #5 and #6 will help to fund the remainder along the way.

It was reported that Deputy Director Andy Moore will lead the project along with Bill Johnston as Airport Project Manager and Gary Gaskin, Airport Engineer alongside our term engineers.

**Executive Session Commenced**

A motion was moved by Member Kaleh and Seconded by Member Stuart to enter into Executive Session. The motion passed unanimously 7-0.

**Litigation Report**

Assistant Treasurer Crumb provided board members with a litigation report.

**Executive Session Concluded**

A motion was moved by Member Stuart and Seconded by Member Flynn to conclude Executive Session. The motion passed unanimously 7-0.

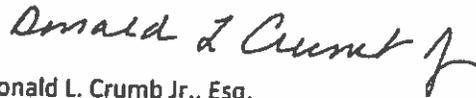
**Other Business**

No other business was presented.

Meeting was adjourned @ 12:45 PM

The next Board Meeting is November 16, 2016.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: October 1, 2016

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 12 OF 2016**

**APPROVAL AND ADOPTION OF THE 2017 MONROE COUNTY AIRPORT  
AUTHORITY OPERATING BUDGET**

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

Section 1. The 2017 Budget, in the form presented to the Authority and attached  
hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 21, 2016

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant 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 September 21, 2016.

Dated: 09 - 21 - 16

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 13 of 2016**

**APPROVAL AND ADOPTION OF THE 2017 MONROE COUNTY AIRPORT  
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

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  
2017 Renewal and Replacement Budget as presented at this meeting and appended  
hereto and made a part hereof.

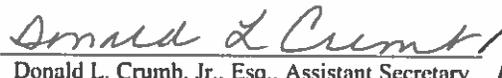
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 21, 2016

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant 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 September 21, 2016.

Dated: 09 - 21 - 16

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 14 of 2016**

**AUTHORIZE A LAND LEASE AGREEMENT WITH AVIS RENT A CAR SYSTEM, LLC FOR CAR RENTAL MAINTENANCE & OPERATION FACILITY LOCATED ON AIRPORT PROPERTY AT 1200 BROOKS AVENUE 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 land lease agreement with Avis Rent A Car System, LLC for Car Rental Maintenance & Operations Facility at 1200 Brooks Avenue, Rochester, New York, which is airport property controlled by the Authority.

Section 2. The Agreement shall be for a period commencing as of October 1, 2016 and terminating September 30, 2019 with the option to renew for up to two (2) successive three year terms.

Section 3. The compensation for the lease of the property is Two Hundred Three Thousand One Hundred Twenty-Three and 69/100 Dollars per year with a 3% annual escalation.

Section 4. The records in the Office of the Monroe County treasurer have indicated that Avis Rent A Car System, LLC owes no delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: September 21, 2016

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant 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 September 21, 2016.

Dated: 09-21-16

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 15 of 2016**

**AUTHORIZE A CONTRACT WITH BONADIO & CO., LLP TO PROVIDE  
EXTERNAL AUDIT 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 with Bonadio & Co., LLP with offices at 171 Sully's Trail, Pittsford, NY 14534, to provide external audit services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Bonadio & Co., LLP was determined by a Selection Committee to be a qualified respondent to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be for a period of three (3) years, October 1, 2016 through September 30, 2019. The contract and any amendments thereto, are awarded at an annual cost as follows:

Year 1- 2017 Audit:	\$40,000
Year 2- 2018 Audit:	\$41,100
Year 3- 2019 Audit:	\$41,100

Section 3. Funds will be appropriated in the 2017 budget for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither, Bonadio & Co, LLP, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: September 21, 2016

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant 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 September 21, 2016.

Dated: 09-21-16

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 16 of 2016**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$4,000 FOR DEDICATION CEREMONY AND ACKNOWLEDGEMENT OF SERVICES RENDERED FOR PUBLIC AFFAIRS RELATED DUTIES TO 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 expend an amount not to exceed \$4,000 on behalf of the Monroe County Airport Authority for a dedication ceremony and acknowledgement of services rendered related to public affairs duties.

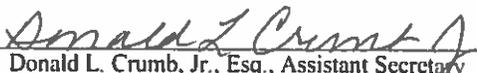
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: September 21, 2016

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant 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 September 21, 2016.

Dated: 09-21-16

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 17 of 2016**

**AUTHORIZE THE SETTLEMENT OF LAWSUIT**

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

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, a settlement agreement with TAPLO, a prior vendor at the Greater Rochester International Airport.

Section 2. The Administrative Director shall negotiate such terms and conditions as necessary, including but not limited to the waiver of \$11,918.46 in past due rents and expenses in exchange for a release of all counter claims asserted by TAPLO.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: September 21, 2016

Vote: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant 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 September 21, 2016.

Dated: 09-21-16

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