Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
May 15, 2019

Present:
James G. Vazzana, Esq., Chairman
Hon. John J. Howland
John J. Perrone, Jr.
Susan Keith
Hank Stuart

Excused Absence:
R. Thomas Flynn, Vice-Chairman

Absent:
Hon. Cynthia Kalez

Others Present:
Andrew Moore Director of Aviation
Michael E. Davis Secretary
Donald L. Crumb, Jr. Esq. Assistant Secretary
David Haas

Meeting was called to order by the Chairman @ 12:00 PM

Approval of the Minutes from March 27, 2019
The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Howland. The motion passed unanimously 5-0.

Audit Committee Report
Presented by Member Perrone.

Treasurers Report
Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had eight (8) related expenses for the reporting totaling just over $1060.33. 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 of March 2019 had on it two (2) charges totaling just under $218.99. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. Memo
A motion to accept the report on travel and business was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 5-0.
A motion to accept the report on credit card usage was moved by Member Stuart and seconded by Member Perrone. The motions passed unanimously 5-0.

Authorize an Amendment to the Sub-Lease Agreement for the Portion of Real Property where Hangar Nos. 1 and 2 are located for the Monroe County Airport Authority at the Greater Rochester International Airport and Identified as Part of 1313 South Hangar Road with USAirports Flight Support, LLC
Assistant Secretary Crumb stated that one of USAirports leases covers hangar #1 & #2. The hangars could be costly to remove, rehabilitate. USAirports is exploring returning hangar #1 & 2 and will be getting back to us for use for the Airport to potentially build a Snow Removal Equipment (SRE) facility. While it would be a reduction in revenue to
the Airport, the site would be an appropriate location for a SRE facility. Cost of demolition is unknown at this time, nothing is occupied in the buildings at this time. Director Moore added that as part of the three year plan meeting to the FAA NYADO, a future SRE building site had been discussed. Preliminary authorization to move forward is what this resolution aims for. Development of the parcel will come back to the board for approval. Prior there was a flight school in one of the buildings and used as hangars for single engine Cessna’s/Pipers. Useful life for the hangars has passed. A motion to approve and authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 5-0.

**Director's Report**

Airport Director Moore reported that within $1 million dollars of receiving the $39.8 million state funding for the project. This year will be a very busy year for air service development as it pertains to the credit card usage for Authority business. Meeting with Frontier Airlines in a few weeks to show that ROC Airport is move-in ready and Director Moore is visiting them in Denver to sell ROC Airport and potential service here to their hubs and beyond. Frontier hubs include Orlando International (MCO), ultra-low cost carriers are some of the fastest growing airlines in the country. Also meeting at air service development conference, with JetBlue, Spirit, Allegiant, United, American – all carriers, all potential carriers. Travel arrangements and cost of travel will be appearing on the credit card statements soon. Chairman Vazzana added that credit card costs incurred for air service and attempting to bring in new service and new carriers is essential.

*Airport Improvement Magazine*, the County Executive and Director participated in an interview where the ROC Airport project is being featured on the front cover for our recent renovations.

Customs and Border Protection has approached ROC Airport Administration and presented their standards for small hub airports and airport staff is working to identify how we can work with CBP to meet the standards for their operations here on-site at ROC.

Director Moore reported that the car rental counter negotiation process for new use/lease agreement has commenced. Another brand may be interested in coming into the ROC Airport market. Length of agreement terms typically seems to be about three year’s industry wide – however, that can vary. Member Howland asked about Uber/Lyft impact on operations. It was noted that car rentals would need to show those numbers. Director Moore added that recently NYS added a 5% additional charge on all car rentals upstate.

Chairman Vazzana added that the approval of the March Regular minutes it showed Chairman Vazzana seconded the motion to enter Executive Session and he could not have done that as he recused himself from Executive Session. Vote exiting Executive Session would be modified to 5-0.

**Enter Executive Session**

A motion to enter executive session was moved by Member Stuart and seconded by Member Keith at 12:27 pm. The motion passed unanimously 5-0. Chairman Vazzana was present for the first part of executive session and was recused for the second part of executive session for the second issue.

**Exit Executive Session**

A motion to exit executive session was moved by Member Keith and seconded by Member Perrone at 1:20 pm. The motion passed unanimously 4-0.

**Other Business**

No other business was presented.

Meeting was adjourned @ 1:21 PM
The next Board Meeting is July 17, 2019

Respectfully Submitted,

Donald L. Crumb, Jr., Esq.
Assistant Secretary
Dated: 05 - 15 - 19
MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2019

AUTHORIZE AN AMENDMENT TO THE SUB-LEASE AGREEMENT FOR THE PORTION OF REAL PROPERTY WHERE HANGAR NOS. 1 AND 2 ARE LOCATED FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT AND IDENTIFIED AS PART OF 1313 SOUTH HANGAR ROAD, WITH USAIRPORTS FLIGHT SUPPORT LLC

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

Section 1. The Administrative Director and County Executive are hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment to the sub-lease (the “Sub-Lease”) with USAirports Flight Support LLC which will remove the approximately 95,000 sq. ft. parcel of real property where Hangar Nos. 1 and 2 is located at the Greater Rochester International Airport and identified as part of 1313 South Hangar Road, from the leased sub-premises; and

Section 2. The rent paid pursuant to the Sub-Lease shall be decreased by multiplying the actual square footage returned by $.32 which will be an amount of approximately $30,400 per year.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 2019 Vote: 5-0

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 May 15, 2019.

Dated: 5-15-19

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