

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

January 24, 2018

Present:

Hank Stuart

Hon. John Howland

Excused Absence:

John H. Perrone Jr., Chairman

Others Present:

Robert Franklin

Treasurer

Maryanne Fedison

Assistant Treasurer

Donald L. Crumb Jr., Esq.

Assistant Secretary

Meeting was called to order by Member Stuart at 11:01 a.m.

Approval of the Minutes from November 29, 2017

A motion was made to approve by Member Howland and seconded by Member Stuart. The motion passed unanimously 2-0.

2018 Proposed Internal Audit Plan

Mr. Tom Niles presented the Internal Audit Plan for 2018. The plan for 2018 includes a three phase approach to compliance auditing: 1) Risk Assessment & Planning, 2) Internal Audit Fieldwork, 3) Reporting Communications to the Audit Committee. All MCAA contracts in excess of \$100,000 are audited on a three-year cycle, anything below the \$100,000 threshold is audited on a four-year cycle. Mr. Niles listed the contracts being audited for 2018; this list includes Lyft and Uber the newest rideshare providers at ROC. The Mapco Auto Parks, Ltd. contract is audited annually. In total the Internal Audit Plan for 2018 will look at contracts totaling \$11 million in revenue to the Authority. As always, the Internal Audit budget remains flexible should the committee want to make additions. A motion was made to approve by Member Howland and seconded by Member Stuart. The motion passed unanimously 2-0.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the financials through November 30, 2017 stating the budget to actual shows 78% of the budget has been expensed with 92% of the year completed; no budget modifications have been made. The year-end true up with the airlines is in the process and the Bonadjo Group will be at ROC to start the Annual Audit in the coming weeks. Ms. Fedison reported that staff is in the process of closing the year out. As of November 30, 2017 cash on hand is \$29.3 million with the anticipated debt payment on 1/1/18 it is expected this amount will be lower at year end. Accounts receivable is \$1.4 million; 82% is less than 60 days old, 18% is over 60 days and one contractor owes \$360,000 – which will be addressed in more detail at the full board meeting. Conversation ensued regarding this contract. Ms. Fedison reported that the Passenger Facility Charge (PFC) application is in the process with the New York Airport District Office (NYADO). Revenue is in line with the year prior down about 1% or \$300,000; the terminal joint use fee is down \$500,000 due to lower rental rates which the airlines are pleased with and parking revenue is up 1%, relatively flat. It was discussed that it is really too early still to determine any rideshare impact on parking revenue. Expenses are down 1% or \$200,000; interest payments are down \$389,000 and professional service expenses have increased mainly due to the costs associated with the employee screening/badging costs. A motion was made to approve by Member Howland and Seconded by Member Stuart. The motion passed unanimously 2-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Other Business

The March meeting is being moved from Wed. March 21st to Wed. March 28th due to the date conflicting with the New York Aviation Management Associations (NYAMA) Advocacy Day and staff participation. Assistant Treasurer Fedison reminded the Audit Committee to review the board policies prior to the March Audit Committee Meeting and stated that she would be sending the Audit Committee a draft of the Audit Financials to review prior to the March 28th Audit Committee Meeting.

Meeting was adjourned @ 11:45 a.m.

Annual Ethics Training for the Audit Committee Members was given at the conclusion of the Audit Committee Meeting.

The next Audit Committee Meeting is March 28, 2018.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 02 - 07 - 18

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 24, 2018**

Present:

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

Excused Absence:

John J. Perrone, Jr.
Andrew Moore Administrative Director

Others Present:

Michael E. Davis, Esq. Secretary
Donald L. Crumb, Jr. Esq. Assistant Secretary
Robert Franklin Treasurer
Maryanne Fedison Assistant Treasurer

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

Approval of the Minutes from November 29, 2017

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 6-0.

ROC Project Update

Airport Project Manager Bill Johnston presented the Board with a comprehensive update on the terminal revitalization project. Topics addressed included: upcoming bids, passenger security checkpoint lane relocation, aircraft display relocation within the terminal, food concession movement status, proposed hearing loop installation, current canopy demolition and new canopy installation, energy management systems and hold room lighting. The project is progressing on time and work is ongoing in multiple areas of the Airport. More information and weekly updates can be found online at www.rocrenovation.com.

Airport Engineer Gary Gaskin reported that the Environmental Assessment (EA) for the west side service road, tree removal and movement of the service road into the Little Black Creek corridor is out for the public comment period. This will be published in the Daily Record and posted online at the Airports Website.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had nineteen (19) related expenses for the reporting period. Most of the business/travel expenses were submitted within the required 10 days, some were delayed due to personnel change 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 sixteen (16) charges totaling \$2,687.12; there was one refund on the card as well. 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 Kaleh and seconded by Member Keith. The motion passed unanimously 6-0.

Audit Committee Report
Presented by Member Stuart.

Authorizing the Administrative Director to File a New Application with the Federal Aviation Administration (FAA) Authorizing the Continuation of the \$4.50 Passenger Facility Charge (PFC) for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that the \$4.50 PFC charge is the same amount and that eleven (11) projects have been submitted to the New York Airport District Office (NYADO) with the assistance of consultant LeighFisher to request that those projects be funded by PFC. There are some parts of the large terminal revitalization project being asked for funding through this PFC. The proposed projects were presented to the Airlines and the Airport anticipates having a determination back from the NYADO mid-June 2018. A motion to authorize was moved by Member Flynn and seconded by Member Stuart. The motion passed unanimously 6-0.

Authorize Amendment of Airport Management Consultant Services with LeighFisher Inc. for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that LeighFisher neglected to bill us \$5,000 for work completed in 2017 and this resolution allows for the amendment of the contract so that the billing can take place under the contract for work completed in 2017. A motion to approve and authorize was moved by Member Stuart and seconded by Member Flynn. The motion passed unanimously 6-0.

Authorize Amendment of Taxicab Contract with Genesee Transportation Inc. for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that two years ago the board approved a reduction the taxicab rent. Since the entrances of rideshare in our market, the taxicab company has presented some documentation showing that they are not generating enough business to cover their expenses, more documentation is expected. This resolution would allow the taxicab company to reduce the number of cars onsite and amend the fee for the project period to pay a fee of \$2.00 per vehicle/per day, with a cap of \$20 per day. (Note there was a typo in the resolution presented to the board that said with a cap of \$200 per day, this was noted and corrected in the final resolution). Conversation ensued among board members stating that this shows goodwill and a desire to keep passenger services through the end of the project period and to continue a private business here at ROC. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize Expenditure in an Amount Not to Exceed \$500 for Beacon Sponsorship at the 2018 NY Aviation Management Association (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that the New York Aviation Management Association hosts an annual Advocacy Day that ROC participates in. The Administrative Director of the Board is the Secretary of NYAMA and NYAMA represents all New York State Airports (large and small) with legislative initiatives and issues that impact aviation statewide. A motion to approve and authorize was moved by Member Kaleh and seconded by Member Keith . The motion passed unanimously 6-0.

Authorize Expenditure in an Amount Not to Exceed \$1,000 for Bronze Sponsorship at the 2018 NY Aviation Management Association (NYAMA) Fall Conference & Exhibit Show for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that typically the Airports in the state sponsor the NYAMA Fall Conference. This year's conference is being held in September in Clayton, NY and this sponsorship level helps in supporting the conference. ROC last hosted the conference in 2015. A motion to approve and authorize was moved by Member Stuart and seconded by Member Howland . The motion passed unanimously 6-0.

Authorize Amendment of the Agreement for Advertising with Normal Communications, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that this resolution is to address an issue and provide a solution to the current advertising contractor's ability to sell and keep advertising here at ROC during the ongoing renovation project. The contract has a Minimum Annual Guarantee (MAG) that has been in place for a long time and continues to increase annually. The current contract language does not allow for a reduction in the MAG. A visual assessment of the terminal by ROC estimates approximately 30-40% reduced advertising locations; some locations of which are higher revenue advertisers. Currently the contractor's Gross Revenue minus the MAG is resulting in \$42,000 to the contractor; less than the average of revenue calculated for 2014/2015 prior to the terminal project. This amendment determines the project period of January 1, 2017 through December 31, 2018 and discontinues the MAG for this period. The contract has a clause which allows the contractor to retain 15% for production costs; anything over 15% is the contractor's expense. It is the Airport's desire to remove this language from the contract when this contract expires in 2020 and is put out for proposals. This resolution offers various options to the contractor to pay \$387,628 to the Authority; including the option to make monthly installments of \$32,000. It also incentivizes the contractor to increase sales should they exceed the \$172,000 cap, the 60/40 split between the contractor and Authority goes into effect. The default provision is that the agreement is terminated if the contractor does not make the payments as agreed to in the various options. Member Kaleh asked what the difference in the amount owed versus the proposed resolution amount. Assistant Secretary Crumb answered that this is 0.6% of revenue to the Authority versus the proposed 0.43% of total Airport Revenue. It was explained that while this is not a major revenue generator, but that it is a fair solution with a contractor that sets principle and precedent that money owed must be paid. Member Flynn stated that he felt this was a reasonable solution to a tough problem and asked that the 15% for production costs be considered as "up to" 15% of production costs based on the cost of that production. Assistant Secretary Crumb said he would look into that suggestion. Chairman Vazzana expressed that it is the fiduciary duty of the Authority that justifies the amendment. Member Kaleh inquired as to when the 60/40 split incentive occurs. Assistant Secretary Crumb responded when the contractor exceeds the incentive \$172,000 cap then ongoing for the months that follow -until December 31, 2018. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

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

Assistant Secretary Crumb distributed to each Monroe County Airport Authority Board Member and Office the Statement of Financial Disclosure. Forms should be mailed or interoffice mailed to Assistant Secretary Crumb's attention using the envelopes provided no later than April 1, 2018.

Other Business

No other business was presented. The meeting date for March was proposed to be moved to March 28, 2018 due to the conflict with the New York Aviation Management Association's Advocacy Day. Members were able to reach a quorum for that date, and the meeting date is changed.

Meeting was adjourned @ 12:40 PM

Annual Ethics Training for Board Members was given at the conclusion of the Audit Committee Meeting. Assistant Secretary Crumb will coordinate Ethics Training for Member Perrone and Administrative Director Moore at a later date, before the Annual March Meetings.

Respectfully Submitted,



Michael E. Davis, Esq.

Secretary

Dated: Feb 5, 2018

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 of 2018

AUTHORIZING THE ADMINISTRATIVE DIRECTOR TO FILE A NEW APPLICATION WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) AUTHORIZING THE CONTINUATION OF THE \$4.50 PASSENGER FACILITY CHARGE FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Monroe County Airport Authority has approved Resolution No. 12 of 2003 which adopted a \$4.50 Passenger Facility Charge at the Greater Rochester International Airport, and which was reapproved by Resolution No. 3 of 2013; and

WHEREAS, the Monroe County Airport Authority has in the past used a \$4.50 Passenger Facility Charge to fund capital projects; and

WHEREAS, the Monroe County Airport Authority, after thorough investigation and a public hearing, has determined that the additional funds generated by continuing to collect \$4.50 Passenger Facility Charge are needed to accomplish certain capital projects designed to enhance capacity, safety, and development of the Greater Rochester International Airport;

THEREFORE 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 authorized to file a new application with the Federal Aviation Administration and hereby authorizes continuation of the imposition of a \$4.50 Passenger Facility Charge, and the expenditure of revenues from the Passenger Facility Charge at the Greater Rochester International Airport for future capital expenditures and financing costs related to the following projects:

1. Taxiway C Rehabilitation
2. Snow Removal Equipment
3. Equipment - Glycol Recovery Vehicle
4. Upgrade Runway Weather Information System
5. Security System Migration
6. Construct New Snow removal Equipment Building
7. Passenger Loading Bridges
8. Terminal Rehabilitation
9. Airport Rescue Firefighting (ARFF) Protective Equipment
10. Terminal Entrance Canopy
11. PFC Consulting Services

Section 2. Further, the funds collected pursuant to Resolution No. 3 of 2013 shall be held for use in connection with the Greater Rochester International Airport as required by the Federal Aviation Administration regulations pertaining to Passenger Facility Charges

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 24, 2018

Vote: 6-0

I, Michael E. Davis, 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
24, 2018

Dated:



Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 of 2018

AUTHORIZE AMENDMENT OF THE AGREEMENT FOR A CONTRACT WITH LEIGHFISHER INC. TO PROVIDE AIRPORT MANAGEMENT CONSULTANT 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 Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the contract with LeighFisher Inc. to provide airport management consultant services for the Monroe County Airport Authority as follows:

The first paragraph of IV.PAYMENT FOR SERVICES shall be replaced with the following:

The Authority agrees to pay the Contractor, and the Contractor agrees to be paid, a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed eighty-five thousand three hundred seven dollars and 17/100 (\$85,307.17) for the initial term as defined under "Term of Contract".

Section 2. All terms and conditions of the Contract remain the same.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: January 24, 2018

Vote: 6-0

I, Michael E. Davis, 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
24, 2018

Dated:



Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2018

AUTHORIZE AMENDMENT TO THE AGREEMENT WITH GENESEE TRANSPORTATION, INC. TO PROVIDE AIRPORT TAXICAB SERVICE 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 contract amendments to amend the contract between the Monroe County Airport Authority and Genesee Transportation, Inc., for Airport taxicab service concession for the Monroe County Airport Authority at the Greater Rochester International Airport as follows:

- a.) Article 3 - Term is hereby amended to extend the Term of the Agreement from March 1, 2018 to December 31, 2018.
- b.) Article 6 – Payments by Concessionaire is hereby amended for the period of September 1, 2017 through December 31, 2018 as follows:
 - 1.) Concessionaire shall supply at least ten (10) taxicab service vehicles at the Greater Rochester International Airport and pay a fee of \$2.00 per vehicle per day to the Authority, with a cap of \$20 per day.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Genesee Transportation, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 24, 2018

Vote: 6-0

I, Michael E. Davis, 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 24, 2018.

Dated: January 24, 2018



Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2018

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$500 FOR BEACON SPONSORSHIP AT THE 2018 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) ADVOCACY DAY 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 expend an amount not to exceed \$500 on behalf of the Monroe County Airport Authority for a Beacon Sponsorship of the 2018 New York Aviation Management Association (NYAMA) Advocacy Day to be held March 20 -21, 2018 in Albany, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 24, 2018

Vote: 6-0

I, Michael E. Davis, 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
24, 2018
Dated:



Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2018

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR BRONZE SPONSORSHIP AT THE 2018 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE & EXHIBIT SHOW 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 expend an amount not to exceed \$1,000 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the 2018 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show to be held September 10 -12, 2018 in Clayton, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 24, 2018

Vote: 6-0

I, Michael E. Davis, 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
24, 2018

Dated:



Michael E. Davis, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 OF 2018

AUTHORIZE AMENDMENT OF THE AGREEMENT FOR ADVERTISING WITH NORMAL COMMUNICATIONS, LLC 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 is hereby authorized to negotiate and execute, on behalf of the Monroe County Airport Authority, an amendment of the Agreement for advertising at the Greater Rochester International Airport (the "Agreement") with Normal Communications, LLC with at least the following terms and conditions:

- Project period of January 2017 through December 31, 2018 will be established
- The MAG will be discontinued;
- The Consultant shall retain fifteen percent (15%) of the gross revenue billings to pay any and all expenses associated with obtaining and preparation of advertisement, including but not limited to third party commissions, preparation of displays, design services, and production costs (collectively "Allowable Expenses") for advertisement displays at the Airport.
- The Authority shall have no responsibility or obligation to pay for any Allowable Expenses and nothing above the fifteen percent (15%) shall be deducted from the gross revenue billings, even if such expenses exceed the allowable fifteen percent (15%).
- The parties shall use the average of the Contractor earnings, which includes Allowable Expenses and the amount owed pursuant to the Agreement, under the Agreement for two (2) years prior to the Project as a bench mark of the appropriate earnings owed to the Contractor:
 - 2014- \$168,565.96
 - 2015- \$176,397.00
 - Average- \$172,481.48
- The parties have determined in lieu of using the MAG, it is equitable to use the 60/40 percentage split in the Agreement, after the deduction of Allowable Expenses, with a cap of total Contractor payments of \$172,481.48 per year during the Project Period.
- The revised payment owed by the Contractor to the Authority for January 2017 through December 2017 is \$387,628.11 and shall be paid in twelve (12) monthly installments of \$32,302.34.
- The amount of \$32,302.34 together with the monthly amount owed for 2018 shall be paid each month directly to the Authority, via a "Lock Box" account or as set forth in the Agreement but supported by a letter of credit, surety bond, or a personal guarantee of the principal.
- The Authority understands that for 2018, the remainder of the Project Period, the gross billing revenue will probably be less or equal to the \$658,952.46 earned in 2017 and in order to encourage the Consultant to expend more funds to increase advertising sales, including but not limited to employing additional sales force, hiring consultants, offering incentives to third party agents, and educating potential advertisers, the Authority agrees to divide the gross revenue, after the deduction for Allowable Expenses, in the amount of \$658,952.47 and above, according to the 60/40 percent in the Agreement.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Normal Communications, LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 24, 2018

Vote: 6-0

I, Michael E. Davis, 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 24, 2018.

Dated:



Michael E. Davis, Esq., Secretary

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
March 28, 2018**

Present:

John H. Perrone Jr., Chairman
Hon. John H. Howland

Excused Absence:

Hank Stuart

Others Present:

Andrew Moore	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary
Randy Shepard	Bonadio Group

Meeting was called to order by Member Perrone at 11:03 a.m.

Approval of the Minutes from January 24, 2018

A motion was made to approve by Member Howland and seconded by Chairman Perrone. The motion passed unanimously 2-0.

Bonadio: Presentation of the 2017 Audit

Mr. Randy Shepard, Bonadio Group presented the draft 2017 MCAA Audit. He reviewed the required communications letter, draft financial statements, PFC financial statements, debt compliance report and investment compliance report. Mr. Shepard noted that Bonadio has issued an unmodified clean opinion and no management letter was needed showing that the MCAA is doing a good job segregating functions, has controls in place such as internal auditing and is doing an outstanding job. Member Howland requested that the Audit Committee be updated on a regular basis on the payment collections made by the significant customer that is behind on payments to MCAA. A motion was made to approve the 2017 Audit by Member Howland and seconded by Chairman Perrone. The motion passed unanimously 2-0.

Financial Reporting

Assistant Treasurer Maryanne Fedison reported that the 2017 Rates and Charges true-up was presented to the airlines on March 13, 2018. It was stated that the airlines received a credit of \$489,000 due to reductions in terminal rent, joint use and apron fees. The Cost Per Enplaned (CPE) passenger decreased from \$10.43 to \$9.43; Terminal Rental Rates decreased from \$33.63 to \$28.29 and Landing Fee's increased slightly from \$3.89 to \$4.00. Overall the airline property managers are pleased and management has commenced bi-monthly meetings to prepare for a new airline use/lease agreement with the airlines; the current agreement ends Dec. 31, 2018.

Assistant Treasurer Fedison reported that Stonebridge is finishing up two internal audits that they will present to the committee at the next meeting and will be starting a few additional before then.

Assistant Treasurer Maryanne Fedison presented the Annual Public Authorities Report and PARIS Report for 2017. Pending approval by the full board at noon the standard reports required by the Authorities Budget Office (ABO) will be posted to the MCAA portion of the web www.rocalrgort.com as required annually. It was discussed at the meeting that two MCAA policies have recommended changes, those changes were reviewed in advance by committee members, discussed at the meeting and agreed upon to make the recommended changes. The policies amended were: Assets, Tracking, Inventory & Disposal of Assets and the Code of Ethics Policy.

A motion was made to approve and recommend approval to the full board of the Annual Public Authorities Report and PARIS Report for 2017 along with Board Policies by Member Howland and seconded by Chairman Perrone. The motion passed unanimously 2-0.

Litigation Report

Assistant Secretary Crumb reported the annual litigation report to the audit committee.

Ethics Hotline Report

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:32 a.m.

The next Audit Committee Meeting is May 16, 2018.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 03-09-2018

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
March 28, 2018

Present:

R. Thomas Flynn, Chairman
James G. Vazzana, Esq.
Susan Keith
Hon. Cynthia Kaleh

Others Present:

Andrew Moore	Administrative Director
Donald L. Crumb Jr., Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by Chairman Flynn at 11:33 am.

Approval of the Minutes from July 19, 2017 Governance Committee Meeting

A motion was made to approve by Member Vazzana and seconded by Member Keith. The motion passed 4-0.

Annual Review of Mission Statement and Performance Goals & Measures

Chairman Flynn presented the annual review of the mission statement and performance goals and measures with the committee. A motion was made to approve the mission statement by Member Keith and seconded by Member Vazzana. The motion passed 4-0. Conversation ensued among Committee Members and the Administrative Director as the Airport Security Plan (ASP), the Transportation Security Administration (TSA) approved document and future training. Conversation also took place as it pertained to the MCAA board members being kept informed of board business in a timely manner as was reflected by one board member on the Annual Review.

Chairman Flynn reviewed each performance goal with the committee. A motion was made to approve each goal by Member Keith and seconded by Member Kaleh. The motion passed 4-0.

Annual Review of Confidential Evaluation of Board Performance – Summary Results

Assistant Secretary Crumb presented the annual review of confidential evaluation of board performance summary results. The evaluation had a 100% completion rate. A mention of the timeliness of board information raised in one of the board member evaluations was re-discussed and has been addressed. A motion was made to approve by Member Kaleh and seconded by Member Keith. The motion passed 4-0.

Authorities Budget Office Policy Guidance Update

Assistant Secretary Crumb reported that the ABO had issued a policy guidance update that addresses the procurement policy. The ABO has made the recommendation that Authorities look to purchase commodities first from certain State approved lists. It was noted that there is not a measureable figure in the ABO recommendation but rather a good faith effort to check the list going forward when procurement is taking place. It was suggested that the board be informed when such procurements take place including but not limited to adding such information in resolutions. A motion was made to approve by Member Kaleh and seconded by Member Vazzana. The motion passed 4-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that there were no calls to the Ethics hotline for the reporting period.

Other Business

No other business was presented.

Meeting was adjourned @ 11:57 PM

The next Governance Committee Meeting is TBD.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 03-29-2018

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
May 16, 2018**

Present:

**John H. Perrone Jr., Chairman
Hon. John H. Howland
Hank Stuart**

Others Present:

Andrew Moore	Administrative Director
Donald L. Crumb Jr., Esq.	Assistant Secretary
Tom Niles	Stonebridge Business Partners

Meeting was called to order by Member Perrone at 11:01 a.m.

Approval of the Minutes from March 28, 2018

A motion was made to approve by Member Howland and seconded by Member Stuart. The motion passed unanimously 3-0.

Internal Audit Update

Mr. Tom Niles reported that there are currently six (6) audits in process; four (4) of which are substantially complete. These four audits include: Budget & Hertz Car Rental, MAPCO Auto Parks & Hudson News. The other two (2) audits are being started on the USAirports – Fuel Farm Agreement and ROC Hotel Ventures – Fairfield Inn. Assistant Secretary Donald Crumb and Administrative Director Andrew Moore also discussed with the Audit Committee that Stonebridge will be conducting internal audits of the ROC Renovation Project periodically due to the large scale and speed of the project. While this work doesn't require approval from the Audit Committee to proceed, the Audit Committee supported the proactive approach to this strategy.

Financial Reporting

Assistant Secretary Don Crumb reported the financials at March 31, 2018 in Assistant Treasurer Maryanne Fedison's absence. It was reported that April was not closed out yet however March preliminary statements are presented today. Accounts receivable shows 93% of amounts due 60 days and under, 7% of amounts due 60 to 90 days old. It was reported that Normal Communications debt payment plan has been restructured and is not over 90 days old. USAirports has been prompt in making payments on time. Revenue for the year is up \$250,000 or 3.4%; originally it was thought to be from an increase in parking revenue however parking is down 1%. The increase is being attributed to enplanement activity up by 4,417 passenger's year to date. Expenses are currently showing the same as last year at this time.

Assistant Secretary Don Crumb reported that the Budget to Actual at March 31, 2018 shows 36.4% of the budget expensed however this includes the debt service payment due at January 1 and skews the data slightly. Without the debt service payment the Budget to Actual at March 31, 2018 is 23.2%.

A motion was made to approve by Member Stuart and seconded by Member Howland. The motion passed unanimously 3-0.

Procurement Policy Amendment

Assistant Secretary Crumb reported the New York (NY) Authorities Budget Office (ABO) from time to time issues policy guidance. Recently policy guidance was issued as it pertains to Preferred Source Procurement. While this guideline would rarely impact the Authority as most goods and services are purchased by Monroe County, the Authority would certainly be able to check the three websites provided in the guideline when the Authority might buy goods/services. It was noted that every year at the Annual Meeting the Authority policies are brought to the full board for approval and this amendment only requires the approval of the Audit Committee. Lastly, it was reported that should the Authority use a provider from the websites; an RFP or other procurement process does not apply. A motion was made to approve by Member Stuart and seconded by Member Howland. The motion passed unanimously 3-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:29 a.m.

The next Audit Committee Meeting is July 18, 2018.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 05-17-18

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
May 16, 2018**

Present:

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

Excused Absence:

Hon. Cynthia Kaleh

Others Present:

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

Meeting was called to order by the Chairman @ 12:05 PM

Approval of the Minutes from March 28, 2018

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

Audit Committee Report

Presented by Member Perrone.

Financial Reporting

Assistant Secretary Don Crumb reported the financials at March 31, 2018 in Assistant Treasurer Maryanne Fedison's absence. It was reported that April was not closed out yet however March preliminary statements are presented today. Accounts receivable shows 93% of amounts due 60 days and under, 7% of amounts due 60 to 90 days old. It was reported that Normal Communications debt payment plan has been restructured and is not over 90 days old. USAirports has been prompt in making payments on time. Revenue for the year is up \$250,000 or 3.4%; originally it was thought to be from an increase in parking revenue however parking is down 1%. The increase is being attributed to enplanement activity up by 4,417 passenger's year to date. Expenses are currently showing the same as last year at this time.

Assistant Secretary Don Crumb reported that the Budget to Actual at March 31, 2018 shows 36.4% of the budget expensed however this includes the debt service payment due at January 1 and skews the data slightly. Without the debt service payment the Budget to Actual at March 31, 2018 is 23.2%.

ROC Renovation Project Report

Project Manager Bill Johnston provided the following report on the status of the ROC Renovation Project. The Canopy Installation continues to move ahead on schedule. The passenger security checkpoint will have the four lanes being used currently moved to the new renovated side this Thursday into Friday morning. Concourse construction is moving along. The majority of new carpeting and hearing loop installations are complete; network infrastructure on the concourse is complete. In the food court, Dunkin Donuts has opened in its new location. Subway will be opening in their new location in the food court in June and will be opening a public side kiosk next week. Other food concessions are being prepared now to open in their final locations in July. The Rotunda construction is in its preliminary phases for the construction of the diner and sports bar. The new floor to ceiling glass in the food court expansion has arrived and will commence installation soon. Building Energy Management system has all four chillers working and performing well.

The installation of the Variable Air Volume (VAV) throughout the terminal is 60% complete. Weekly updates and project status can be found at www.rocrenovation.com.

Authorize an Assignment and Assumption of Lease for Office Space located at the ROC Airport to VMD-MT, LLC to VMD System Integrators, Inc. for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb stated that VMD-MT has been assigned to VMD System Integrators Inc. and this has been approved by the Transportation Security Administration (TSA). A motion to approve and authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Amendment of the Management Contract for Parking Services with MAPCO Auto Parks Ltd. for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb stated that the Airport Ambassador program in partnership with MCC was in place at locations at the Airport to help with passenger guidance during the terminal renovation project. Airport Valet operations are suspended until the end of the terminal renovation project due to limited curb availability. This amendment would allow the Valet employees to fill in for the shifts where MCC students have been unable to fulfill. It was noted that there is no additional expenditure for this amendment as the expense continues to come from parking revenue. A motion to approve and authorize was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize Amendment to the Agreement with Leighfisher, Inc. to Provide Airport Management Consulting Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb stated that the Airport consults for rates and charges services with Leighfisher currently and this amendment would increase the contract by \$80,000 to include additional work on the Airports Airline Use & Lease Agreement negotiations. It was noted that these additional duties fall within the parameters of their current contract for aviation services that include passenger facility charges (PFC). A motion to approve and authorize was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas reported March 2018 – April 2018 enplanements have continued with an increasing trend. Total enplanements for 2018 are 396,621, an increase of 7.5% as compared to 2017 year to date (YTD). March 2018 enplanements were 107,777, an 11.54% increase over March 2017 enplanements. April 2018 enplanements were 108,161, an increase of 6.09% over April 2017. The first four months of 2018 were up 27,474 enplanements as compared to 2017 YTD.

Airline passenger share is as follows: Delta 28%, American 24% and Southwest 20%.

As compared to the Thruway Airports – Albany reported passenger enplanement increases of 1.4%, Buffalo increased 6.9% and Syracuse reported an increase of 9.6%.

Load factors for March 2018 were about the same as March 2017 coming in at 80.4% and April 2018 increased as compared to April 2017 coming in at 81.8%. 2018 Load factors YTD are 79.2% as compared to 2017 at 77.6%.

Seats per day available for March & April 2018 are higher than 2017 by approximately 15,000 seats. For the YTD this equates to about 2-3 aircraft additional per day.

Landing weights for 2018 have increased 5% over 2017. Departures are up 1.8% for the first four months of the year.

Director's Report

Interim Airport Director Moore reported that in late March ROC was the honorable mention recipient for small hub airports across the nation for the 42nd Annual Balchen Post Award given by the Northeast Chapter (NEC) of the American Association of Airport Executives (AAAE) for excellence in snow and ice removal. Mr. Moore reported this was a testament to the skill and dedication of airfield crews at ROC keeping runways clear and open during inclement weather.

Mr. Moore presented each board member with a printout of a recent article in a national publication *Airport Improvement Magazine* highlighting the ROC Renovation as part of the New York State Grant Program.

It was reported that Dunkin Donuts in the ticketing lobby had closed but that a Subway Kiosk would be opening in its place soon with breakfast and lunch options.

Mr. Moore reported that he visited with airline network planners in early March & April. ROC remains cautiously optimistic on future service expansion; not necessarily only new non-stops or new airlines but increased capacity and larger airplanes to existing markets as well.

The 19th annual Airport Games to benefit Lifetime Assistance Foundation is being held on Saturday, June 9th. The Airport is continuing to meet with Airline Property Managers to negotiate a new Airline Use and Lease Agreement; another meeting is being held in two weeks with the goal of reaching a five (5) year agreement that is mutually beneficial to both the airlines and the airport.

Traffic Management at the curb is ongoing with the reduction of three roadways to one. There is a level of congestion during two peak times of the day when 5-6 airline arrivals and departures occur at the same time. The Airport continues to encourage passengers to arrive at least 90 minutes before their departure times.

Lastly, Mr. Moore reported that the Federal Aviation Administration (FAA) visited the Airports in Buffalo, Syracuse and Rochester for a review and additional training on Title VI and ACDBE training. ROC had their entire executive staff team present which was noticed and acknowledged by the FAA. Together we completed a terminal walk through and have already been proactive in working on areas of improvement prior to receiving an expected letter from the FAA identifying recommendations.

Other Business

No other business was presented. The board would like to have a terminal walk through following the next board meeting.

Meeting was adjourned @ 12:45 PM

The next Board Meeting is July 18, 2018.

Respectfully Submitted,



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

Dated: 05-17-18

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 OF 2018

AUTHORIZE AN ASSIGNMENT AND ASSUMPTION OF LEASE FOR OFFICE SPACE LOCATED AT THE ROC AIRPORT TO VMD-MT, LLC TO VMD SYSTEMS INTEGRATORS, INC. 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:

WHEREAS, the Monroe County Airport Authority authorized, per Resolution No. 18 of 2007, a lease agreement ("Lease Agreement") with McNeil Security, Inc.; and

WHEREAS, the Lease Agreement term automatically renews each year on the anniversary date of January 1, until such time as the contractual agreement between TSA and the tenant for services shall terminate; and

WHEREAS, the Monroe County Airport Authority authorized, per Resolution No. 19 of 2012, an assignment and assumption agreement of the Lease agreement which replaced McNeil Security, Inc. as tenant with VMD-MT, LCC;

WHEREAS, the TSA has replaced VMD-MT, LCC with one of its joint venture partners, VMD SYSTEMS INTEGRATORS, INC. and the parties have requested the Monroe County Airport Authority approve the assignment and assumption of the Lease Agreement by VMD SYSTEMS INTEGRATORS, INC.; and

Section 1. The Administrative Director is hereby authorized to consent to and execute, on behalf of the Monroe County Airport Authority an assignment and assumption agreement of the Lease Agreement with VMD-MT, LCC, assignee of McNeil Security, Inc. to VMD SYSTEMS INTEGRATORS, INC.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither VMD-MT, LCC, VMD SYSTEMS INTEGRATORS, INC. nor any of their principal officers owe any delinquent Monroe County property taxes.

ADOPTION: Date: May 16, 2018

Vote: 6-0

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 16, 2018

Dated 05-16-18


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

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 20 OF 2018**

**AUTHORIZE AMENDMENT OF THE MANAGEMENT CONTRACT FOR PARKING
SERVICES WITH MAPCO AUTO PARKS LTD. 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 is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the Management Contract for parking services at the Greater Rochester International Airport (the "Contract") with MAPCO Auto Parks Ltd. as follows:

Section 1: Amend Article 8 "Scope of Services" to include the Temporary Airport Ambassador Program at the Greater Rochester International Airport pursuant to such terms and conditions as negotiated by the Director.

Section 2. All terms and conditions of the Contract remain the same.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: May 16, 2018

Vote: 6-0

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 16, 2018.

Dated: 05-16-18


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 21 OF 2018

AUTHORIZE AMENDMENT TO THE AGREEMENT WITH LEIGHFISHER, INC. TO PROVIDE AIRPORT MANAGEMENT CONSULTING 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 contract amendments to amend the contract between the Monroe County Airport Authority and LeighFisher, Inc., for Airport Management Consulting Services for the Monroe County Airport Authority at the Greater Rochester International Airport as follows:

Article IV PAYMENT FOR SERVICES - is hereby amended to replace "not to exceed Eighty Thousand (\$80,000)" with "not to exceed Two Hundred Fifteen Thousand and 00/100 Dollars (\$215,000)".

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither LeighFisher, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: May 16, 2018

Vote: 6-0

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 16, 2018.

Dated: 05-16-18


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

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
July 18, 2018**

Present:

**John H. Perrone Jr., Chairman
Hon. John H. Howland
Hank Stuart**

Others Present:

Andrew Moore	Administrative Director
Donald L. Crumb Jr., Esq.	Assistant Secretary
Tom Niles	Stonebridge Business Partners
Thomas VanStrydonck	Deputy County Executive

Meeting was called to order by Member Perrone at 11:01 a.m.

Approval of the Minutes from May 16, 2018

A motion was made to approve by Member Stuart and seconded by Member Howland. The motion passed unanimously 3-0.

Internal Audit Update

Mr. Tom Niles reported that there are three (3) audits to be reported on today Mapco Auto Parks, Hertz & Budget Rental Car. Overall audits produced no significant findings. Recommendations include: exploring data breach insurance for Mapco Auto Parks and looking at contract language for car rentals as they pertain to miscellaneous fee's for early/late return, cleaning detail and whether that is considered part of the gross revenue reported to the Authority. If so, collection of past dues is recommended as well.

Financial Reporting

Assistant Treasurer Maryanne Fedison reported the financials at June 30, 2018. Cash on hand is recorded at \$23 Million. Accounts receivable is \$1.2 Million; 99.9% of this is less than 60 days in arrears. As requested by the Audit Committee in the past, Ms. Fedison provided an update on delinquent accounts receivables. Currently, Normal is in arrears for payments owed May 31, June 30 & July 15, 2018. Member Howland asked for the accounts receivable payment history for 2017 and 2018.

Assistant Treasurer Fedison reported that revenues are up \$580,000 or 3.9% and expenses are up \$554,000 due to professional services being up \$170,000 with the transfer of the marketing dollars into the authority budget and fees for the ongoing Airline Use Lease Agreement with LeighFisher and Anderson Krieger.

Assistant Treasurer Maryanne Fedison reported that the Budget to Actual at June 30, 2018 shows no budget modifications to date with 46.8% of the budget expended (excluding debt/local share). It was noted a new line exists for \$222,000 for interest expense on a note issues by the County in advance of recent Passenger Facility Charge (PFC) approval. It is anticipated that this can be covered in the initial budget, if not – a resolution could go before the board for modification approval.

A motion was made to approve by Member Howland and seconded by Member Stuart. The motion passed unanimously 3-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:50 a.m.

The next Audit Committee Meeting is Wednesday, August 15th @ 11 AM.

Respectfully Submitted



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: July 19, 2018

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
July 18, 2018

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:

Andrew Moore	Interim 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 May 16, 2018

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

Employee Recognition

Administrative Director Moore & Chairman Vazzana acknowledged ROC Airport Building Services Employee Migdalia Bermudez for putting into action "see something, say something" during her shift when she saw a passenger helping themselves to retail products at a food concession that was after hours and not open. Ms. Bermudez was given an ROC Challenge coin for her job well done.

Treasurers Report

Treasurer Franklin reported that there are four (4) reports today to go before the Board – Travel & Business for March/April & May/June as well as the Credit Card Usage for March/April & May/June.

The statement for travel and business for March/April had eight (8) related expenses for the reporting totaling just over \$874.00. 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 report on Travel & Business for March/April was moved by Member Howland and seconded by Member Keith. The motion passed unanimously 7-0.

The statement for travel and business through July 16 had nine (9) related expenses for the reporting totaling just over \$1,290.00. 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 report on Travel & Business through July 16 was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

The statement for credit card usage by the Director was presented for the reporting period through May 2018 had on it twelve (12) charges totaling \$1,709.00. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the report on credit card usage through May 2018 was moved by Member Keith and seconded by Member Howland. The motion passed unanimously 7-0.

The statement for credit card usage by the Director was presented for the reporting period through June 2018 had on it six (6) charges totaling \$1,071.00. The credit card expenses were submitted within the required 10 days and

with appropriate supporting documentation. A motion to accept the report on credit card usage through June 2018 was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

Audit Committee Report

Presented by Member Perrone.

Authorize Execution of Contracts with Transportation Network Companies (TNC's) for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that this is the same agreement as last year with a \$10,000 permit fee and the \$2.00 pick-up/drop off fee. It was confirmed Uber had a 12 month agreement last time. A motion to approve and authorize was moved by Member Keith and seconded by Member Stuart. The motion passed unanimously 7-0.

Authorize Amendment to the Sublease Agreement for 1205 Scottsville Road with AVFlight Corporation for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that AVFlight is one of two Fixed Base Operators (FBO's) at ROC and approached ROC about leasing additional space adjacent to their ramp. The additional space is approximately 28,000 square feet and increases their yearly revenue by \$11,200. Chairman Vazzana asked if AVFlight was current in rent/taxes – to which the answer was yes. A motion to approve and authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize a land lease with SNORAC, LLC for Car Rental Operations located on airport property at 333 Buell Road for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that SNORAC, LLC is made up of Enterprise/National & Alamo Car Rental. An RFP was issued to lease a portion of the White Parking Lot; two proposals were received and the selection committee recommended SNORAC, LLC as the successful proposer. The lease is for five years with an option to renew for one more five year term. A motion to approve and authorize was moved by Member Flynn and seconded by Member Howland. The motion passed unanimously 7-0.

Authorize Amendment to the Agreement with AlliedBarton Security Services to Provide Employee Screening Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that the previous Director moved to 100% employee screening at ROC due to the fact that the Transportation Security Administration (TSA) continues to look at mandating this process at airports across the nation. This amendment allows ROC to pay for hours of service completed above and beyond what was initially estimated for a first time endeavor in the amount of \$5,700.00. Conversation ensued as to the process for employee screening at ROC. A motion to approve and authorize was moved by Member Stuart and seconded by Member Kaleh. The motion passed unanimously 7-0.

Authorize Amendment to the Agreement with AlliedBarton Security Services to Provide Airport Badging Services for the Monroe County Airport Authority for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that similar to the last resolution this resolution allows for the added employee hours necessary for AlliedBarton to provide airport employee badging services and SIDA training. Additional hours were needed in part due to the number of contractors working on site with the ongoing renovation project. The amendment is for \$3,700.00. 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 that enplanements have continued to remain strong since January. May 2018 – June 2018 enplanements have continued with an increasing trend. Total enplanements for 2018 are 626,716 an increase of 8.1% as compared to 2017 year to date (YTD). May 2018 enplanements were 117,556, a 10.3% increase over May 2017 enplanements. June 2018 enplanements were 112,539, an increase of 8.0% over June 2017. ROC hasn't seen these types of increasing enplanement numbers since 2006-2008 years.

As compared to the Thruway Airports – Albany reported passenger enplanement increases of 2.0%, Buffalo increased 7.9% and Syracuse reported an increase of 8.8%.

Load factors have been in the 80% range since February 2018. May 2018 is up compared to May 2017 coming in at 83.1% and June 2018 increased as compared to June 2017 coming in at 82.2%. 2018 six month average load factors YTD are 80.3% as compared to the six month average 2017 at 78.3%.

Seats per day available for May & June 2018 are higher than 2017 by approximately 10,000 seats in May and 4,100 seats in June.

Landing weights for 2018 have increased 5% over 2017. United has been flying mainline aircraft to Newark & Chicago; Delta Air Lines is using mainline Airbus service to Minneapolis.

Departing scheduled trips are up 2.5% (increase of 113 trips in May 2018 and 15 trips in June 2018) over 2017.

Director's Report

Interim Airport Director Moore reported that yesterday was an exciting day for ROC in that the Airport was selected by the American Association of Airport Executives (AAAE) Airport Innovation Accelerator to be the 2018 Most Innovative Medium/Small Airport for aspects of the ROC Renovation Project. Mr. Moore stated that a member of the panel of judges informed Mr. Moore that ROC was unanimously selected from over 100 airport applicants. Mr. Moore was in Atlanta at the conference with Airport Project Manager Bill Johnston to accept the award on behalf of the Airport. Mr. Moore presented the power point given yesterday to the attendees at the conference to the board.

Other Business/Terminal Renovation Tour

No other business was presented. It was discussed the need to rescheduled the September MCAA Board Meeting date to Wednesday, August 15, 2018. Audit Committee will meet at 11 am, followed by Governance Committee at 11:30 am & the regular Board Meeting at 12 noon.

Meeting was adjourned @ 12:45 PM

The next Board Meeting is Wednesday, August 15, 2018.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 9/4/19, 2019

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 22 of 2018

AUTHORIZE EXECUTION OF CONTRACT WITH TRANSPORTATION NETWORK COMPANY (TNC), RASIER – NY, LLC (COMMONLY REFERRED TO AS UBER) 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 is hereby authorized to execute, on behalf of the Monroe County Airport Authority, Agreement with Transportation Network Company, Rasier - NY, LLC (commonly referred to as "Uber"), its affiliates and subsidiaries, to provide such services for the visitors of the Greater Rochester International Airport.

Section 2. The Administrative Director shall negotiate such terms and conditions as necessary to ensure Rasier - NY, LLC will operate at the Greater Rochester International Airport and the fees, expenses and costs are also comparable to the fees, expenses and costs expended by the other western and central New York airports.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Rasier- NY, LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: July 18, 2018

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 July 18, 2018.

Dated: July 19, 2018


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 23 of 2018

**AUTHORIZE AN AMENDMENT TO THE SUB-LEASE AGREEMENT FOR 1205
SCOTTSVILLE ROAD WITH AVFLIGHT ROCHESTER CORPORATION
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 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 AVFLIGHT ROCHESTER CORPORATION for 1205 Scottsville Road, Rochester, New York at the Greater Rochester International Airport (the "Airport") to include an approximately 200' x 140' (28,000 SF) parcel of real property shown on Exhibit "A" attached hereto as part of the parcel encumbered by the Sub-Lease; and

Section 2. The rent paid pursuant to the Sub-Lease shall be increased by the amount of \$11,200 per year.

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

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither AVFLIGHT ROCHESTER CORPORATION nor any of its principal officers owe any delinquent Monroe County property taxes.


Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 18, 2018

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 July 18, 2018

Dated: July 17, 2018


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 24 of 2018

AUTHORIZE A LAND LEASE AGREEMENT WITH SNORAC, LLC FOR CAR RENTAL OPERATIONS LOCATED ON AIRPORT PROPERTY AT 333 BUELL 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 Monroe County Airport Authority hereby authorizes the Administrative Director to execute a land lease agreement with SNORAC, LLC for Car Rental Operations at 333 Buell Road, Rochester, New York, which is airport property controlled by the Authority.

Section 2. The Agreement shall be for a period commencing as of November 1, 2018 and terminating October 31, 2023 with the option to renew for up to one (1) successive five year term.

Section 3. The compensation for the lease of the property is as follows:

Year 1 \$.51/sf	\$23,814.45/year
Year 2 \$.52/sf	\$24,281.40/year
Year 3 \$.53/sf	\$24,748.35/year
Year 4 \$.54/sf	\$25,215.30/year
Year 5 \$.55sf	\$25,682.25/year

Section 4. The records in the Office of the Monroe County treasurer have indicated that SNORAC, LLC nor any of its principal officers owe any delinquent Monroe County property taxes.


Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: July 18, 2018

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 July 18, 2018.

Dated: July 18, 2018


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 25 of 2018

AUTHORIZE AN AMENDMENT TO A CONTRACT WITH ALLIEDBARTON SECURITY SERVICES TO PROVIDE EMPLOYEE SCREENING 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 an amendment (the "Amendment") to the contract with AlliedBarton Security Services, authorized by Resolution 8 of 2016 and effective July 1, 2016 which was extended by amendment dated as of July 1, 2017 (collectively the "Contract"), to provide employee screening services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. The Amendment shall be amended to increase the fee not to exceed amount to Five Thousand Seven Hundred Forty-four and 38/100 Dollars (\$5,744.38)

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither AlliedBarton Security Services, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 18, 2018

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 July 18, 2018

Dated: *July 19, 2018*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 26 of 2018

AUTHORIZE AN AMENDMENT TO A CONTRACT WITH ALLIEDBARTON SECURITY SERVICES TO PROVIDE AIRPORT BADGING 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 an amendment (the "Amendment") to the contract with AlliedBarton Security Services, authorized by Resolution 8 of 2016 and effective July 1, 2016 which was extended by amendment dated as of July 1, 2017 (collectively the "Contract"), to provide badging services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. The Amendment shall be amended to increase the fee not to exceed amount to Three Thousand Six Hundred Eighty-one and 69/100 Dollars (\$3,681.69)

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither AlliedBarton Security Services, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 18, 2018

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 July 18, 2018.

Dated: *July 19, 2018*


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

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
August 15, 2018

Present:

John H. Perrone Jr., Chairman
Hon. John H. Howland

Excused Absence:

Hank Stuart

Others Present:

Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary
Tom Niles	Stonebridge Business Partners

Meeting was called to order by Member Perrone at 11:01 a.m.

Approval of the Minutes from July 18, 2018

A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

Internal Audit Update

Mr. Tom Niles reported the completion of the Hudson News Group audit. The audit period was Calendar Year 2017. This was the second audit completed on the Hudson News operations since Stonebridge Business Partners has been contracted for Internal Audit Services. Standard procedures were performed for the audit period. A three month period was selected for specific daily reports. Detailed reports, financial statements, sales tax returns, bank statements and gross sales were all reconciled. Cash controls were adequate. No material variances were found, all reconciled. It was noted that Hudson News Stand operating hours are 4:30 am – 9:00 pm and the contract states 6:00 am – 10:00 pm. Conversation ensued about operating hours and aligning the two in the future. Mr. Niles reported that the internal audit of the Revitalization project is ongoing and should be completed in the coming weeks.

Financial Reporting

Assistant Treasurer Maryanne Fedison reported that the mid-year analysis with the airlines is complete and that it resulted in a less than 5% variance; the airlines have been informed and are pleased as there are no rates changing mid-year. Ms. Fedison reviewed the 2019 Proposed Authority Budget line by line. Total proposed 2019 budget is 21% less than the 2018 budget. Operations & Maintenance costs, airfield expenditures, and building maintenance costs, increased while General Obligation debt principle, Authority Debt services, and professional services decreased.

Ms. Fedison presented the 2019 Proposed Renewal/Replacement (R&R) Budget which is used to fund projects not fully funded by Passenger Facility Charges (PFC) or Federal Aviation Administration (FAA) grants. By the end of 2018 it is projected to have approximately \$3 million paid to the renovation project with some of the balance carrying over into payments for 2019 related to the project. It is projected this account will have about \$4 - \$4.5 Million balance each year.

Ms. Fedison also reported that the R&R budget would be allocated to fund terminal/parking projects and General Aviation related projects as well as the local share on capital projects.

A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Other Business

No other business presented.

Meeting was adjourned @ 11:23 a.m.

The next Audit Committee Meeting is Wednesday, November 14th @ 11 AM.

Respectfully Submitted,

Donald L. Crumb, Jr.
Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: *05-17-18*

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
August 15, 2018

Present:

R. Thomas Flynn, Chairman
James G. Vazzana, Esq.
Susan Keith
Hon. Cynthia Kaleh

Others Present:

Andrew Moore	Administrative Director
Donald L. Crumb Jr., Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by Chairman Flynn at 11:36 am.

Approval of the Minutes from March 28, 2017 Governance Committee Meeting

A motion was made to approve by Member Vazzana and seconded by Member Kaleh. The motion passed 4-0.

Authorities Budget Office Policy Guidance Update

Assistant Secretary Crumb reported that the ABO had issued a policy guidance update that addresses the Public Authority Investment Report. It was reported that the current Investment Policy for the MCAA includes quarterly investment reports already and that MCAA is already in compliance. No further action is required. A motion was made to approve by Member Kaleh and seconded by Member Keith. The motion passed 4-0.

Ethics Hotline Report

Assistant Secretary Crumb reported that there were no calls to the Ethics hotline for the reporting period.

Other Business

Member Kaleh asked for an update with regards to Governance Committee involvement in regards to addressing the Sunset provision in the enabling statute which created MCAA. Assistant Secretary Crumb explained the Board would be presented with a resolution to approve issuance of a 5-year Note in the amount of up to \$2,000,000 which would extend the term of MCAA until December 31, 2023. The issuance of the Note would provide funding for general aviation and airport infrastructure improvements. This course of action ensures there will be no disruption to the ongoing Airport Revitalization project and Airline Use and Lease agreement negotiations with the airlines using the ROC. At its September 2019 meeting, the Governance committee will commence development of a timeline to address the options for the 2023 Sunset Provision. The goal of its efforts will be to provide a recommendation on whether to extend the MCAA again through future borrowing, re-form the MCAA in line with other Authorities, or dissolve MCAA and have the ROC administration become a department of Monroe County.

Meeting was adjourned @ 11:48 AM

The next Governance Committee Meeting is TBD.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 08-17-18

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
August 15, 2018**

Present:

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

Excused Absence:

**Hank Stuart
John J. Perrone, Jr.**

Others Present:

Andrew Moore	Interim Director of Aviation
Michael E. Davis	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
David Haas	

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

Approval of the Minutes from July 18, 2018

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.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board – Travel & Business for July as well as the Credit Card Usage for July.

The statement for travel and business had nine (9) related expenses for the reporting totaling just over \$1,442.96. 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 report on Travel & Business was moved by Member Kaleh and seconded by Member Flynn. The motion passed unanimously 5-0.

The statement for credit card usage by the Director that was presented for the reporting period had five (5) charges totaling \$717.26. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the report on credit card usage through July 2018 was moved by Member Flynn and seconded by Member Kaleh. The motion passed unanimously 5-0.

Audit Committee Report

Presented by Member Howland.

Governance Committee Report

Presented by Member Flynn.

Approval and Adoption of the 2019 MCAA Operating Budget

Assistant Treasurer Fedison reported that she had presented the proposed 2019 MCAA Operating Budget to the Audit Committee earlier today. The Proposed 2019 MCAA Operating Budget is 21% less than the 2018 MCAA Operating Budget. The main factor in the decrease was due to the Authorities debt being paid off January 1, 2019. Ms. Fedison

reviewed line by line in detail to the Audit Committee. The committee voted in unanimous support of the 2019 MCAA Operating Budget and relayed that recommendation to the full board. A motion to accept the approval and adoption of the 2019 MCAA Operating Budget was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 5-0.

Approval and Adoption of the 2019 MCAA Renewal & Replacement Budget

Assistant Treasurer Maryanne Fedison had also presented the 2019 MCAA Renewal & Replacement (R&R) Budget to the Audit Committee earlier. The committee voted in unanimous support of the R&R budget and relayed that recommendation to the full board. A motion to accept the approval and adoption of the 2019 MCAA Renewal & Replacement Budget was moved by Member Keith and seconded by Member Howland. The motion passed unanimously 5-0.

Authorize Issuance of not to exceed \$2,000,000 Greater Rochester International Airport Revenue Notes, Series 2018 (The "Notes") and Related Matters Including Authorizing Execution of a Purchase Contract for the Notes with the County of Monroe

Assistant Secretary Crumb stated that this revenue note upon approval will go to the Monroe County Legislature. Assistant Secretary Crumb distributed to each member both the bond guidelines and a recommendation letter signed by the MCAA Chairman in favor of the transaction. Administrative Director Moore explained that the issuance of the Note in the amount of up to \$2,000,000 will provide funding for general aviation and airport infrastructure improvements such as the possible relocation of US Customs to a new location at the ROC, much needed pavement repairs along the south side of the airfield that are not eligible for Federal Aviation Administration (FAA) grant funding, and design studies for how to best allocate funds. Assistant Secretary Crumb explained that the total new debt is equal to one-quarter of the current annual debt payment. He further explained that the existing debt would be paid December 31, 2018 and since the new debt would be in place at that time, the sunset provision in the enabling statute which created the MCAA will be extended to December 31, 2023. A motion to approve and authorize was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 5-0.

Authorize Amendment for the Administrative Director to enter into Agreements with Qualified Airlines for new Non-stop Service from ROC to an unserved airport as part of the Airline Incentive Package for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that in 2016 the MCAA authorized an airline incentive program for ROC. This incentive is available to any airline that commences service to an unserved market. To date, the ROC incentive package offers up to \$50,000 per route in marketing dollars for such routes. It is the recommendation of the Administrative Director to increase that amount by up to \$25,000 to \$75,000 per route in marketing dollars to make a stronger case for ROC when seeking unserved market service. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 5-0.

Authorize Amendment to a Contract with AlliedBarton Security Services to Provide Employee Screening Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that this was an amendment to the name of the company providing the employee screening services. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 5-0.

Authorize Amendment to a Contract with AlliedBarton Security Services to Provide Airport Badging Services for the Monroe County Airport Authority for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that this was an amendment to the name of the company providing the airport badging services. A motion to approve and authorize was moved by Member Kaleh and seconded by Member Howland. The motion passed unanimously 5-0.

Authorize an Amendment to an Extension of Contract with Universal Protection Services d/b/a Allied Universal Services to Provide Employee Screening Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that this amendment extends the agreement to provide employee screening services for one year. It was reported that the Federal Security Director of the Transportation Security Administration has had ROC speak and present to other airports in the state about the success of implementing this service. The resolution is a \$6,000 increase to \$392,728. A motion to approve and authorize was moved by Member Keith and seconded by Member Howland. The motion passed unanimously 5-0.

Authorize Amendment to an Extension of Contract with Universal Protection Services d/b/a Allied Universal Services to Provide Airport Badging Services for the Monroe County Airport Authority for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that this amendment extends the agreement to provide airport badging services for one year. Since 2016, the airport badging function has been extremely busy with renovation contractors, airline contractors and airport employee hiring. It has been identified that another part-time person is needed to process the functions of this office related to airport employee badging and Security Identification Display Area (SIDA) training. Currently the office is operated by one employee. It is anticipated this part-time employee will be on staff for a long-term period of time. This increases the annual expense \$31,000 to a total of \$79,362 annually. A motion to approve and authorize was moved by Member Howland and seconded by Member Kaleh. The motion passed unanimously 5-0.

Director's Report

Interim Airport Director Moore reported that Southwest Airlines announced today new non-stop service to Ft. Myers (RSW) Florida on select Saturdays in February & March 2019. The community responded to the non-stops Southwest offered to RSW last winter on select Saturdays – selling out the flights and the community will again have the opportunity to show its support this coming winter.

ROC continues to negotiate the Airline Use and Lease Agreement with airline carriers. The current agreement ends in December 2018 and the negotiations are going well – closer and closer to reaching an agreement.

Mr. Moore reported that ROC is active in terms of community outreach presenting to groups like Pittsford Rotary, DePrez Travel and the Council for Persons with Disabilities (CPWD) about the improvements underway at ROC. It was reported that the Hearing Loss Association of America (HLAA) National Conference is coming to our community in 2019 and that ROC will be involved in that conference. ROC also received invites to present the ongoing renovations and improvements at Leigh Fishers (aviation consultant) annual conference, New York State Association of Counties (NYSAC) and Allegiant Airlines annual conference.

Ribbon cuttings have taken place for food and beverage operations at Gusto Ristorante and soon the Taste of Rochester. Next week, there will be a press conference to announce Hearing Loop, T-Coil installation and enhanced communication technology. Mr. Moore invited Bill Johnston, Airport Project Manager and Gary Gaskin, Airport Engineer to present a brief renovation project update.

Other Business/Terminal Renovation Tour

No other business was presented.

Meeting was adjourned @ 12:40 PM

The next Board Meeting is Wednesday, November 14, 2018.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 08-17-18

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 27 OF 2018

**APPROVAL AND ADOPTION OF THE 2019 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

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

**Section 1. The 2019 Budget, in the form presented to the Authority and attached
hereto is adopted.**

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: August 15, 2018

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 August 15, 2018

Dated: *August 15, 2018*

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 28 of 2018

**APPROVAL AND ADOPTION OF THE 2019 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
2019 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: August 15, 2018

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 August 15, 2018

Dated: *August 15, 2018*

Donald L. Crumb, Jr.

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 29 OF 2018

AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$2,000,000 GREATER ROCHESTER INTERNATIONAL AIRPORT REVENUE NOTES, SERIES 2018 (THE "NOTES") AND RELATED MATTERS INCLUDING AUTHORIZING EXECUTION OF A PURCHASE CONTRACT FOR THE NOTES WITH THE COUNTY OF MONROE

Pursuant to the Monroe County Airport Authority Act, a special act of the Legislature of the State of New York (Title 31 of Article 8 of the Public Authorities Law of New York, as from time to time amended and supplemented, herein called the "Act"), the Monroe County Airport Authority (the "Authority") has been established as a body corporate and politic, constituting a public benefit corporation; and

Pursuant to the Act, the Authority is authorized to establish, construct, effectuate, operate, manage, maintain, renovate, improve, extend or repair any aviation facilities or related facilities; and

The Authority is also authorized under the Act to borrow money and issue its negotiable bonds to provide sufficient moneys for achieving its corporate purposes; and the Authority is also authorized under the Act to enter into any contracts and to execute all instruments necessary or convenient for the exercise of its corporate powers and the fulfillment of its corporate purposes; and

The County of Monroe, New York (the "County") has previously leased the Greater Rochester International Airport (the "Airport") to the Authority in order to provide for the continued operation, management and administration of the Airport by the County, all pursuant to a Lease and Operating Agreement, the form and substance of which was previously approved by the Authority on September 6, 1989 pursuant to Resolution No. 12 of 1989; and

WHEREAS, the Authority expects to issue not to exceed \$2,000,000 aggregate principal amount of its Greater Rochester International Airport Revenue Notes, Series 2018 (the "Notes") for the purposes of paying a portion of the cost of general aviation and airport infrastructure improvements (the "Project"), and paying certain expenses properly incident thereto and to the issuance of the Notes; and

Pursuant to Section 2759 of the Act, the Authority's Private and Public Bond Sale Guidelines and the written recommendations of the Authority's Financial Advisor and its Chairperson, the Authority has elected to authorize and direct certain Officers of the Authority to negotiate with the County as to the terms and conditions of the sale of the Notes to the County; and

The Authority has resolved to designate its Bond Counsel and Financial Advisor in connection with the Notes;

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

- *The Chairperson, the Vice-Chairperson and the Treasurer of the Authority (each an "Authorized Representative") and the Secretary of the Authority are each authorized and directed to negotiate on behalf of the Authority with representatives of the County as to the terms and conditions for the sale of the Notes to each Authorized Representative is hereby authorized to execute, acknowledge and deliver a Purchase Contract, with such amendments, supplements, changes, insertions and omissions as may be approved by any such Authorized Representative. The Secretary of the Authority is hereby authorized to affix the seal of the Authority on such document and attest the same. The Notes shall be dated, shall be issued in an aggregate principal amount, shall bear interest and shall mature and be sold to the County (subject to the approval of the Comptroller of the State of New York) as shall be determined by an Authorized Representative. The execution of such document by an Authorized Representative shall be conclusive evidence of any approval or determination authorized or required by this Section.*
- *All covenants, stipulations, obligations and agreements of the Authority contained in this Resolution and the Purchase Contract shall be deemed to be the covenants, stipulations, obligations, and agreements of the Authority to the full extent authorized or permitted by law, and such covenants, stipulations, obligations and agreements shall be binding upon the Authority and its successors from time to time and upon any board or body to which any powers or duties affecting such covenants, stipulations, obligations and agreements shall be transferred by or in accordance with law. Except as otherwise provided in this Resolution, all rights, powers and privileges conferred and duties and liabilities imposed upon the Authority or the members thereof by the provisions of this Resolution and the Purchase Contract shall be exercised or performed by the Authority or by such members, officers, board or body as may be required by law to exercise such powers and duties.*
- *No covenant, stipulation, obligation or agreement contained in this Resolution, or the Purchase Contract shall be deemed to be a covenant, stipulation, obligation or agreement of any member, officer, agent or employee of the Authority in his or her individual capacity and neither the members of the Authority nor any officer executing the Notes shall be liable personally on the Notes or be subject to any personal liability or accountability by reason of the issuance thereof.*
- *The Authorized Representatives of the Authority and, to the extent provided herein, the Secretary of the Authority, be, and each of them hereby is, authorized and directed to execute and deliver any such other documents, to do and cause to be done any such other acts and things and to make such other changes, omissions, insertions, revisions, supplements or amendments to the documents referred to in Sections 1 through 3 of this Resolution as they may determine*

necessary or proper for carrying out, giving effect to, and consummating the transactions contemplated by this Resolution and the Purchase Contract.

In connection with the issuance of the Notes, the Authority hereby designates the following entities to serve in the positions so designated:

The law firm of Orrick, Herrington & Sutcliffe LLP New York, New York, shall serve as Bond Counsel to the Authority;

The firm of Capital Markets Advisors, LLC, New York, New York shall serve as Financial Advisor to the Authority;

Any Authorized Representative is hereby authorized to execute any and all agreements with each of the parties designated in this Section 5 or such other parties as may otherwise be necessary pursuant to the terms of this Resolution for the provision of services required in connection with the Issuance of the Notes.

This resolution shall take effect immediately.

ADOPTION: Dated: August 15, 2018

Vote: 5-0

CERTIFICATION

I, Donald L. Crumb, Jr., Esq., Assistant Secretary to the Monroe County Airport Authority, hereby certify that the attached Resolution No. ___ of 2018, entitled "AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$2,000,000 GREATER ROCHESTER INTERNATIONAL AIRPORT REVENUE NOTES, SERIES 2018 (THE "NOTES") AND RELATED MATTERS INCLUDING AUTHORIZING EXECUTION OF A PURCHASE CONTRACT FOR THE NOTES WITH THE COUNTY OF MONROE," adopted by the Monroe County Airport Authority on August __, 2018, is a true and accurate copy.

Dated: August 15 2018



Donald L. Crumb
Assistant Secretary
Monroe County Airport Authority

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 30 of 2018

AUTHORIZE AMENDMENT FOR THE ADMINISTRATIVE DIRECTOR TO ENTER INTO AGREEMENTS WITH QUALIFIED AIRLINES FOR NEW NON-STOP SERVICE FROM ROC TO AN UNSERVED AIRPORT AS PART OF THE AIRLINE INCENTIVE PACKAGE FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT (ROC)

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

Section 1. The Monroe County Airport Authority hereby authorized the Administrative Director to negotiate and execute an airline incentive package with qualified airlines which provide non-stop service from the Greater Rochester International Airport (ROC) to an unserved airport authorized by Resolution 11 of 2015.

Section 2. The Administrative Director is authorized to waive landing, terminal or operation fees and allocate marketing funds for qualified routes as deemed necessary for development of the airline incentive package.

Section 3. Increase the amount authorized from \$50,000 not to exceed \$75,000 per qualified route as deemed necessary for air service development.

Section 4. This resolution shall take effect immediately.

ADOPTION:

Dated: August 15, 2018

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 August 15, 2018.

Dated: *August 13, 2018*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 31 of 2018

AUTHORIZE AN AMENDMENT TO A CONTRACT WITH ALLIEDBARTON SECURITY SERVICES TO PROVIDE EMPLOYEE SCREENING 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 an amendment (the "Amendment") to the contract with AlliedBarton Security Services, authorized by Resolution 9 of 2016 and effective July 1, 2016 which was extended by amendment dated as of July 1, 2017 and amended by Resolutions 25 of 2018 and Resolution 31 of 2018 (collectively the "Contract"), to provide employee screening services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Since ALLIEDBARTON SECURITY SERVICES has merged with UNIVERSAL PROTECTION SERVICES, the Contract shall be amended to replace ALLIEDBARTON SECURITY SERVICES with its successor-in-interest, Universal Protection Service, LLC. d/b/a Allied Universal Security Services; and

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Universal Protection Service, LLC. d/b/a Allied Universal Security Services, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: August 15, 2018

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 August 15, 2018.

Dated: *August 15, 2018*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 32 of 2018

AUTHORIZE AN AMENDMENT TO A CONTRACT WITH ALLIEDBARTON SECURITY SERVICES TO PROVIDE AIRPORT BADGING 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 an amendment (the "Amendment") to the contract with AlliedBarton Security Services, authorized by Resolution 8 of 2016 and effective July 1, 2016 which was extended by amendment dated as of July 1, 2017 and amended by Resolutions 26 of 2018 and Resolution 32 of 2018 (collectively the "Contract"), to provide badging services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Since ALLIEDBARTON SECURITY SERVICES has merged with UNIVERSAL PROTECTION SERVICES, the Contract shall be amended to replace ALLIEDBARTON SECURITY SERVICES with its successor-in-interest, Universal Protection Service, LLC. d/b/a Allied Universal Security Services; and

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Universal Protection Service, LLC. d/b/a Allied Universal Security Services, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: August 15, 2018

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 August 15, 2018.

Dated: *August 15, 2018*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 33 of 2018

AUTHORIZE AN AMENDMENT TO AN EXTENSION OF A CONTRACT WITH UNIVERSAL PROTECTION SERVICES LLC. d/b/a ALLIED UNIVERSAL SERVICES TO PROVIDE EMPLOYEE SCREENING 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 an amendment (the "Amendment") to the contract with Universal Protection Services LLC. d/b/a Allied Universal Services, authorized by Resolution 8 of 2016 and effective July 1, 2016 which was extended by amendment dated as of July 1, 2017 and amended by Resolution 25 of 2018 and Resolution 31 of 2018 (collectively the "Contract"), to provide employee screening services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. The term of the Contract shall be extended from July 1, 2018 through June 30, 2019; and

Section 3. The amount of Payment for Services shall be an amount not to exceed Three Hundred Ninety-Two Thousand Seven Hundred Twenty-Eight and 00/100 (\$392,728.00); and

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Universal Protection Services, LLC. d/b/a Allied Universal Services, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: August 15, 2018

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 August 15, 2018.

Dated: August 15, 2018


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 34 of 2018

**AUTHORIZE AN AMENDMENT TO AN EXTENSION OF A CONTRACT WITH
UNIVERSAL PROTECTION SERVICES LLC. d/b/a ALLIED UNIVERSAL SERVICES TO
PROVIDE AIRPORT BADGING 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 an amendment (the "Amendment") to the contract with Universal Protection Services LLC. d/b/a Allied Universal Services, authorized by Resolution 8 of 2016 and effective July 1, 2016 which was extended by amendment dated as of July 1, 2017 and amended by Resolution 26 of 2018 and Resolution 32 of 2018 (collectively the "Contract"), to provide badging services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. The term of the Contract shall be extended from July 1, 2018 through June 30, 2019; and

Section 3. The amount of Payment for Services shall be an amount not to exceed Seventy Nine Thousand Three Hundred Sixty-Seven and 92/100 (\$79,367.92); and

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Universal Protection Services LLC d/b/a Allied Universal Services, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: August 15, 2018

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 August 15, 2018.

Dated: August 15, 2018


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

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
November 7, 2018**

Present:

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

Excused Absence:

Hank Stuart

Others Present:

Andrew Moore	Interim Director of Aviation
Michael E. Davis	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
David Haas	

Meeting was called to order by the Chairman @ 12:22 PM; the meeting started later than expected due to Audit Committee running later than expected.

Public Hearing on Proposed Resolution Authorizing the Director of Aviation to Execute Airline-Airport Use and Lease Agreements with Airlines Operating at the Greater Rochester International Airport

Chairman Vazzana reported that the public hearing was properly advertised on Friday, October 26, 2018 in the Rochester Business Journal. No comments from the public were brought forth. Public Hearing ended at 12:23 PM.

Approval of the Minutes from August 15, 2018

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 6-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board – Travel & Business for July as well as the Credit Card Usage for July.

The statement for travel and business had twenty-five (25) related expenses for the reporting totaling just over \$4,952.00. 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 that was presented for the reporting period had twelve (12) charges totaling \$6,355.00. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

The motion to accept both the report on Travel & Business and Credit Card Usage was moved by Member Perrone and seconded by Member Keith. The motions passed unanimously 6-0.

Audit Committee Report

Presented by Member Howland. Member Howland requested the Board go into Executive Session to discuss outstanding accounts receivables.

Executive Session Begins

The board with unanimous consent made a recommendation to enter executive session at 12:26 p.m. A motion to enter Executive Session was moved by Chairman Vazzana and seconded by Member Howland.

Executive Session Ends

The board exited executive session at 12:56 p.m. A motion to exit Executive Session was moved by Chairman Vazzana and seconded by Member Howland.

Authorize the Administrative Director to Execute a new Airline-Airport Use and Lease Agreement with Airlines Operating at the Greater Rochester International Airport for the Monroe County Airport Authority

Administrative Director Moore reported on the status of the Airline-Airport Use and Lease Agreement negotiations. A motion to authorize the Administrative Director to execute a new agreement was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 6-0.

Approval and Adoption of the 2019 Rates and Charges at the Greater Rochester International Airport

Assistant Treasurer Fedison reported the proposed 2019 Rates and Charges at the Greater Rochester International Airport. Each board member received a handout of the "G3" showing individual rates and charges as part of the ongoing negotiations with the airlines. A motion to accept the approval and adoption of the 2019 Rates and Charges was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 6-0.

Authorize an Amendment to the Agreement with Wahl Media to Provide Media Buying Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that the increased dollar amount from \$150,000 to \$275,000 is to cover additional radio, outdoor billboard, digital and now TV expenses associated with buying spots trafficked and marketing the ROC Airport and its services to the strategic catchment area. Member Kaleh requested that a sample media buy be emailed to her following the meeting. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize and Easement for 1135 Brooks Avenue with NYSDOT for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Donald L. Crumb, Jr., Esq., presented the resolution to the board. A motion to approve and authorize was moved by Member Howland and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Amendment to the Agreement with Anderson & Kreiger LLP to Provide On-Call Legal Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Donald L. Crumb, Jr., Esq., presented the resolution to the board. A motion to approve and authorize was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas reported July 2018 – September 2018 enplanements have continued with an increasing trend. Total enplanements for 2018 are 964,009, an increase of 7.2% as compared to 2017 year to date (YTD). July 2018 enplanements were 121,371, an 8.7% increase over July 2017 enplanements. August 2018 enplanements were 115,854, an increase of 3.5% over August 2017. September 2018 enplanements were 100,068, an increase of 4.8% over September 2017. This summer each month saw the highest passenger enplanements on record since 2012.

Airline passenger share is as follows: Delta 28.9%, American 23.7% and United 20.2%.

As compared to the Thruway Airports – year to date (YTD), Syracuse reported passenger enplanement increases of 11.8%, Buffalo increased 8.1% and Albany increased of 2.5%.

Load factors for July – September 2018 were higher than July – September 2017. Load factors YTD 2018 are 81.3% as compared to 2017 at 79.4% an increase over 2017 of 1.9%.

Seats per day available for July – September 2018 are higher than 2017 by approximately 14,000 seats.

Landing weights for 2018 continue to average about 4.5% over 2017. Departures are up 2.0% YTD 2018.

Director's Report

Interim Airport Director Moore provided the board with updates on airline routes to include new daily non-stop service on JetBlue to Boston (BOS) beginning in January and the select Saturday non-stop service on Southwest to Ft. Myers (RSW) in Feb/March 2019 being served on larger aircraft 173 seats vs. 143 seats last year. Also addressed was the Air Canada service that ended on Oct. 31, 2018 and its non-impact on the "international" status of the Airport as this status relates to the presence of US Customs and Border and its ability to clear flights both on the commercial and general aviation side of the Airport – which ROC US Customs does perform.

Mr. Moore shared with the board that the Airport Rescue and Fire Fighting (ARFF) unit received the Monroe County Service Leadership Unit Commendation Award for their participation in responding to the tanker spill in Mumford, New York. Mr. Moore asked Airport Engineer Gary Gaskin to give an updated on airfield construction. Mr. Moore also provided an update on the terminal renovation project.

Ethics Hotline

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Annual Board Evaluation

Assistant Secretary Crumb provided each board member with a board evaluation to complete and return to his attention so that he can report on the summary results at the January 2019 Board Meeting.

Other Business

No other business was presented. 2019 Board Meeting Dates were provided and will be emailed to board members.

Meeting was adjourned @ 1:11 PM

The next Board Meeting is Wednesday, January 19th, 2019 @ 12 noon.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 35 OF 2018

AUTHORIZE EXECUTION OF AIRPORT USE AND LEASE AGREEMENTS WITH AIRLINES OPERATING AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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

Section 1. Authorize the County Executive, or her designee, to execute an Airport Use and Lease Agreement between the Monroe County Airport Authority and airlines currently operating at the Airport, as well as any additional airline which may serve the Airport in the future, for a term commencing on January 1, 2019 and expiring December 31, 2023.

Section 2. Authorize the County Executive, or her designee, to allocate or adjust leasable space with any signatory airline as may be appropriate and negotiated during the term of this agreement, and any renewals thereof.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither the Airlines nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: November 7, 2018

Vote: 6-0

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 November 7, 2018.

Dated: November 7, 2018


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 36 OF 2018

**APPROVAL AND ADOPTION OF THE 2019 RATES AND CHARGES 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 2013 Rates and Charges 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: Dated: November 7, 2018

Vote: 6-0

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 November 7, 2018.

Dated: November 7, 2018


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

RESOLUTION NO. 37 of 2018

AUTHORIZING AMENDMENT TO THE AGREEMENT WITH WAHL MEDIA TO PROVIDE MEDIA BUYING 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 contract amendments to amend the contract between the Monroe County Airport Authority and Wahl Media to provide media buying services for the Monroe County Airport Authority at the Greater Rochester International Airport as follows:

Article IV PAYMENT FOR SERVICES - is hereby amended to replace "not to exceed One Hundred and Fifty Thousand (\$150,000)" with "not to exceed Two-Hundred and Seventy-five Thousand and 00/100 Dollars (\$275,000)".

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Wahl Media nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: November 7, 2018

Vote: 6-0

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 November 7, 2018.

Dated: November 7, 2018


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 38 of 2018

AUTHORIZE AN EASEMENT FOR 1135 BROOKS AVENUE WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT FOR THE MONROE COUNTY AIRPORT AUTHORITY

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 easement or any consent to easement needed to provide the New York State Department of Transportation with access to 1135 Brooks Avenue for the purpose of a pump station, appurtenances and steam channel upon the subject property as shown on Exhibit "A" attached hereto; and

Section 2. All terms and conditions of the Sub-Lease remain the same.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: November 7, 2018

Vote: 6-0

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 November 7, 2018.

Dated: November 7, 2018


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

RESOLUTION NO. 39 of 2018

**AUTHORIZING AMENDMENT TO THE AGREEMENT WITH ANDERSON & KREIGER
LLP TO PROVIDE ON-CALL LEGAL 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 contract amendments to amend the contract between the Monroe County Airport Authority and Anderson & Kreiger LLP to provide on-call legal services for the Monroe County Airport Authority at the Greater Rochester International Airport as follows:

Article IV PAYMENT FOR SERVICES - is hereby amended to replace "not to exceed Fifty Thousand (\$50,000)" with "not to exceed Seventy-five Thousand and 00/100 Dollars (\$75,000)".

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Anderson & Kreiger LLP nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: November 7, 2018

Vote: 6-0

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 November 7, 2018.

Dated: November 7, 2018


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

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
November 7, 2018

Present:

John H. Perrone Jr., Chairman
Hon. John H. Howland

Excused Absence:

Hank Stuart

Others Present:

Andrew Moore	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Michael E. Davis, Esq.	Secretary
Donald L. Crumb Jr., Esq.	Assistant Secretary
Kenneth Pink	Bonadio & Co. LLP
Erica Gardino	Bonadio & Co. LLP

Meeting was called to order by Member Perrone at 11:22 p.m.

Approval of the Minutes from August 15, 2018

A motion was made to approve by Member Howland and seconded by Member Perrone. The motion passed unanimously 2-0.

Entrance Presentation by Bonadio & Co, LLP

Mr. Kenneth Pink, Partner reviewed the scope of services and deliverables for 2018 including Independent Auditor's Report accompanying the Financial Statements, Investment Compliance, Debt Compliance, Compliance with the Passenger Facility Charge program and Internal Control over Financial Reporting. Fraud interviews are conducted with board members as part of this process which is standard.

Accounting standards related to all governments are reviewed for emerging issues as a best practice (GASB 83: Certain Asset Retirement Obligations, GASB 85: Omnibus 2017, GASB 86: Certain Debt Extinguishment Issues, GASB 87: Leases, GASB 88: Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements, GASB 89: Accounting for Interest Cost Incurred Before the End of a Construction Period. These standards may or may not have an impact on the Authority and if so changes to the current reporting will be applied.

Time table for the Audit was presented beginning with Preliminary Audit Work Nov. 7 – 9th, 2018 with draft reports to Management the week of Mar. 4, 2019 and presentation to the Audit Committee on March 20, 2019. Randy Shepard has stepped off the Audit for this year due to rotation best practices and Ken Pink will be on the Audit this year.

Accounts Receivable

Administrative Director Moore and Airport Attorney Donald L. Crumb Jr., discussed outstanding accounts receivables.

Other Business

No other business presented.

Meeting was adjourned @ 12:22 p.m.

The next Audit Committee Meeting is Wed., January 16th, 2019 @ 11 AM.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated:

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
SPECIAL MEETING
December 11, 2018**

Present:

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

Others Present:

Thomas VanStrydonck	Deputy County Executive
Andrew Moore	Airport Director
Michael E. Davis	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
Tom Niles	Stonebridge Business Partners

Meeting was called to order by the Chairman @ 12:02 PM.

Accounts Receivable Update

Assistant Secretary Donald L. Crumb, Jr. Esq. reported that the meeting today was called to discuss accounts receivable.

Executive Session Begins

The board with unanimous consent made a recommendation to enter executive session at 12:03 p.m. A motion to enter Executive Session was moved by Member Stuart and seconded by Member Howland.

Executive Session Ends

The board exited executive session at 1:02 p.m. A motion to exit Executive Session was moved by Member Stuart and seconded by Member Perrone.

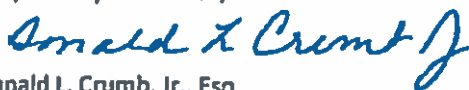
Accounts Receivable Update

Assistant Secretary Donald L. Crumb Jr., Esq. reiterated that at the request of the board a thirty-day (30) demand letter will be requested from the Monroe County Law Department to the vendor seeking items identified in default of the current contract. A motion to approve was moved by Vice-Chairman Flynn and seconded by Member Kaleh. The motion passed unanimously 7-0.

Meeting was adjourned @ 1:00 PM

The next Board Meeting is Wednesday, January 23rd, 2019 @ 12 noon.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 12-13-18