

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
January 30, 2019
11:00 a.m.**

- | | | |
|----|---|---------|
| 1. | Roll Call | Stuart |
| 2. | Approval of Minutes from November 7, 2018 | Stuart |
| 3. | Internal Audit Update | Niles |
| 4. | 2019 Proposed Internal Audit Plan | Niles |
| 5. | Financials at November 30, 2018 | Fedison |
| 6. | Budget to Actual at November 30, 2018 | Fedison |
| 7. | Ethics Hotline Report | Crumb |
| 8. | Other Business | Stuart |

Next meeting: March 27, 2019 @ 11:00 a.m. (Discuss Date Change)

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
January 30, 2019

Present:
Hank Stuart
Hon. John Howland

Excused Absence:
John H. Perrone Jr., Chairman

Others Present:

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

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

Approval of the Minutes from November 7, 2018

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

Internal Audit Presentation

Mr. Tom Niles presented the following Internal Audit results and recommendations for USAirports, Lyft, Uber and Gusto's. Contract compliance recommendations included issuing delinquent payment notices for USAirports, documentation process and/or amendment related to transportation network company (TNC) drivers being aware of prohibitions/requirements, consideration for detailed reporting and geo-fencing for Uber and submission of point of sale reports with Gusto's gross monthly sales report, along with a notification to Gusto that they are not in compliance with operating hours and need to request approval for any changes in this.

2019 Proposed Internal Audit Plan

Mr. Tom Niles presented the Internal Audit Plan for 2019. The plan for 2019 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 2019. The Mapco Auto Parks, Ltd. contract is audited annually. In total the Internal Audit Plan for 2019 will look at contracts totaling \$10 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 my Member Stuart. The motion passed unanimously 2-0.

Financial Reporting

Assistant Treasurer Maryanne Fedison presented the financials through November 30, 2018 stating there is \$27.5 Million cash on hand and that the final Authority debt payment for the original debt has been made and the debt is retired. Accounts receivable is \$1.4 Million with 81% sixty-days or less. It was reported that accounts receivable in arrears due to two vendors. The budget to actual shows 84% of the budget has been expensed in line with past years and under budget at this time. 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 20th to Wed. March 27th due to the date conflicting with the New York Aviation Management Associations (NYAMA) Advocacy Day and staff participation

A reminder to the Audit Committee to review the board policies prior to the March Audit Committee Meeting and a draft of the Audit Financials will be sent to committee members to review prior to the March 27th Audit Committee Meeting.

Meeting was adjourned @ 11:55 a.m.

Annual Ethics Training for Board Members will be given prior to the March Annual Meeting.

The next Audit Committee Meeting is March 27, 2019.

Respectfully Submitted,


Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 02-01-19

Agenda
Monroe County Airport Authority
Regular Meeting
January 30, 2019
12:00 p.m.

- | | |
|--|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from November 7, 2018 | Vazzana |
| 4. Treasurer's Report | Franklin |
| 5. Audit Committee Report | Stuart |
| 6. Approval and Adoption of the Aviation Fees and Charges for the Monroe County Airport Authority at the Greater Rochester International Airport | Fedison |
| 7. Authorize Execution of an Agreement with Lyft, Inc. to provide Transportation Network Company (TNC) services for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 8. Authorize an Agreement with ABT Clearinghouse to Provide Aira Subscription Services for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 9. Authorize Expenditure in an amount not to exceed \$500 for Beacon Sponsorship at the 2019 NY Aviation Management Association (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 10. Authorize Expenditure in an amount not to exceed \$1,000 for Bronze Sponsorship at the 2019 NY Aviation Management Association (NYAMA) Fall Conference & Exhibit Show for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 11. Authorize Expenditure in an amount not to exceed \$1,000 for purchase of a Nikon D3500 DSLR digital camera for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 12. Accounts Receivable | Crumb |
| 14. Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority | Crumb |
| 15. Traffic Report | Haas |
| 16. Director's Report | Moore |
| 17. Other Business | Vazzana |
- Next meeting: March 27, 2019 @ 12 noon (Discuss Date Change)**

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 of 2019

**APPROVAL AND ADOPTION OF THE AVIATION FEES AND CHARGES FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

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

Section 1. The Monroe County Airport authority hereby approves and adopt the Greater Rochester International Airport Aviation Fees and Charges as presented at the meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 30, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Asst. 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
30, 2019
Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 OF 2019

**AUTHORIZE EXECUTION OF AGREEMENT WITH LYFT, INC. TO PROVIDE
TRANSPORTATION NETWORK COMPANY (TNC) 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, Agreements with transportation network company, Lyft, Inc., 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 Lyft, Inc. will operate at the Greater Rochester International Airport, the revenue received from Lyft, Inc. is comparable to the revenue received by the other western and central New York airports, 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. This resolution shall take effect immediately.

ADOPTION: Dated: January 30, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Asst. 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
30, 2019
Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2019

**AUTHORIZE AN AGREEMENT WITH ABT CLEARINGHOUSE TO PROVIDE AIRA
SUBSCRIPTION 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 enter into an agreement with ABT Clearinghouse (AAAE affiliate) to provide Aira Subscription Services for the Monroe County Airport Authority at the Greater Rochester International Airport as follows:

Section 2. The licensing agreement will be for a period of two-years with options for mutually agreed upon renewals. ABT Clearinghouse provides subscription solutions to Airports to provide passengers free access to Aira, services that provide blind and visually impaired passengers with way-finding assistance at the Airport. The expense agreement is not to exceed \$5,000. Minutes are purchased in blocks of 500 minutes at \$2.00 per minute.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 30, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Asst. 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
30, 2019
Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2019

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$500 FOR BEACON SPONSORSHIP AT THE 2019 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 2019 New York Aviation Management Association (NYAMA) Advocacy Day to be held March 19 -20, 2019 in Albany, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 30, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Asst. 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
30, 2019
Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2019

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR BRONZE SPONSORSHIP AT THE 2019 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 2019 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show to be held September 10 -12, 2019 in Syracuse, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 30, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Asst. 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
30, 2019
Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2019

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR PURCHASE OF A NIKON D3500 DIGITAL CAMERA 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 purchase of a Nikon D3500 Digital Camera. This camera will be used for marketing and promotional efforts as determined by the Department of Aviation.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 30, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Asst. 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
30, 2019
Dated:

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

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 30, 2019

Present:

James G. Vazzana, Esq., Chairman
Hon. John J. Howland
Hon. Cynthia Kaleh
Susan Keith
Hank Stuart

Excused Absence:

John J. Perrone, Jr.
R. Thomas Flynn, Vice-Chairman

Others Present:

Andrew Moore	Administrative Director
Michael E. Davis, Esq.	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Tom VanStrydonck	Deputy County Executive
Tom Niles	Stonebridge

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

Approval of the Minutes from November 7, 2018

The minutes were approved without changes. A motion to accept the minutes was moved by Member Howland and seconded by Member Keith. The motion passed unanimously 5-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had thirteen (13) related expenses of \$2,038.00 for the reporting period. The business/travel expenses were submitted within the required ten (10) days and with appropriate supporting documentation and no expenses submitted were rejected.

A motion to accept the travel and business report was moved by Member Kaleh and seconded by Member Howland. The motion passed unanimously 5-0.

The statement for credit card usage by the Director was presented for the reporting period with four (4) charges totaling \$490.69. The credit card expenses were submitted within the required ten (10) days and with appropriate supporting documentation.

A motion to accept the credit card usage report was moved by Member Howland and seconded by Member Keith. The motion passed unanimously 5-0.

Audit Committee Report

Presented by Member Stuart.

Approval and Adoption of the Aviation Fees and Charges for the Monroe County Airport Authority at the Greater Rochester International Airport. Assistant Treasurer Maryanne Fedison reported this is a modest increase and

rates have not been updated since 1993 and still below Thruway Airports. The motion to accept the Aviation Fees and Charges was moved by member Keith and seconded by member Kaleh. The motion passed unanimously 5-0.

Authorize Execution of an Agreement with Lyft, Inc. to provide Transportation Network Services (TNC) for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that Lyft, Inc. is an 18 month contract, current and on time with their accounts receivables and Stonebridge recommended that one additional requirement be added to their contract.

A motion to approve and authorize renewal of Lyft, Inc. agreement was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 5-0.

Authorize an Agreement with ABT Clearinghouse to Provide Aira Subscription Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb reported that ABT would provide for subscription services purchased in blocks of time that would allow ROC passengers to download a free app when in the terminal to allow passengers who are blind or visually impaired to have verbal way finding assistance via a live agent using their mobile device. A motion to approve and authorize was moved by Member Howland and seconded by Member Kaleh. The motion passed unanimously 5-0.

Authorize Expenditure in an Amount Not to Exceed \$500 for Beacon Sponsorship at the 2019 NY Aviation Management Association (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore 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 Treasurer 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 Keith and seconded by Member Stuart. The motion passed unanimously 5-0.

Authorize Expenditure in an Amount Not to Exceed \$1,000 for Bronze Sponsorship at the 2019 NY Aviation Management Association (NYAMA) Fall Conference & Exhibit Show for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that typically the Airports in the state sponsor the NYAMA Fall Conference. This year's conference is being held in September in Syracuse, 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 Keith and seconded by Member Stuart. The motion passed unanimously 5-0.

Authorize Expenditure in an amount not to exceed \$1,000 for purchase of Nikon D3500 DSLR digital camera for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that the Airport would like to purchase a camera to keep here in Administration that take quality images to document the recent project, events and other related marketing needs. A motion to approve and authorize was moved by Member Howland and seconded by Member Kaleh. The motion passed unanimously 5-0.

Accounts Receivable

Executive Session Begins

The board with unanimous consent made a recommendation to enter executive session at 12:17 p.m. A motion to enter Executive Session was moved by Chairman Vazzana and seconded by Member Stuart. Normal Communications and Stonebridge were invited to stay for a portion of the Executive Session.

Executive Session Ends

The board exited executive session at 1:15 p.m. A motion to exit Executive Session was moved by member Keith and seconded by Member Stuart.

Special Board Meeting

A motion to hold a special board meeting for Wednesday, February 13, 2019 at 12 noon was moved by member Stuart seconded by Member Kaleh. The motion passed unanimously 5-0.

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 Officer 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.

Director's Report

Administrative Director Moore reported that 2018 total passenger traffic increased 6.2% as compared to 2017 total passenger traffic. 2018 total passengers was approximately 2.5 million. Administrative Director Moore also reported that the ROC Airport Renovation Project has been recognized to date with 3 awards; American Association of Airport Executives (AAAE), 2018 Most Innovative Airport Award for small-medium Hub Airports, American Public Works Association (APWA), Genesee Valley Chapter- Structural Project of the Year Award and the American Council of Engineering Companies (ACEC), NY- Platinum Award for the newly Constructed Terminal Canopy.

Other Business

Chairman Vazzana thanked board members who participated in hosting lunch at the ATC tower for federal employees during the government shut down.

No other business was presented. The meeting date for March was proposed to be moved to March 27, 2019 due to the conflict with the New York Aviation Management Associations Advocacy Day. Members were able to reach a quorum for that date, and the meeting date is changed.

Meeting was adjourned @ 1:20 PM

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 02-01-19

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 of 2019

**APPROVAL AND ADOPTION OF THE AVIATION FEES AND CHARGES FOR THE
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Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 30, 2019

Vote: 5-0

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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
30, 2019

Dated: *January 30, 2019*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 OF 2019

**AUTHORIZE EXECUTION OF AGREEMENT WITH LYFT, INC. TO PROVIDE
TRANSPORTATION NETWORK COMPANY (TNC) SERVICES FOR THE MONROE COUNTY
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30, 2019

Dated: *January 30, 2019*

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2019

**AUTHORIZE AN AGREEMENT WITH ABT CLEARINGHOUSE TO PROVIDE AIRA
SUBSCRIPTION SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE
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Section 3. The records in the Office of the Monroe County Treasury have indicated that neither ABT Clearinghouse nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 30, 2019

Vote: 5-0

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Dated: *January 30, 2019*

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2019

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$500 FOR BEACON SPONSORSHIP AT THE 2019 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) ADVOCACY DAY FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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Section 2. This resolution shall take effect immediately.

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2019

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR BRONZE SPONSORSHIP AT THE 2019 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE & EXHIBIT SHOW FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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Dated: *January 30, 2019*

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2019

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR PURCHASE OF A NIKON D3500 DIGITAL CAMERA FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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ADOPTION: Date: January 30, 2019

Vote: 5-0

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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
30, 2019

Dated: *January 30, 2019*

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

**Agenda
Monroe County Airport Authority
Special Meeting
February 13, 2019
12:00 p.m.**

- | | |
|--|---------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from January 30, 2019 | Vazzana |
| 4. Accounts Receivable | Crumb |
| 5. Other Business | Vazzana |

Next meeting: Wed. March 27th, 2019
11:00 AM – Audit Committee
11:30 AM – Governance Committee
12:00 Noon – Annual Meeting
12:05 PM – Regular Meeting

**Agenda
Monroe County Airport Authority
Special Meeting
March 1, 2019
2:00 p.m.**

- | | |
|---|-------|
| 1. Pledge of Allegiance | Flynn |
| 2. Roll Call | Flynn |
| 3. Approval of Minutes from February 13, 2019 | Flynn |
| 4. Accounts Receivable | Crumb |
| 5. Other Business | Flynn |

Next meeting: Wed. March 27th, 2019
10:45 AM – Finance Committee
11:00 AM – Audit Committee
11:30 AM – Governance Committee
12:00 Noon – Annual Meeting
12:05 PM – Regular Meeting

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
February 13, 2019**

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.

Absent:

Robert Franklin, Treasurer

Others Present:

Andrew Moore	Administrative Director
Michael E. Davis, Esq.	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer

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

Approval of the Minutes from January 30, 2019

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

Authorizing Amendment to the Agreement with Genesee Transportation, Inc. to provide for Taxicab Service for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb stated that the Airport received limited responses to a Request for Proposals (RFP) and this resolution will extend the current agreement for one year under the same terms to allow more time to explore options. Director Moore explained that many airports have encountered similar situations with taxi services in light of the emergence of transportation network companies such as Uber and Lyft. Member Stuart suggested adding Genesee Transportation to the Internal audit for 2019 to gather a breakdown of data.

A motion to approve and authorize was moved by Member Keith and seconded by Member Stuart. The motion passed unanimously 6-0.

Accounts Receivable

Executive Session Begins

The board with unanimous consent made a recommendation to enter executive session at 12:15 p.m. A motion to enter Executive Session was moved by Member Kaleh and seconded by Member Keith. Chairman Vazzana was recused from Executive Session due to conflicts of interest based on three business relationships between the Chairman and the concessionaire.

Executive Session Ends

The board exited executive session at 1:57 p.m. A motion to exit Executive Session was moved by Member Kaleh and seconded by Member Howland.

Accounts Receivable

Pursuant to delinquent accounts receivable regarding Normal Communications, LLC the Authority directs the Administrative Director to offer a settlement to recover full payment of arrears and establish new payment procedures going forward. If full payment of arrears is not received by March 1, 2019 by 5:00 pm the Administrative Director is instructed to pursue the Authorities remedies under the Agreement of under the law, including but not limited to termination of the contract. The motion to approve was moved by Member Stuart seconded by Member Keith. The motion passed unanimously 5-0.

Other Business

No other business was presented.

Meeting was adjourned @ 1:58 PM

Next Meeting: Wed. March 27th, 2019

10:45 AM – Finance Committee (as requested by the Board)

11:00 AM – Audit Committee

11:30 AM – Governance Committee

12:00 Noon – Annual Meeting

12:05 PM – Regular Meeting

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: February 20, 2019

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 OF 2019

AUTHORIZING AMENDMENT TO THE AGREEMENT WITH GENESEE TRANSPORTATION, INC. TO PROVIDE FOR 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 the contract between the Monroe County Airport Authority and Genesee Transportation, Inc., for taxicab service for the Monroe County Airport Authority at the Greater Rochester International Airport as follows:

The Agreement shall be extended from March 1, 2019 to February 28, 2020 (the "Extension Term").

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: February 13, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held February 13, 2019.

Dated: February 13, 2019


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

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
SPECIAL MEETING
March 1, 2019**

Present:

**R. Thomas Flynn, Vice-Chairman
Hon. John J. Howland
Hon. Cynthia Kaleh
Susan Keith
Hank Stuart**

Excused Absence:

**James G. Vazzana, Esq., Chairman
John J. Perrone, Jr.
Robert Franklin, Treasurer
Michael E. Davis, Esq., Secretary**

Others Present:

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

Meeting was called to order by the Vice-Chairman @ 2:05 PM

Accounts Receivable

Legal Counsel advised the board that Chairman Vazzana's prior recusal applied to this Special Meeting and he would not be permitted to participate in the Normal Communications, LLC accounts receivable discussion or decision. Details of the recusal are set forth in the previously reported in the minutes of the Special Meeting on February 13, 2019.

Executive Session Begins

The board with unanimous consent made a recommendation to enter executive session at 2:06 PM. A motion to enter Executive Session was moved by Member Keith and seconded by Member Kaleh.

Executive Session Ends

The board exited executive session at 3:10 PM. A motion to exit Executive Session was moved by Member Kaleh and seconded by Member Howland.

Accounts Receivable

The board resolved the following:

- 1.) Not to accept the proposal submitted on behalf of Normal since it does not provide repayment of the arrears, requires the currently breached Agreement be extended, and may possibly require Authority actions which could be perceived as violating State and County procurement law and policies;**
- 2.) To instruct the Administrative Director apply the following credits the arrears owed:**
 - a. The \$45,000 payment made by Normal which was to be applied to the final payments owed under Amendment No. 4;**
 - b. The \$26,350 in repair, maintenance, and reprint costs incurred by Normal due to the construction project at the ROC and evidenced by invoices supplied by T. Costa on February 25, 2019;**
 - c. \$ 45,826.45 in payments received from Normal since the above-mentioned December 17, 2018 correspondence was sent.**

- 3.) To deny further credits for business interruption caused by the construction project since the amount claimed by Normal is significantly less than the credit provided by Amendment No. 4 for anticipated disruption.
- 4.) To reaffirm its prior resolution that if Normal fails to remedy its breach of the Agreement by 5:00 p.m. today, March 1, 2019, the Administrative Director is to:
 - a. Declare the Agreement terminated and then:
 - b. Deactivate all badges in the possession of Normal's staff in accordance with Federal law.
 - c. Refer the matter to the County Attorney, as attorney for the Authority, to pursue all legal remedies available to collect the amounts owed to the Authority by Normal.

The motion to approve was moved by Member Stuart seconded by Member Howland. The motion passed unanimously 5-0.

Other Business

Administrative Director Moore informed the board that the ROC Airport has been awarded by the New York State Chapter of the American Public Works Association (APWA) "Project of the Year" for the ROC Renovation. No other business was presented.

Meeting was adjourned @ 3:14 PM

Next Meeting: Wed. March 27th, 2019

- 10:45 AM – Finance Committee
- 11:00 AM – Audit Committee
- 11:30 AM – Governance Committee
- 12:00 Noon – Annual Meeting
- 12:05 PM – Regular Meeting

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: March 4, 2019

Agenda
Monroe County Airport Authority
Finance Committee Meeting
March 27, 2019
10:45 a.m.

- | | |
|---|---------------------|
| 1. Roll Call | Stuart |
| 2. Approval of Minutes from March 25, 2015 | Stuart |
| 3. Discussion of Current Debt | Franklin |
| 4. Update of Airport Capital Program | Moore/Gaskin |
| 5. Other Business | Stuart |

Next meeting is TBD

Agenda
Monroe County Airport Authority
Audit Committee Meeting
March 27, 2019
11:00 a.m.

- | | | |
|----|--|---------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from January 30, 2019 | Perrone |
| 3. | Bonadio: Presentation of the 2018 Audit | Shepard |
| 4. | Annual Reporting and Resolution | Fedison |
| | <ul style="list-style-type: none">▪ Annual Public Authorities Report▪ Public Authorities Reporting Information System (PARIS) Report▪ Policy Review and Update | |
| 5. | Litigation Report | Crumb |
| 6. | Ethics Hotline Report | Crumb |
| 7. | Other Business | Perrone |

Next meeting is May 15, 2019

Agenda
Monroe County Airport Authority
Governance Committee Meeting
March 27, 2019
11:30 a.m.

- | | | |
|----|---|-------|
| 1. | Roll Call | Flynn |
| 2. | Approval of Minutes from August 15, 2018 Governance Committee Meeting | Flynn |
| 3. | Annual Review of Mission Statement and Performance Goals & Measures | Flynn |
| 4. | Annual Review of Confidential Evaluation of Board Performance - Summary Results | Crumb |
| 5. | Authorities Budget Office Policy Guidance Update | Crumb |
| 6. | Ethics Hotline Report | Crumb |
| 7. | Other Business | Flynn |

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
March 27, 2019**

Present:
Hank Stuart
Hon. John Howland

Excused Absence:
John J. Perrone Jr., Chairman

Others Present:

Andy Moore	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Michael E. Davis, Esq.	Secretary
Donald L. Crumb Jr., Esq.	Assistant Secretary
Ken Pink	Bonadio Group

Meeting was called to order by Member Stuart at 11:13 a.m.

Approval of the Minutes from January 30, 2019

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

Bonadio: Presentation of the 2018 Audit

Mr. Ken Pink, Bonadio Group presented the draft 2018 MCAA Audit. He reviewed the required communications letter, draft financial statements, PFC financial statements, debt compliance report and investment compliance report. Mr. Pink noted that Bonadio has issued an unmodified clean opinion and no management letter was needed showing that the MCAA has no deficiencies in internal controls. Mr. Pink said this is significant showing that the Finance Team led by Assistant Treasurer Maryanne Fedison is doing an excellent job. It was noted that this was Mr. Pink's first year in the engagement partner rotation schedule. The next rotation schedule goes through Dec. 31, 2022 and likely Mr. Randy Shepard will be the engagement partner for that rotation. Member Howland inquired about the accounts receivable portion of the Financial Statements as it pertained to the decrease in accounts receivable. Mr. Pink further explained that the default on 3/1/19 impacted the valuation as of Dec. 31, 2018 and that management wrote off the balance. A motion was made to approve the 2018 Audit by Member Howland and seconded by Member Stuart. The motion passed unanimously 2-0.

Annual Reporting & Resolution

Assistant Treasurer Fedison reported that Stonebridge is finishing up internal audits that they will present to the committee at the next meeting.

Assistant Treasurer Maryanne Fedison reported that the 2018 Rates and Charges true-up was presented to the airlines on prior to this meeting. Total credits being issued back to the airlines is \$833,000 mainly due to changes in terminal rent, joint use & landing fees.

Assistant Treasurer Maryanne Fedison presented the Annual Public Authorities Report and PARIS Report for 2018. 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.rocaairport.com as required annually.

A motion was made to approve and recommend approval to the full board of the Annual Public Authorities Report and PARIS Report for 2018 along with Board Policies by Member Howland and seconded by Member Stuart. The motion passed unanimously 2-0.

Litigation Report

Assistant Secretary Crumb reported the annual litigation report to the audit committee. There are currently two (2) cases pending; one expected to be dismissed and another in the discovery phase.

Ethics Hotline Report

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

Other Business

No other business was presented.

Meeting was adjourned @ 11:44 a.m.

The next Audit Committee Meeting is May 15, 2019.

Respectfully Submitted,


Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 4-5-19

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
March 27, 2019**

Present:

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

Others Present:

Thomas VanStrydonck	Deputy County Executive
Andrew Moore	Administrative Director
Michael E. Davis	Secretary
Donald L. Crumb Jr., Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by Chairman Flynn at 11:45 am.

Approval of the Minutes from August 15, 2018 Governance Committee Meeting

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

Authorities Budget Office Policy Guidance Update

Assistant Secretary Crumb reported that there is no new policy guidance from the ABO at this time.

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. Member Kaleh mentioned about the Governance Committee being brought into the discussion about future board structure as the next five years approach with the debt issuance maturity date. Conversation ensued about the discussion being a timely process. Chairman Flynn stated that he would like a timeline for beginning these discussions moving forward and that the Administration has the responsibility to give the committee recommendations. Member Kaleh would like Governance meetings more regularly for that purpose and for Governance to then release the information to the full board.

Meeting was adjourned @ 11:57 PM

Respectfully Submitted


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 4-5-19

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Finance Committee Meeting
March 27, 2019**

Present:

**Hank Stuart, Chairman
Susan Keith**

Excused Absence:

James G. Vazzana, Esq.

Others Present:

Andy Moore	Administrative Director
Bob Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Michael E. Davis	Secretary
Donald L. Crumb Jr. Esq.	Assistant Secretary

Meeting was called to order at 10:46 am.

Approval of Minutes from March 25, 2015

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

Discussion of Current Debt

Treasurer Bob Franklin reported that Assistant Treasurer Fedison and he worked on a borrowing structure for the Authority for several General Aviation (GA) projects totaling \$2 Million at 2.11% fixed interest with a maturity schedule of five years reaching full maturity on Oct. 1, 2023. This issuance of debt also extends the functionality of the Authority board for the same time period. It was noted that in the past Authority bond payments were in the \$8-10 million range and this payment is \$400,000. Director Moore added that the Federal Aviation Administration (FAA) focuses mainly on commercial aviation at ROC and that these funds will be used for needed improvements to the GA side of the airport where FAA funding sources would rank GA projects lower reducing the probability of funding them. Treasurer Franklin noted that the bond issuing was beneficial to both the County and the Authority and that with interest rates this low, it might be considered again in the future.

Update of Airport Capital Program

Administrative Director Andy Moore reported that every year the Airport, their engineering consultant and the Airport Engineer meet with the Federal Aviation Administration (FAA) New York Airport District Office Manager (NYADO) Evelyn Martinez and her staff to review the Airport Capital Improvement Program (ACIP) which is a 3 year plan. The County of Monroe has a 6 year CIP plan. For this reason it is noted that due to the FAA changing priorities based on incursion trends etc. at alternate airports, amendments in priorities to the ACIP are common and thus the Airport makes amendments to the CIP before the County Legislature. The 2019 ACIP projects and funding were discussed and explained.

Other Business

No other business was reported. Member Stuart noted that Finance Committee meetings could be more regular in the future even though Finance Committee is required to meet when debt is issued or in consideration of being issued.

Meeting was adjourned @ 11:12 AM

Respectfully Submitted,

A handwritten signature in blue ink that reads "Donald L. Crumb Jr." with a stylized flourish at the end.

Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 4-5-19

Agenda
Monroe County Airport Authority
Annual Meeting
March 27, 2019
12:00 Noon

- | | | |
|----|--|----------------------------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from March 28, 2018 | Vazzana |
| 4. | Appointment of Officers
Proposed Slate: | Vazzana |
| | Vice Chairperson: | R. Thomas Flynn |
| | Assistant Secretary: | Donald L. Crumb, Jr., Esq. |
| | Assistant Treasurer: | Maryanne Fedison |
| 5. | Other Business | Vazzana |
| 6. | Adjournment | Vazzana |

**Agenda
Monroe County Airport Authority
Regular Meeting
March 27, 2019
12:05 p.m.**

- | | |
|---|----------|
| 1. Roll Call | Vazzana |
| 2. Approval of Minutes from March 1, 2019 | Vazzana |
| 3. Treasurers Report | Franklin |
| 4. Finance Committee Report | Stuart |
| 5. Governance Committee Report | Flynn |
| 6. Audit Committee Report | Perrone |
| 7. Approve Submission of Annual Report and Acceptance of 2018 Audit Report by Bonadio & Company, LLP for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 8. Authorization to offer an Incentive Package with Existing Advertisers Impacted by the Termination of the Advertising Concessionaire for the Monroe County Airport Authority at the Greater Rochester International Airport | Crumb |
| 9. Accounts Receivable Update | Crumb |
| 10. Litigation Report | Crumb |
| 11. Traffic Report | Haas |
| 12. Director's Report | Moore |
| 13. Other Business | Vazzana |

Next meeting is May 15, 2019

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2019

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2018 AUDIT REPORT BY BONADIO & COMPANY, LLP

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

Section 1. The Annual Report for the Monroe County Airport Authority as presented at this meeting, is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Maryanne Fedison, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies, as revised and updated, as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (<http://www2.monroecounty.gov/airport-MCAA.php>)

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2018 AUDIT REPORT BY BONADIO & COMPANY, LLP

Section 4. The Authority having reviewed the 2018 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law.

ADOPTION: Dated: March 27, 2019

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 March 27, 2019.

Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2019

**AUTHORIZATION TO OFFER AN INCENTIVE PACKAGE WITH EXISTING
ADVERTISERS IMPACTED BY THE TERMINATION OF THE ADVERTISING
CONCESSIONAIRE 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 negotiate and execute an incentive package with existing advertisers at The Greater Rochester International Airport (ROC) impacted by the termination of the advertising concessionaire.

Section 2. The Administrative Director is authorized to waive advertising charges for advertising placed on digital media for a period of up to three (3) months per advertiser.

Section 3. The Administrative Director is authorized to provide credits towards future advertising charges for up to \$1,000 per advertiser for production of new advertising materials.

Section 4. This resolution shall take effect immediately.

ADOPTION:

Dated: March 27, 2019

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 March 27, 2019.

Dated:

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

Minutes
MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING MINUTES
March 27, 2019

Present:

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

Excused Absence:

John J. Perrone, Jr.

Others Present:

Thomas VanStrydonck	Deputy County Executive
Andrew Moore	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Michael E. Davis, Esq.	Secretary
Donald L. Crumb, Jr., Esq.	Assistant Secretary

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

Approval of the Minutes from March 28, 2018

Moved by Member Kaleh and seconded by Member Howland that the minutes be approved without changes. The motion passed unanimously 6-0.

Appointed of Officers

Proposed Slate:

Chairman Vazzana proposed the following appointed officers as annually required by the Authority By Laws: R. Thomas Flynn as Vice – Chairperson, Donald L. Crumb, Jr., Esq., as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Kaleh and seconded by Member Howland. The motion passed unanimously 6-0.

Other Business

No other business presented.

Meeting was adjourned @ 12:01 PM

The next Annual Meeting will be scheduled for March 25, 2020.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 4-5-19

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 27, 2019**

Present:

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

Excused Absence:

John J. Perrone, Jr.

Others Present:

Thomas VanStrydonck	Deputy County Executive
Andrew Moore	Administrative Director
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 @ 12:01 PM

Approval of the Minutes from February 13, 2018 & March 1, 2018

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

Treasurers Report

Treasurer Franklin reported that there are three (3) reports today to go before the Board. The statement for travel and business had eleven (11) related expenses for the reporting totaling just over \$1,801.00. 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 was presented for the reporting period of January and February 2019 had on it six (6) charges totaling just under \$1,297.00. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

Also, it was noted that the October 2019 credit card usage report was not before the board as of yet. The statement for credit card usage by the Director was presented for the reporting period of October 2018 and had on it five (5) charges totaling just under \$283.00. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. Member Kaleh inquired as to why the October 2018 credit card report was coming in now. Treasurer Franklin explained that it was realized that it wasn't reported at the October meeting or the November meeting so was reporting it now.

A motion to accept the report on travel and business was moved by Member Kaleh and seconded by Member Keith. The motion passed unanimously 6-0.

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

A motion to accept the report on credit card usage for October 2018 was moved by Member Kaleh and seconded by Member Flynn. The motion passed unanimously 6-0.

Finance Committee Report

Presented by Member Stuart.

Governance Committee Report

Presented by Member Flynn.

Audit Committee Report

Presented by Assistant Treasurer Fedison.

Approve Submission of the Annual Report and Acceptance of 2018 Audit Report by Bonadio & Co., LLP

Director Moore reported that Bonadio had presented earlier to the Audit Committee and Assistant Treasurer Fedison had just presented the Audit Committee report to the board with a recommendation to the board that the board pass a motion to approve board policies and the 2018 Audit as presented in detail earlier by Bonadio & Co., LLP to the Audit Committee. Treasurer Franklin added that it was noted by Bonadio in Audit that Assistant Treasurer Maryanne Fedison was doing a great job with the Airport Finances. A motion to approve and adopt was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 6-0.

Authorization to offer an Incentive Package with Existing Advertisers impacted by the Termination of the Advertising Concessionaire for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb stated that in working with advertisers at ROC during the interim authorizing the Administrative Director approval to offer incentives may be useful in creating value for advertisers affected by this transition period. Jennifer Hanrahan, Marketing & PR Coordinator provided a brief overview of where the Airport was to date with reaching out to current advertisers. Member Stuart and Member Flynn asked for a report at the next board meeting of that work. A motion to approve and authorize was moved by Member Kaleh and seconded by Member Stuart. The motion passed unanimously 6-0.

Accounts Receivable Update

Presented by Assistant Secretary Donald L. Crumb Jr., Esq., stating that there is one (1) accounts receivable that has been moved to litigation and should commence in 4-6 weeks. A letter of objection has been received as well and that the board will rely on litigations recommendations moving forward to achieve the best case for success.

Litigation Report

Assistant Secretary Crumb reported the annual litigation report to the board. There are currently two (2) cases pending; one expected to be dismissed and another in the discovery phase.

Traffic Report

Mr. Dave Haas reported January 2019 enplanements at 89,005 about the same as January 2018 enplanements at 89,012 – a decrease of only .01%. February 2019 enplanements were 90,318, a decrease of 1.5% compared to February 2018 enplanements of 91,691. The first two months of 2019 decreased 1,380 enplanements total as compared to 2018 YTD enplanements or a decrease of just 0.8%. The lower enplanement numbers can be attributed to several weather events during the past two months (snowstorms & windstorms) which resulted in numerous airline flight cancellations. January and February are also normally ROC's lowest months in terms of passenger travel as airline capacity is cutback and smaller aircraft are used.

As compared to the Thruway Airports – Syracuse led all four airports with an 11.2% growth for Jan/Feb 2019. Over the past year and a half, Syracuse received new service from ultra low-cost carriers Allegiant and Frontier with service primarily to Florida destinations. JetBlue also provides additional Florida flights from Syracuse. Albany had growth over 2018 of 3.2% primarily due to similar reasons as Syracuse. Southwest also provides additional Florida flights from Albany as compared to Rochester. Buffalo enplanements decreased 2.2% along with Rochester's 0.8%.

Load factors for January 2019 increased as compared to January 2018 coming in at 78.8% and February 2019 increased as compared to February 2018 coming in at 84.1%. Available seats for January 2019 was 112,948 a decrease of 6,911 seats as compared to January 2018. Available seats for February 2019 was 107,355 a decrease of 7,023 seats as compared to February 2018.

Landing weights were down 7.1 % for January 2019 and down 5% for February 2019. Cargo tonnage handled at ROC showing a slight increase over 2018 during the first two months of 2019.

Departing trips for January/February 2019 were down 2,716 as compared to January/February 2018 at 2,917 a decrease of 6.9%. Again, due to same reasons: weather and schedules.

Director's Report

Director Moore reported that the aviation industry had been addressing the 737-Max 8 issue recently. At ROC it was reported that Southwest (WN) occasionally services ROC with the 737-Max 8; the second Orlando (MCO) non-stop from ROC during the upcoming April Break originally had this equipment in the schedule however, Southwest (WN) has replaced those with the 737-800 maintaining the same number of seats 175 – so little to no interruptions are expected.

Director Moore reported at the earlier committee meeting that ROC staff had met with the Federal Aviation Administration (FAA) New York Airport District Office (NYADO) to go over the three year Airport Capital Improvement Plan (ACIP) and signed off on upcoming projects funded 90% by the FAA, 5% by the State of NY and 5% by MCAA Renewal & Replacement or local funding.

The Airport received the American Public Works Association (APWA) NYS award for the Terminal Entrance Canopy last week in Utica, NY. It was reported that this is the 4th award so far – for the ROC Renovation Project. There was also recent notification that the Hearing Loss Association of American (HLAA) is awarding ROC the Municipality of the Year award for our efforts to assist passengers with hearing loss through the use of technology.

Director Moore reported that an online story listed the top 25 airports for cancellations & delays with ROC listed in 5th place. The story is bias and misleading as it is published by a company that sells trip insurance. It neglects to report that the percentage of flights cancelled at ROC is 3%; the other 97% are on time.

Mr. Moore reported that the airshow is coming together nicely for Sat. Aug. 24th & Sun. Aug. 25th. To date, there are 17 static aircraft, 9 aerial shows including the USAF Thunderbirds and the F-22 Raptor. There will be 12-15 food trucks on site and the airport is hoping for good weather.

Director Moore stated that the 3Q 2018 average airfares had ROC at \$361 on average per round trip ticket – lower than 2017 and 2016. 4Q is expected to be released in April 2019. As always, board members are welcome to reach out to Andy or his staff with any questions anytime.

Member Kaleh asked for an update on the American Sign Language (ASL) to voice & text technology at ROC. Mr. Moore reported that the system is being tested and once it is up and running we will be working to push that information out to the public, along with technology called Aira to assist visually impaired travelers. Jennifer Hanrahan, Marketing & PR Coordinator provided a brief description of Aira to the board.

Member Howland wished to discuss further amounts owed as it pertains to accounts receivable.

Enter Executive Session

A motion to enter executive session was moved by Member Howland and seconded by Member Flynn at 12:41 pm. The motion passed unanimously 6-0.

Exit Executive Session

A motion to exit executive session was moved by Member Stuart and seconded by Member Kaleh at 1:08 pm. The motion passed unanimously 5-0.

Other Business

No other business was presented.

Meeting was adjourned @ 1:09 PM

The next Board Meeting is May 15, 2019.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 05-15-19

Agenda
Monroe County Airport Authority
Audit Committee Meeting
May 15, 2019
11:00 a.m.

- | | | |
|----|---|----------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from March 27, 2019 | Perrone |
| 3. | Internal Audit Update | Niles |
| 4. | Financials at March 31, 2019 | Franklin |
| 5. | Budget to Actual at March 31, 2019 | Franklin |
| 6. | Ethics Hotline Report | Crumb |
| 7. | Other Business | Perrone |

Next Meeting is July 17, 2019

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

May 15, 2019

Present:

John H. Perrone Jr., Chairman

Hon. John H. Howland

Hank Stuart

Others Present:

Donald L. Crumb Jr., Esq.

Assistant Secretary

Tom Niles

Stonebridge Business Partners

Meeting was called to order by Member Perrone at 11:00 a.m.

Approval of the Minutes from March 27, 2019

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 is currently one (1) completed audit to present to the Audit Committee for ROC Hotel Ventures. The Gusto audit had already been presented at the January 2019 meeting. Overall objectives of the ROC Hotel Ventures audit were presented to the board. Audit period, gross revenue and rent were discussed. Reconciliation without material variance and no reportable findings as they related to gross revenue were found. Maintenance, front staff and security expenses seemed appropriate for the level of business. Mr. Niles reported two other audits are in process National & Avis car rentals. Both should be wrapped up in the next few weeks. Mr. Niles also reported near completion of pay applications as they relate to the renovation project. All has been reconciled thus far and as the project payment wraps up this will continue until complete.

Financial Reporting

Treasurer Robert Franklin reported the financials at March 31, 2019 in Assistant Treasurer Maryanne Fedison's absence. Balance sheet reported cash solid with old debt fully paid off. Accounts receivable balance contains credit memos to the airlines for the year end true-up. With the exception of the receivables owed by Normal Communications all are under 60 days old. Revenues & expenses running lower than last year at this time. Fee revenue of \$1.72 million less than this time last year – airlines pay less in landing fee's with new Airline/Use and Lease agreement. Total expenses \$3.962 million lower at this time, due to the delay in Monroe County posting the airport security expenses; really about \$1 million less due to lower Operations & Maintenance costs & elimination of debt.

Treasurer Franklin reported that the Budget to Actual at March 31, 2019 shows utilization of 14% to date, well below usual expectation. Transfer to R&R fund will occur later this month as well. Conversation ensued about accounts receivable.

A motion was made to approve by Member Perrone and seconded by Member Stuart. The motion passed unanimously 2-1.

Ethics Hotline Report

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

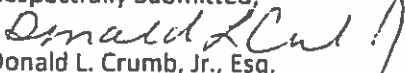
Other Business

No other business presented.

Meeting was adjourned @ 11:27 a.m.

The next Audit Committee Meeting is July 17, 2019.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 05 - 15 - 19

**Agenda
Monroe County Airport Authority
Regular Meeting
May 15, 2019
12:00 pm**

- | | |
|--|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from March 27, 2019 | Vazzana |
| 4. Treasurers Report | Franklin |
| 5. Audit Committee Report | Perrone |
| 6. Authorize an Amendment to the Sub-Lease Agreement for the Portion of Real Property where Hangar Nos. 1 and 2 are located for the Monroe County Airport Authority at the Greater Rochester International Airport and Identified as Part of 1313 South Hangar Road with USAirports Flight Support LLC | Crumb |
| 7. Traffic Report | Haas |
| 8. Directors Report | Moore |
| 9. Other Business | Vazzana |

Next meeting is July 17, 2019

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2019

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

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

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

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

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 2019

Vote: X-X

I, Donald L Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held May 15, 2019.

Dated:

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

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
May 15, 2019

Present:

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

Excused Absence:

R. Thomas Flynn, Vice-Chairman

Absent:

Hon. Cynthia Kaleh

Others Present:

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

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

Approval of the Minutes from March 27, 2019

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Howland. The motion passed unanimously 5-0.

Audit Committee Report

Presented by Member Perrone.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had eight (8) related expenses for the reporting totaling just over \$1060.33. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

The statement for credit card usage by the Director was presented for the reporting period of March 2019 had on it two (2) charges totaling just under \$218.99. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. Memo

A motion to accept the report on travel and business was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 5-0.

A motion to accept the report on credit card usage was moved by Member Stuart and seconded by Member Perrone. The motions passed unanimously 5-0.

Authorize an Amendment to the Sub-Lease Agreement for the Portion of Real Property where Hangar Nos. 1 and 2 are located for the Monroe County Airport Authority at the Greater Rochester International Airport and Identified as Part of 1313 South Hangar Road with USAirports Flight Support, LLC

Assistant Secretary Crumb stated that one of USAirports leases covers hangar #1 & #2. The hangars could be costly to remove, rehabilitate. USAirports is exploring returning hangar #1 & 2 and will be getting back to us for use for the Airport to potentially build a Snow Removal Equipment (SRE) facility. While it would be a reduction in revenue to

the Airport, the site would be an appropriate location for a SRE facility. Cost of demolition is unknown at this time, nothing is occupied in the buildings at this time. Director Moore added that as part of the three year plan meeting to the FAA NYADO, a future SRE building site had been discussed. Preliminary authorization to move forward is what this resolution aims for. Development of the parcel will come back to the board for approval. Prior there was a flight school in one of the buildings and used as hangars for single engine Cessna's/Pipers. Useful life for the hangars has passed. A motion to approve and authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 5 -0.

Director's Report

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

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

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

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

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

Enter Executive Session

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

Exit Executive Session

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

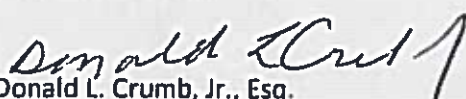
Other Business

No other business was presented.

Meeting was adjourned @ 1:21 PM

The next Board Meeting is July 17, 2019

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 05-15-19

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2019

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

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

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

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

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


Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held May 15, 2019.

Dated: 05-15-19


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

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
July 17, 2019**

- | | | |
|----|---------------------------------------|---------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from May 15, 2019 | Perrone |
| 3. | Internal Audit Update | Niles |
| 4. | Overview Financials at June 30, 2019 | Fedison |
| 5. | Budget to Actual at June 30, 2019 | Fedison |
| 6. | Ethics Hotline Report | Crumb |
| 7. | Other Business | Perrone |

Next Meeting date is September 18, 2019.

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
July 17, 2019

Present:

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

Excused Absence:

Hank Stuart

Others Present:

Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Tom Niles	Stonebridge Business Partners

Meeting was called to order by Member Perrone at 11:10 a.m.

Approval of the Minutes from May 15, 2019

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

Internal Audit Update

Mr. Tom Niles reported that there are (2) audits to be reported on today National Car Rental & Avis Car Rental. National Car Rental audit period October 2017 through October 2018. Reconciliation procedure identified one month variance reported, determined to be an error however; their CPA should have discovered this during their independent audit of their income statements. No other general controls or policy/procedures were discovered; revised ACDBE goals have been submitted to the FAA for approval – National is currently exceeding those goals submitted. Mr. Niles also reported that the Avis Car Rental audit period October 2017 through October 2018. Summarized and reconciled revenues based on certified statement of gross sales. Eight adjustments were found to be made after the sales related to customer service issues. No material variances noted, revenue reported to the Authority is materially accurate. No other general controls or policy/procedures were discovered. Mr. Niles reported there are two internal audits ongoing – AVFlight and Sirness.

Financial Reporting

Assistant Treasurer Maryanne Fedison reported the financials at June 30, 2019 reported cash at \$20.8 million. Accounts receivable is \$1.3 million (94% is under 30 days old, 3% is under 60 days old). Due to other governments is \$2.4 million. Revenues are at 51.8% of the 2019 budget – parking revenue is down compared to 2018 due to a shuttle bus purchase and less transactions. Transportation Network Companies (TNC) revenue is up about 50% as compared to 2018. Car Rental revenue is steady at 50% of the revenue budget for the year consistent with 2018. Member Howland asked about Taxi business. Current Taxi Company is here through the end of the year, airlines tend to send passengers to Taxi; extension or RFP process will be explored. Expenses are down 6.6% as compared to this time last year – chargebacks from the County have not been processed for May and June 2019. Professional services are down about \$85,000 as compared to last year when airline use/lease agreement process was taking place.

Assistant Treasurer Maryanne Fedison reported that the Budget to Actual at June 30, 2019 shows a budget modification, which is the interest on the note for the ban for the project. To date 40% of the budget has been expensed. A motion was made to approve by Member Perrone and seconded by Member Howland. 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 @ 11:39 a.m.

The next Audit Committee Meeting is Wednesday, September 18th @ 11 AM.

Respectfully Submitted,

Donald L. Crumb, Jr.

Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: July 17, 2019

**Agenda
Monroe County Airport Authority
Regular Meeting
July 17, 2019
12:00 pm**

- | | |
|--|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from May 15, 2019 | Vazzana |
| 4. Authorize the Director of Aviation to Set and Approve Rates for Management of In-House Terminal Advertising Sales Program for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 5. Authorize expenditure in an amount not to exceed \$3,000 for Hospitality at the 2019 Rochester International Airshow for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 6. 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 | Moore |
| 7. Authorize an 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 at the Greater Rochester International Airport | Moore |
| 8. Treasurers Report | Franklin |
| 9. Audit Committee Report | Perrone |
| 10. Traffic Report | Haas |
| 11. Directors Report | Moore |
| 12. Other Business | Vazzana |

The next meeting will be Wed. September 18, 2019 @ 12 Noon.

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

**AUTHORIZE THE ADMINSTRATIVE DIRECTOR TO ENTER INTO AGREEMENTS
WITH ADVERTISER FOR THE SALE OF ADVERTISING PLACEMENT 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 agreements with for advertiser for the
sale of advertising placement at the Monroe County Airport Authority the ROC.

Section 2. This resolution shall take effect immediately.

ADOPTION:

Dated: July 17, 2019

Vote: X-X

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 17, 2019.

Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$3,000 FOR
HOSPITALITY AT THE 2019 ROCHESTER INTERNATIONAL AIRSHOW 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 \$3,000 on behalf of the Monroe County Airport Authority for hospitality at the 2019 Rochester International Airshow.

Section 2. The resolution does not require a budget amendment; funding will come from unexpensed contractual services.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: July 17, 2019

Vote: X-X

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 17, 2019.

Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

AUTHORIZE AN AMENDMENT TO A CONTRACT WITH UNIVERSAL PROTECTION SERVICE, LLC. d/b/a ALLIED UNIVERSAL 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 Universal Protection Service, LLC. d/b/a Allied Universal 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, Resolution 31 of 2018, and Resolution 33 of 2018 (collectively the "Contract"), to provide employee screening services for the Monroe County Airport Authority at the Greater Rochester International Airport; and

Section 2. The amount of Payment for Services shall be increased from an amount not to exceed Three Hundred Ninety-Two Thousand Seven Hundred Twenty-Eight and 00/100 (\$392,728.00) to an amount not to exceed Four Hundred Five Thousand Ninety-eight and 96/100 (\$405,098.96); 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; and

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 17, 2019

Vote: X -X

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 17, 2019.

Dated:

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

AUTHORIZE AN AMENDMENT TO A CONTRACT WITH UNIVERSAL PROTECTION SERVICE, LLC. d/b/a ALLIED UNIVERSAL 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, Resolution 32 of 2018 and Resolution 34 of 2018 (collectively the "Contract"), to provide badging services for the Monroe County Airport Authority at the Greater Rochester International Airport; and

Section 2. The amount of Payment for Services shall be increased from an amount not to exceed Seventy Nine Thousand Three Hundred Sixty-Seven and 92/100 (\$79,367.92) to an amount not to exceed Eighty-one Thousand Five Hundred Seventy-nine and 60/100 (\$81,579.60); 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; and

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 17, 2019

Vote: X - X

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 17, 2019.

Dated:

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

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
July 17, 2019

Present:

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

Excused Absence:

Hank Stuart
Michael E. Davis Secretary

Others Present:

Andrew Moore Director of Aviation
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 15, 2019

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 5-0.

Treasurers Report

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

The statement for travel and business had twenty (20) related expenses for the reporting totaling just over \$1,334.81. 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 Howland. The motion passed unanimously 6-0.

The statement for credit card usage by the Director was presented for the reporting period through June 2019 had on it nineteen (19) charges totaling \$1,933.93. 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 was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Audit Committee Report

Presented by Member Perrone.

Authorize the Director of Aviation to set and approve rates for management of In-House Terminal Advertising Sales Program for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore provided an update on the advertising program since the former advertising agency termination. Currently there are fifteen (15) advertisers to date in contract with the Airport Authority; only one (1) advertiser has not been responsive moving forward. These fifteen (15) advertisers gross \$415,000 under contract. It was reported that Stephanie Lucania, Airport Contract Manager would be overseeing this effort moving forward. Director Moore is looking for approval from the board to continue entering and executing contracts with new potential advertisers at rates and set locations. It was stated that the Board agrees there is less space allocated for advertising purposes at this

time and new guidelines on locations to maintain the integrity of the terminal project improvements. A motion to approve and authorize was moved by Member Flynn and seconded by Member Howland. The motion passed unanimously 6-0.

Authorize Expenditure in an amount not to exceed \$3,000 for Hospitality at the 2019 Rochester International Airshow for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that the USAF Thunderbirds will be here on Sat. Aug. 24th and Sun. Aug. 25th for the 2019 Rochester International Airshow as part of the RFP with the Airshow promoter the Authority will host our airline business partners: airline property managers, airline station managers and car rentals. This resolution will allow us to provide food/water/soda in an amount not to exceed \$1,500 per day in support of the business purposes of the board. A motion to approve and authorize was moved by Member Perrone and seconded by Member Kaleh. The motion passed unanimously 6-0.

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 reported that employee screening experiences peak period throughout the day. This increase will accommodate additional staff to efficiently process employees through high volume periods. This is the last year of the contract, ends July 2020 and then procurement RFP will be issued. A motion to approve and authorize was moved by Member Flynn and seconded by Member Howland. The motion passed unanimously 6-0.

Authorize an 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 at the Greater Rochester International Airport.

Administrative Director Moore reported that the badging office at ROC sees increase in turnover, employee badging and processing paperwork. This increase will allow for the staffing of assistance to process this workload. Member Kaleh asked if due to the labor practices of the airlines and high turnover if in the future the airport look to the airlines to assist with mitigating these costs. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas reported that the first six months of 2019 (January – June) enplanements were 630,554, an increase of 3,818 enplanements or 0.6% over the same time frame for 2018. Increased enplanement numbers occurred in March, April and May of 2019 while decreased enplanement numbers occurred in January, February and June of 2019. May 2019 had the highest number of enplanements 121,722 an increase of 3.54% or 4,166 over May 2018 at 112,539. May 2019 was the highest month for enplanements we have recorded in the past five years surpassing July Of 2018 at 121,371.

Average load factor for the six-month period at ROC is 82.1% compared to 80.3% for the first six months of 2018.

Seats per day were down about 11,000 for the first six months of 2019 with an average 200 seats/day decrease in January and February, moderating in the spring months. Weather played an integral part in the decreases along with typical airline scheduling adjustments along with the scheduling issues impacting the airlines.

Landing weights for 2019 have decreased 1.1% over YTD 2018. Cargo tonnage handled at ROC is consistent between 3,500 to 4,500 tons in and out per month.

Departing trips are down approximately 4.7% YTD for 2019. This averages out to 75 departures/month.

Director's Report

Airport Director Moore acknowledged Airport Security Coordinator, Michael Hunzek and congratulated Mike for recently passing the American Association of Airport Executives (AAAE) ACE test – the highest designation level of certification an Airport Security Coordinator in the industry can achieve. It was reported that only a few Airport Security Coordinators have this special designation across the nation's airports.

Mr. Moore had Airport Engineer Gary Gaskin provide members with an extensive overview of the current large airfield project taking place on Runway 4-22, the airport's main runway that commenced on July 1, 2019 and is slated for completion around early September 2019. Other capital projects were discussed.

Mr. Moore reported that Vice-Chairman Flynn had asked for an update of the governance structure of the Authority for the future. Mr. Moore presented the board with a short power point presentation and concluded that the board needs to work about two years in advance of October 2023 to allow for 1 year of in depth planning and 1 year of execution to determine future Authority governance structure. It was recommended this process begin in January 2021.

Mr. Moore provided an air service development update and that he had met recently with two ultra-low cost carriers Frontier & Spirit Airlines. Conversation ensued among board members relating to air service development.

Director Moore talked briefly about Facial Recognition Technology and the recent news coverage the topic had received. It was relayed to board members that data retention does not exist unless the facial recognition is that of someone in the homeland security database provided to the airport.

Enter Executive Session

A motion to enter executive session at 12:59 pm was approved and authorized was moved by Member Kaleh and seconded by Member Keith. Chairman Vazzana was recused from Executive Session. The motion passed unanimously 5-0.

Exit Executive Session

A motion to exit executive session at 1:08 pm was approved and authorized was moved by Member Perrone and seconded by Member Kaleh. The motion passed unanimously 5-0.

Other Business/Terminal Renovation Tour

No other business was presented.

Meeting was adjourned @ 1:09 PM

The next Board Meeting is Wednesday, September 18, 2018.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 9-17-19

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2019

**AUTHORIZE THE ADMINSTRATIVE DIRECTOR TO ENTER INTO AGREEMENTS
WITH ADVERTISER FOR THE SALE OF ADVERTISING PLACEMENT 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 agreements with for advertiser for the
sale of advertising placement at the Monroe County Airport Authority the ROC.

Section 2. This resolution shall take effect immediately.

ADOPTION:

Dated: July 17, 2019

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 July 17, 2019.

Dated: *July 17, 2019*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 of 2019

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$3,000 FOR HOSPITALITY AT THE 2019 ROCHESTER INTERNATIONAL AIRSHOW 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 \$3,000 on behalf of the Monroe County Airport Authority for hospitality at the 2019 Rochester International Airshow.

Section 2. The resolution does not require a budget amendment; funding will come from unexpensed contractual services.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: July 17, 2019

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 July 17, 2019.

Dated: July 17, 2019


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 of 2019

AUTHORIZE AN AMENDMENT TO A CONTRACT WITH UNIVERSAL PROTECTION SERVICE, LLC. d/b/a ALLIED UNIVERSAL 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 Universal Protection Service, LLC. d/b/a Allied Universal 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, Resolution 31 of 2018, and Resolution 33 of 2018 (collectively the "Contract"), to provide employee screening services for the Monroe County Airport Authority at the Greater Rochester International Airport; and

Section 2. The amount of Payment for Services shall be increased from an amount not to exceed Three Hundred Ninety-Two Thousand Seven Hundred Twenty-Eight and 00/100 (\$392,728.00) to an amount not to exceed Four Hundred Five Thousand Ninety-eight and 96/100 (\$405,098.96); 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; and

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 17, 2019

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 July 17, 2019.

Dated: *July 17, 2019*

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 of 2019

AUTHORIZE AN AMENDMENT TO A CONTRACT WITH UNIVERSAL PROTECTION SERVICE, LLC. d/b/a ALLIED UNIVERSAL 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, Resolution 32 of 2018 and Resolution 34 of 2018 (collectively the "Contract"), to provide badging services for the Monroe County Airport Authority at the Greater Rochester International Airport; and

Section 2. The amount of Payment for Services shall be increased from an amount not to exceed Seventy Nine Thousand Three Hundred Sixty-Seven and 92/100 (\$79,367.92) to an amount not to exceed Eighty-one Thousand Five Hundred Seventy-nine and 60/100 (\$81,579.60); 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; and

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: July 17, 2019

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 July 17, 2019.

Dated: *July 17, 2019*

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

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 18, 2019
11:00 a.m.**

- | | | |
|----|---|---------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from July 17, 2019 | Perrone |
| 3. | Internal Audit Update | Niles |
| 4. | Financial Reporting
2020 Authority Budget
2020 Renewal & Replacement Fund Budget
Trial Balance at August 31, 2019
Budget to Actual at August 31, 2019 | Fedison |
| 5. | Ethics Hotline Report | Crumb |
| 6. | Other Business | Perrone |

Next Meeting date is November 20, 2019

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
September 18, 2019**

Present:

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

Excused Absence:

Hank Stuart

Others Present:

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

Meeting was called to order by Member Perrone at 11:44 a.m.

Approval of the Minutes from July 18, 2018

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

Internal Audit Update

Mr. Tom Niles reported the completion of the AVFlight & Sirness Vending internal audits. Mr. Niles reported no material variances on either Audit as it pertains to contract compliance and revenue reporting. Conversation ensued amongst members about clarifying contract language in the Sirness Vending Contract as it pertains to gross receipts and credit card processing fees.

Financial Reporting

Assistant Treasurer Maryanne Fedison reviewed the 2020 Proposed Authority Budget line by line. Total proposed 2020 budget is \$29.4 million dollars an increase of \$1.9 million or 6.9% more than the 2019 budget. Operations & Maintenance costs, airfield expenditures, building maintenance costs, interest and marketing dollars increased while General Obligation debt principle and professional services decreased.

Ms. Fedison presented the 2020 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. The R&R fund is comprised of \$1.9 million from new Airline Use & Lease Agreement revenues, \$2 million bond and \$1 million surplus R&R from the previous Airline Use & Lease Agreement. Ms. Fedison also reported that the R&R budget would be allocated to fund field maintenance and terminal related projects as well as the local share on capital projects.

Ethics Hotline Report

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

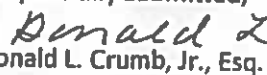
Other Business

No other business presented.

Meeting was adjourned @ 12:05 p.m.

The next Audit Committee Meeting is Wednesday, November 20, 2019 @ 11 AM.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 4 - 20 - 19

**Agenda
Monroe County Airport Authority
Regular Meeting
September 18, 2019
12:00 p.m.**

- | | |
|---|----------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from July 17, 2019 | Vazzana |
| 4. Treasurers Report | Franklin |
| 5. Audit Committee Report | Perrone |
| 6. Approval and Adoption of the 2020 MCAA Operating Budget | Fedison |
| 7. Approval and Adoption of the 2020 MCAA Renewal and Replacement Budget | Fedison |
| 8. Authorize a License Agreement with Federal Express Corporation, for approximately 4.31 acres premises improved with a Commercial Building located at 1195 Scottsville Rd. for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 9. 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 | Moore |
| 10. Authorize Contracts for Car Rental Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 11. Authorize a Contract with Bonadio & Co., LLP to Provide External Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 12. Directors Report | Moore |
| 13. Other Business | Vazzana |

Next meeting is November 20, 2019

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2019

**APPROVAL AND ADOPTION OF THE 2020 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

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

Section 1. The 2020 Budget, in the form presented to the Authority and
Attached hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: DATED: September 18, 2019

Vote: X-X

I, Donald L. Crumb, Jr. Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

**APPROVAL AND ADOPTION OF THE 2020 MONROE COUNTY AIRPORT
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

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

Section 1. The Monroe County Airport Authority hereby approves and
adopts the 2020 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.

ADOPTED: DATED: September 18, 2019

Vote: X-X

I, Donald L. Crumb, Jr. Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

AUTHORIZE A LICENSE AGREEMENT WITH FEDERAL EXPRESS CORPORATION, FOR APPROXIMATELY 4.31 ACRES PREMISES IMPROVED WITH A COMMERCIAL BUILDING LOCATED AT 1195 SCOTTSVILLE ROAD FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Greater Rochester International Airport and Federal Express Corporation entered into a lease, which was amended four (4) times (collectively the "Lease") for the improvement and use of approximately 4.31 acres of property, improved with a commercial building, located at 1195 Scottsville Road (the "Premises"); and

WHEREAS, the Lease will expire by its term on September 30, 2019; and

WHEREAS, the County is having the an appraisal done and will be preparing a Request for Proposal to lease the Premises but the appraisal and the request for proposal process will not be completed by September 30, 2019; and

WHEREAS, Federal Express Corporation is willing to continue its obligations pursuant to a license agreement and the County desires to enter into a license agreement to be sure the Premises is occupied until a new lease is entered into;

THEREFORE, 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 license agreement and any amendments thereto, with Federal Express Corporation for the Premises at the Greater Rochester International Airport, for use solely by Federal Express Corporation, to operate its business.

Section 2. Federal Express Corporation will utilize Premises in an 'as is' condition and agrees to pay an monthly sum of \$10,870.11, payable as set forth in the Lease , and also agrees to all obligations and responsibilities set forth in the Lease. The term will be month-to month, commencing October 1, 2019 through September 30, 2020 or until a new lease is entered into, by Federal Express Corporation or any third party who is chosen through the procurement process, for the Premises, whichever is earlier.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: September 18, 2019

Vote: X-X

I, Donald L. Crumb, Jr. Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2019

**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 Fifty Thousand and 00/100 Dollars (\$50,000)" with "not to exceed Seventy Thousand and 00/100 Dollars (\$70,000)".

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: September 18, 2019

Vote: X-X

I, Donald L. Crumb, Jr. Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

**AUTHORIZE CONTRACTS FOR CAR RENTAL CONCESSIONS FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, for the operation of a car rental concession and for lease of office, counter, and ready return area space at the Greater Rochester International Airport. The concession contracts are hereby awarded to: SNORAC, LLC d/b/a National Car Rental, SNORAC, LLC d/b/a Enterprise Rent-A-Car, The Hertz Corporation; The Hertz Corporation d/b/a Dollar; Avis Rent A Car System, LLC; Budget Rent A Car System, Inc. The contracts provide the following:

A. A concession fee which is the greater of either:

(1) A minimum annual guarantee with the individual concessions as follows:

Car Rental Company	Concession Fee: Greater of 10 % or MAG	Counter, Office, Queuing Rent	Ready Return Rent
Snorac, LLC d/b/a National	Year 1: \$720,000.00 Year 2: \$741,600.00 Year 3: \$763,848.00	Year 1: \$68,552 Year 2: \$68,552 Year 3: \$68,552	Year 1: \$84,800 Year 2: \$84,800 Year 3: \$84,800
Snorac, LLC d/b/a Enterprise	Year 1: \$720,000.00 Year 2: \$741,600.00 Year 3: \$763,847.00	Year 1: \$57,112 Year 2: \$57,112 Year 3: \$57,112	Year 1: \$100,700 Year 2: \$100,700 Year 3: \$100,700
The Hertz Corporation "Hertz"	Year 1: \$775,265.82 Year 2: \$798,523.79 Year 3: \$822,479.51	Year 1: \$64,856 Year 2: \$64,856 Year 3: \$64,856	Year 1: \$120,840 Year 2: \$120,840 Year 3: \$120,840
The Hertz Corporation d/b/a Dollar	Year 1: \$401,000.40 Year 2: \$401,000.40 Year 3: \$401,000.40	Year 1: \$67,496 Year 2: \$67,496 Year 3: \$67,496	Year 1: \$31,800 Year 2: \$31,800 Year 3: \$31,800
Avis	Year 1: \$665,166.00 Year 2: \$685,121.00 Year 3: \$705,674.00	Year 1: \$68,992 Year 2: \$68,992 Year 3: \$68,992	Year 1: \$55,120 Year 2: \$55,120 Year 3: \$55,120
Budget	Year 1: \$648,502.00 Year 2: \$664,715.00 Year 3: \$687,980.00	Year 1: \$55,264 Year 2: \$55,264 Year 3: \$55,264	Year 1: \$40,280 Year 2: \$40,280 Year 3: \$40,280

Term: Three (3) years plus up to one (1) successive one-year term

Year 1: 10/01/2019 - 9/30-2020

Year 2: 10/01/2020 - 9/30/2021

Year 3: 10/01/2021 - 9/30/2022

(2) Percentage of rent of 10% of concessionaire's annual gross revenue.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither SNORAC, LLC d/b/a National Car Rental, SNORAC, LLC d/b/a Enterprise Rent-A-Car, The Hertz Corporation; The Hertz Corporation d/b/a Dollar; Avis Rent A Car System, LLC; Budget Rent A Car System, Inc., nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: September 18, 2019

Vote: X- X

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ of 2019

**AUTHORIZE A CONTRACT WITH BONADIO & CO., LLP TO PROVIDE
EXTERNAL AUDIT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY
AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Bonadio & Co., LLP with offices at 171 Sully's Trail, Pittsford, NY 14534, to provide external audit services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Bonadio & Co., LLP was determined by a Selection Committee to be a qualified respondent to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be for a period of three (3) years, October 1, 2019 through September 30, 2022. The contract and any amendments thereto, are awarded at an annual cost as follows:

Year 1- 2019 Audit:	\$41,050
Year 2- 2020 Audit:	\$42,110
Year 3- 2021 Audit:	\$43,170

Section 3. Funds will be appropriated in the 2019 budget for this purpose.

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

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: September 18, 2019

Vote: X-X

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019

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

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 18, 2019**

Present:

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

Excused Absence:

Hank Stuart
Hon. Cynthia Kaleb

Others Present:

Andrew Moore	Director of Aviation
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 @ 12:06 PM

Approval of the Minutes from July 17, 2019

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 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 twenty (20) related expenses for the reporting totaling just over \$6,239.00. 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 was moved by Member Howland seconded by Member Keith. The motion passed unanimously 5-0.

The statement for credit card usage by the Director that was presented for the reporting period of July & August 2019 had four (4) charges totaling \$421.00. 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 2019 was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 5-0.

Audit Committee Report

Presented by Member Perrone.

Approval and Adoption of the 2020 MCAA Operating Budget

Assistant Treasurer Fedison reported that she had presented the proposed 2020 MCAA Operating Budget to the Audit Committee earlier today. The Proposed 2020 MCAA \$29.4 million dollar Operating Budget is 6.9% more than the 2019 MCAA Operating Budget. A motion to accept the approval and adoption of the 2020 MCAA Operating Budget was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 5-0.

Approval and Adoption of the 2020 MCAA Renewal & Replacement Budget

Assistant Treasurer Maryanne Fedison had also presented the 2020 MCAA Renewal & Replacement (R&R) Budget of \$4.9 million to the Audit Committee earlier. A motion to accept the approval and adoption of the 2020 MCAA Renewal & Replacement Budget based upon the Audit Committee recommendation was moved by Member Howland and seconded by Member Perrone. The motion passed unanimously 5-0.

Authorize a License Agreement with Federal Express Corporation, for approximately 4.31 acres premises improved with a Commercial Building located at 1195 Scottsville Rd. for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that the forty-year land lease with FedEx is ending and this resolution asks for a license permit for one year to allow time for exploration of options. Fed Ex continues with their current lease payment during the one-year license period. A motion to approve and authorize was moved by Member Flynn and seconded by Member Perrone. The motion passed unanimously 5-0.

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

Administrative Director Moore stated that LeighFisher provided Aviation consultation services to ROC Airport for both the car rental negotiations and Airline Use & Lease Agreement negotiation settled last Fall. This resolution increases the amount by \$20,000. A new RFP process for Aviation Consulting services will need to take place this time next year. A motion to approve and authorize was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 5-0.

Authorize Contracts for Car Rental Concessions for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that ROC used LeighFisher as their car rental concessions consultant. An RFP for car rental concessions resulted in seven bidders for six car rental counters on-site. National, Enterprise, Hertz, Dollar, Avis & Budget will occupy the counters and Alamo has expressed interest in operating off-site. MAG's, concession fees, counter space and ready return were provided in the resolution. A motion to approve and authorize was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 5-0.

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

Administrative Director Moore reported that Bonadio & Co., LLP has provided external audit services for the Authority and that the level of service and communication to the Board has been positive. The RFP process and selection has resulted in recommending Bonadio & Co., LLP for a three-year contract with a slight increase in the dollar amount shown in the resolution. A motion to approve and authorize was moved by Member Keith and seconded by Member Howland. The motion passed unanimously 5-0.

Enter Executive Session

A motion to enter executive session at 12:20 pm was approved and authorized was moved by Vice-Chairman Flynn and seconded by member Keith. The motion passed unanimously 5-0.

Exit Executive Session

A motion to exit executive session at 12:23 pm was approved and authorized was moved by Vice-Chairman Flynn and seconded by member Keith. The motion passed unanimously 5-0.

Director's Report

Director Moore reported that the New York Authority District Office (NYADO) of the Federal Aviation Administration (FAA) visited ROC following the New York Aviation Management Association (NYAMA) conference held in Syracuse last week. It was a great opportunity for the ROC Admin staff and the NYADO to review 2020-2024 CIP projects and PFC update. The relationship with the ADO is good and the ADO determines when FAA grant funding projects are in need of approval at Airports. As with the past, Mr. Moore stated that the FAA determines the priority of the CIP projects and controls 90% of the funds – which at times modifies the order of the ROC County CIP resulting in going before the

County Legislature for approval. He gave a summary of ongoing projects at ROC. The annual FAA inspection is scheduled for early November at ROC.

Director Moore will be going to meet with Allegiant Airlines in early October at their annual conference to talk about service here at ROC; continuing to seek additional non-stop service to markets in high passenger demand from ROC.

Director Moore reported that the New York State Department of Homeland Security (NYS DHS) offered to host "See Something, Say Something" and "Run, Hide, Fight" training for staff and Airport tenants this week. This emergency preparedness training is essential should a situation at ROC transpire. In addition to the NYSDHS training the Monroe County Sheriff's Office (MCSO) is looking to hold additional emergency preparedness drills at the Airport.

Director Moore also announced that the ROC Airport earlier today was the recipient of \$2.7 million dollars in FAA discretionary funding for aircraft rescue and firefighting trucks and related infrastructure at the Public Safety Training Facility (PSTF) located across from the airport on Scottsville Road.

Director Moore reported the addition of seasonal non-stop service on Southwest during the month of November to Tampa and over an eight-week, Saturday/Sunday period in early 2020 to cities like Ft. Myers, Ft. Lauderdale, Orlando and Tampa. Southwest is still being impacted nationally with the grounding of the 737-MAX 8 aircraft and ROC is exercising an aggressive marketing campaign for the Florida seasonal service.

Enter Executive Session

A motion to enter executive session at 12:36 pm was approved and authorized by Vice-Chairman Flynn and seconded by Member Howland. Chairman Vazzana was recused from Executive Session. The motion passed unanimously 4-0.

Exit Executive Session

A motion to exit executive session at 12:38 pm was approved and authorized by Vice-Chairman Flynn and seconded by Member Howland. The motion passed unanimously 4-0.

Other Business

No other business was presented.

Meeting was adjourned @ 12:54 PM

The next Board Meeting is Wednesday, November 20, 2019.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 09-24-19

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 of 2019

**APPROVAL AND ADOPTION OF THE 2020 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

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

Section 1. The 2020 Budget, in the form presented to the Authority and
Attached hereto is adopted.

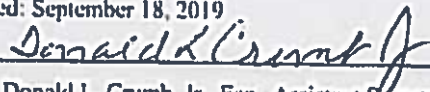
Section 2. This resolution shall take effect immediately.

ADOPTION: DATED: September 18, 2019

Vote: 5-0

I, Donald L. Crumb, Jr. Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019



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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 of 2019

**APPROVAL AND ADOPTION OF THE 2020 MONROE COUNTY AIRPORT
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

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

Section 1. The Monroe County Airport Authority hereby approves and
adopts the 2020 Renewal and Replacement Budget as presented at this meeting and
appended hereto and made a part hereof.

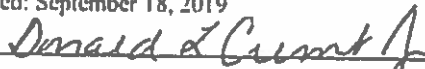
Section 2. This resolution shall take effect immediately.

ADOPTED: DATED: September 18, 2019

Vote: 5-0

I, Donald L. Crumb, Jr. Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 17 of 2019

AUTHORIZE A LICENSE AGREEMENT WITH FEDERAL EXPRESS CORPORATION, FOR APPROXIMATELY 4.31 ACRES PREMISES IMPROVED WITH A COMMERCIAL BUILDING LOCATED AT 1195 SCOTTSVILLE ROAD FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Greater Rochester International Airport and Federal Express Corporation entered into a lease, which was amended four (4) times (collectively the "Lease") for the improvement and use of approximately 4.31 acres of property, improved with a commercial building, located at 1195 Scottsville Road (the "Premises"); and

WHEREAS, the Lease will expire by its term on September 30, 2019; and

WHEREAS, the County is having the an appraisal done and will be preparing a Request for Proposal to lease the Premises but the appraisal and the request for proposal process will not be completed by September 30, 2019; and

WHEREAS, Federal Express Corporation is willing to continue its obligations pursuant to a license agreement and the County desires to enter into a license agreement to be sure the Premises is occupied until a new lease is entered into;

THEREFORE, 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 license agreement and any amendments thereto, with Federal Express Corporation for the Premises at the Greater Rochester International Airport, for use solely by Federal Express Corporation, to operate its business.

Section 2. Federal Express Corporation will utilize Premises in an 'as is' condition and agrees to pay an monthly sum of \$10,870.11, payable as set forth in the Lease , and also agrees to all obligations and responsibilities set forth in the Lease. The term will be month-to month, commencing October 1, 2019 through September 30, 2020 or until a new lease is entered into, by Federal Express Corporation or any third party who is chosen through the procurement process, for the Premises, whichever is earlier.

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

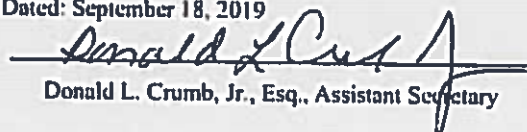
Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: September 18, 2019

Vote: 5-0

I, Donald L. Crumb, Jr. Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 of 2019

**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 Fifty Thousand and 00/100 Dollars (\$50,000)" with "not to exceed Seventy `Thousand and 00/100 Dollars (\$70,000)".

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: September 18, 2019

Vote: 5-0

I, Donald L. Crumb, Jr. Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019



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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 of 2019

**AUTHORIZE CONTRACTS FOR CAR RENTAL CONCESSIONS FOR THE
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER
INTERNATIONAL AIRPORT**

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, for the operation of a car rental concession and for lease of office, counter, and ready return area space at the Greater Rochester International Airport. The concession contracts are hereby awarded to: SNORAC, LLC d/b/a National Car Rental, SNORAC, LLC d/b/a Enterprise Rent-A-Car, The Hertz Corporation; The Hertz Corporation d/b/a Dollar; Avis Rent A Car System, LLC; Budget Rent A Car System, Inc. The contracts provide the following:

A. A concession fee which is the greater of either:

(1) A minimum annual guarantee with the individual concessions as follows:

Car Rental Company	Concession Fee: Greater of 10 % or MAG	Counter, Office, Queuing Rent	Ready Return Rent
Snorac, LLC d/b/a National	Year 1: \$720,000.00 Year 2: \$741,600.00 Year 3: \$763,848.00	Year 1: \$68,552 Year 2: \$68,552 Year 3: \$68,552	Year 1: \$84,800 Year 2: \$84,800 Year 3: \$84,800
Snorac, LLC d/b/a Enterprise	Year 1: \$720,000.00 Year 2: \$741,600.00 Year 3: \$763,847.00	Year 1: \$57,112 Year 2: \$57,112 Year 3: \$57,112	Year 1: \$100,700 Year 2: \$100,700 Year 3: \$100,700
The Hertz Corporation "Hertz"	Year 1: \$775,265.82 Year 2: \$798,523.79 Year 3: \$822,479.51	Year 1: \$64,856 Year 2: \$64,856 Year 3: \$64,856	Year 1: \$120,840 Year 2: \$120,840 Year 3: \$120,840
The Hertz Corporation d/b/a Dollar	Year 1: \$401,000.40 Year 2: \$401,000.40 Year 3: \$401,000.40	Year 1: \$67,496 Year 2: \$67,496 Year 3: \$67,496	Year 1: \$31,800 Year 2: \$31,800 Year 3: \$31,800
Avis	Year 1: \$665,166.00 Year 2: \$685,121.00 Year 3: \$705,674.00	Year 1: \$68,992 Year 2: \$68,992 Year 3: \$68,992	Year 1: \$55,120 Year 2: \$55,120 Year 3: \$55,120
Budget	Year 1: \$648,502.00 Year 2: \$664,715.00 Year 3: \$687,980.00	Year 1: \$55,264 Year 2: \$55,264 Year 3: \$55,264	Year 1: \$40,280 Year 2: \$40,280 Year 3: \$40,280

Term: Three (3) years plus up to one (1) successive one-year term

Year 1: 10/01/2019 - 9/30/2020

Year 2: 10/01/2020 - 9/30/2021

Year 3: 10/01/2021 - 9/30/2022

(2) Percentage of rent of 10% of concessionaire's annual gross revenue.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither SNORAC, LLC d/b/a National Car Rental, SNORAC, LLC d/b/a Enterprise Rent-A-Car, The Hertz Corporation; The Hertz Corporation d/b/a Dollar; Avis Rent A Car System, LLC; Budget Rent A Car System, Inc., nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: September 18, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 20 of 2019

AUTHORIZE A CONTRACT WITH BONADIO & CO., LLP TO PROVIDE EXTERNAL AUDIT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Bonadio & Co., LLP with offices at 171 Sully's Trail, Pittsford, NY 14534, to provide external audit services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Bonadio & Co., LLP was determined by a Selection Committee to be a qualified respondent to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be for a period of three (3) years, October 1, 2019 through September 30, 2022. The contract and any amendments thereto, are awarded at an annual cost as follows:

Year 1- 2019 Audit:	\$41,050
Year 2- 2020 Audit:	\$42,110
Year 3- 2021 Audit:	\$43,170

Section 3. Funds will be appropriated in the 2019 budget for this purpose.

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

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: September 18, 2019

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 18, 2019.

Dated: September 18, 2019


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

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
November 20, 2019
11:00 a.m.**

- | | | |
|----|--|---------|
| 1. | Roll Call | Perrone |
| 2. | Approval of Minutes from September 18, 2019 | Perrone |
| 3. | Audit Entrance Presentation by Bonadio & Co, LLP | Shepard |
| 4. | Financial Reporting
2020 Rates & Charges
Trial Balance at October 31, 2019
Budget to Actual at October 31, 2019 | Moore |
| 5. | Ethics Hotline Report | Crumb |
| 6. | Other Business | Perrone |
| 7. | Schedule of 2020 Audit Committee Meetings | Crumb |

Next meeting is January 15, 2020

Agenda
Monroe County Airport Authority
Governance Committee Meeting
November 20, 2019
11:30 a.m.

- | | | |
|----|--|-------|
| 1. | Roll Call | Flynn |
| 2. | Approval of Minutes from March 27, 2019 Governance Committee Meeting | Flynn |
| 3. | Authorities Budget Office Policy Guidance Update | Crumb |
| 4. | Ethics Hotline Report | Crumb |
| 5. | Other Business | Flynn |

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
November 20, 2019

Present:

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

Excused Absence:

Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Others Present:

Michael E. Davis, Esq.	Secretary
Donald L. Crumb Jr., Esq.	Assistant Secretary
Randy Shepard	Bonadio & Co., LLP

Meeting was called to order by Member Perrone at 11:04 a.m.

Approval of the Minutes from September 18, 2019

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

Audit Entrance Presentation by Bonadio & Co. LLP

Mr. Randy Shepard presented the Audit Entrance presentation for 2019. Mr. Shepard is the engagement partner for 2019. Scope of services: financial statement audit, investment compliance, debt compliance, compliance with PFC and internal control over financial reporting. Current accounting and auditing considerations were presented. GASB 87 related to leases will be an impact in fiscal year 2020 and will be reviewed with the Airport Finance Administrator, as there are numerous leases at ROC. Timetable for the audit will include year-end audit work during a week in February, preliminary report the week of March 2 with presentation to the Audit Committee/Authority Board at the meeting on March 18. Member Stuart inquired about litigation pertaining to collecting past money due as it relates to advertising revenue and discussion continued about the current in-house advertising program.

Financial Reporting

Director Moore presented the 2020 Rates & Charges as presented to the Airlines last week given to the airline property managers. Approval was given by the airline property managers related to the 2020 rates and charges while their approval is not required it is appreciated as they are our business partners. Notable is landing fees are decreasing, base terminal rental rate increased slightly due to labor costs, wage increases and airline reduction in operational space leasing, cost per enplanement increased only 3.4% - ROC Airport remains low at \$7.54. As compared to other Airports BUF CPE is over \$11.00 and SYR CPE is over \$9.00. As compared to like-sized airports across the Nation ROC is very competitive and lower. ALB does have a lower CPE than ROC but that is pre-parking garage construction coming up which will affect their CPE. Since 2017, CPE at ROC has reduced 25%. CPE or Cost per Enplanement is a number the airline property managers are concerned with and are in approval of.

Mr. Moore presented the trial balance at Oct. 31, 2019 and the Budget to Actual at Oct. 31, 2019. Balance sheet is \$604,000. Revenues are at 86% of budget as of Nov. 1, 2019. Expenses are at 74% of budgets expensed as of Nov. 1, 2019. 2019 is anticipated to end within our budget.

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 @ 11:28 a.m.

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

Respectfully Submitted


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 11-29-19

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
November 20, 2019

Present:

R. Thomas Flynn, Chairman
Susan Keith
Hon. Cynthia Kaleh

Others Present:

Andrew Moore Administrative Director
Donald L. Crumb Jr., Esq. Assistant Secretary

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

Approval of the Minutes from March 27, 2019 Governance Committee Meeting

A motion was made to approve by Member Keith and seconded by Member Flynn. The motion passed 3-0.

Authorities Budget Office Policy Guidance Update

Assistant Secretary Crumb presented the recent ABO policy guidance pertaining to posting and maintaining reports on Public Authority Websites. Mr. Crumb reported that we are going through to ensure the MCAA portion of the roairport.com website is up to date with this ABO policy and will change if anything comes to our attention.

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 @ 11:37 PM

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 11 - 20 - 19

**Agenda
Monroe County Airport Authority
Regular Meeting
November 20, 2019
12:00 pm**

- | | |
|---|---------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from September 18, 2019 | Vazzana |
| 4. Treasurer's Report | Moore |
| 5. Audit Committee Report | Perrone |
| 6. Governance Committee Report | Flynn |
| 7. Approval and Adoption of the 2020 Rates and Charges and Aviation Fees and Charges for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 8. Authorize Contract with Wahl Media to Provide Media Buying Services for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 9. Authorize Contract with Ailevon Air Service Consulting to Provide Consulting Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 10. Traffic Report | Haas |
| 11. Director's Report | Moore |
| 12. Annual Board Evaluation | Crumb |
| 13. Schedule the dates for the 2020 Authority Meetings | Crumb |
| 14. Other Business | Vazzana |

Next meeting is January 15, 2020

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ OF 2019

APPROVAL AND ADOPTION OF THE 2020 RATES AND CHARGES AND AVIATION FEES AND CHARGES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2020 Rates and Charges and Aviation Fees 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 20, 2019

Vote: X-X

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 20, 2019.

Dated: November 20, 2019

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

AUTHORIZING A CONTRACT WITH WAHL MEDIA INC. 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 a contract, and any amendments thereto, with Wahl Media Inc., to provide Media Buying Services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Wahl Media Inc. was determined by a Selection Committee to be the most qualified of the two respondents to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$375,000. Contract year one commences January 1, 2020.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2019

Vote: X-X

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 20, 2019.

Dated: November 20, 2019

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ of 2019

**AUTHORIZING A CONTRACT WITH AILEVON PACIFIC AVIATION CONSULTING
TO PROVIDE CONSULTANT SERVICES RELATING TO AIR SERVICE
DEVELOPMENT FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with Ailevon Pacific Aviation Consulting, to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Ailevon Pacific Aviation Consulting was determined by a Selection Committee to be the most qualified of the four respondents to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. The services to be provided include but are not limited to the development of new or expanded air service with existing carriers and attracting new air service providers to the Greater Rochester International Airport. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$75,000. Contract year one commences January 1, 2020.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Ailevon Pacific Aviation Consulting, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2019

Vote: X-X

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 20, 2019.

Dated: November 20, 2019

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

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
November 20, 2019

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

Excused Absence:

Robert Franklin Treasurer
Maryanne Fedison Assistant Treasurer

Others Present:

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

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

Approval of the Minutes from September 18, 2019

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

MCAA Board Member Recognition

Chairman Vazzana presented challenge coins to Member Kaleh and Member Howland for their service to the board as their term ends at years end. Chairman Vazzana presented challenge coins recognizing Airport County Attorney Michael E. Davis, Esq., and Airport Engineer Gary Gaskin as they are retiring from Monroe County after years of dedicated service.

Financial Reporting

Mr. Moore presented the trial balance at Oct. 31, 2019 and the Budget to Actual at Oct. 31, 2019. Balance sheet is \$604,000. Revenues are at 86% of budget as of Nov. 1, 2019. Expenses are at 74% of budgets expensed as of Nov. 1, 2019. 2019 is anticipated to end within our budget.

The motion to accept the report on financial reporting was moved by Member Flynn and seconded by Member Keith. The motions passed unanimously 7-0.

Audit Committee Report

Presented by Member Howland.

Treasurers Report

Assistant Secretary Crumb presented the Travel & Business report and the Credit Card Usage report in the absence of the Treasurer Franklin and Assistant Treasurer Fedison.

The statement for travel and business expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected.

The motion to accept the report on Travel & Business was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 7-0.

The statement for credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

The motion to accept the report on Credit Card Usage was moved by Member Stuart and seconded by Member Kaleh. The motions passed unanimously 7-0.

Governance Committee Report

Presented by Vice-Chairman Flynn.

Approval and Adoption of the 2020 Rates and Charges and Aviation Fees and Charges at the Greater Rochester International Airport

Director Moore reported the proposed 2020 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. Director Moore presented the 2020 Rates & Charges as presented to the Airlines last week given to the airline property managers. Approval was given by the airline property managers related to the 2020 rates and charges while their approval is not required it is appreciated as they are our business partners. Notable is landing fees are decreasing, base terminal rental rate increased slightly due to labor costs, wage increases and airline reduction in operational space leasing, cost per enplanement increased only 3.4%. As compared to like-sized airports across the Nation ROC is very competitive and lower. Since 2017, CPE at ROC has reduced 25%. CPE or Cost per Enplanement is a number the airline property managers are concerned with and are in approval of. Chairman Vazzana added that if it were not for the staff under Director Moore's leadership we would not have cost control and CPE in place.

A motion to accept the approval and adoption of the 2020 Rates and Charges was moved by Member Perrone and seconded by Member Flynn. The motion passed unanimously 7-0.

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

Director Moore stated that the RFP for services to Provide Media Buying was advertised in a national publication as well as locally, two proposals were received and a selection committee chose Wahl Media as the successful proposer. Member Howland inquired about the types of medium used for advertising and a brief conversation ensued. A motion to approve and authorize was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 7-0.

Authorize Contract with Ailevon Pacific Aviation Consulting to Provide Consulting Services Relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport

Director Moore stated that this is to authorizing a contract for consultant services relating to air service development. Ailevon has been proactive in responsiveness, getting airline network meetings with decision makers and has worked on the ROC Airport air service development for approximately four years. ROC has an upcoming meeting with a planner who has worked for notable carriers in the coming month. An RFP was issued, other proposals were submitted and the selection committee chose Ailevon as the successful proposer. Conversation ensued as it pertained to the amount the contract is not to exceed and it was noted this has not been exceeded in past years for this service. A motion to approve and authorize was moved by Member Howland and seconded by Member Kaleh. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas reported September 2019 – October 2019 enplanements. September 2019 enplanements were 102,703, a 2.6% increase over September 2018 enplanements. October 2019 enplanements were 115,325, an increase of 1.1% over October 2018. Year-to-date 2019 enplanements are at a 0.3% increase as compared to Year-to-date 2018 enplanements. YTD 2019 is at 1,081,171 and YTD 2018 was 1,078,150.

Load factors for September 2019 were at 81.9% as compared to September 2018 at 78% and increase of 3.9 points. Load factors for October 2019 were at 85.1% as compared to October 2018 at 82.6% an increase of 2.5 points. Load factors YTD 2019 are 83.3% as compared to 2018 at 81.5% an increase over 2018 of 1.8 points.

Average Airline load factors YTD are as follows: United 85.7%, Delta and Southwest 84.3%, JetBlue and American 81.3%.

Seats per month are slightly lower at 129,631 mainly due to the Southwest MAX issue and the MAX remaining out of service. Landing weights for 2019 YTD down about 1.4% and trips are down about 5.4%.

Director's Report

Director Moore reported that the ROC Airport has won its 11th award for the ROC Renovation project from AAAE Going Green Award – over 252 Airports qualified for this award and ROC was selected.

Director Moore reported that ROC has an air service development meeting with Spirit Airlines in January. We will be presenting an aggressive sales pitch in an effort to secure an additional airline and routes for ROC. Southwest announced additional seasonal non-stop service to Florida for our market into June 2020. This includes non-stop service on varying days per week sometimes with multiple flights per day depending on the market to Tampa (TPA), Ft. Myers (RSW), Ft. Lauderdale (FLL) and Orlando (MCO); ROC continues to market these flights to fill them with passengers.

Director Moore stated the annual FAA certification is occurring here at ROC today, and over the last few days. Airport Operations Manager and Airport Fire Chief are working with the FAA today on that. The Airport is currently re-writing the Airport Security Plan (ASP), Airport Emergency Plan (AEP) and Airport Certification Manual (ACM) to ensure they are up to date.

Aircraft Owner & Pilots Association (AOPA) has identified ROC Airport as the likely host location for the National fly-in planned for September 2020. Over the past six months, the entire ROC team and airport partners pitched our airport for this general aviation event and we are optimistic ROC will be selected as the host.

Director Moore spoke about Airport capital projects on the airfield.

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 2020 Board Meeting.

Other Business

No other business was presented. 2020 Board Meeting Dates were provided and will be emailed to board members. Member Howland acknowledged how much he has enjoyed working with the Airport Authority over the years.

Meeting was adjourned @ 12:39 PM

The next Board Meeting is Wednesday, January 15th, 2020 @ 12 noon.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 11-26-19

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 21 OF 2019

APPROVAL AND ADOPTION OF THE 2020 RATES AND CHARGES AND AVIATION FEES AND CHARGES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

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

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2020 Rates and Charges and Aviation Fees and Charges at the Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

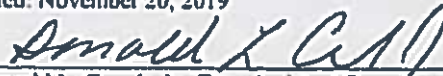
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2019

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 November 20, 2019.

Dated: November 20, 2019


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 22 of 2019

AUTHORIZING A CONTRACT WITH WAHL MEDIA INC. 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 a contract, and any amendments thereto, with Wahl Media Inc., to provide Media Buying Services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Wahl Media Inc. was determined by a Selection Committee to be the most qualified of the two respondents to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$375,000. Contract year one commences January 1, 2020.

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

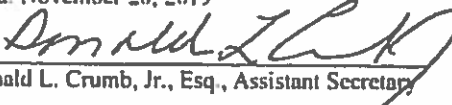
Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2019

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 November 20, 2019.

Dated: November 20, 2019


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 23 of 2019

**AUTHORIZING A CONTRACT WITH AILEVON PACIFIC AVIATION CONSULTING
TO PROVIDE CONSULTANT SERVICES RELATING TO AIR SERVICE
DEVELOPMENT FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

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

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with Ailevon Pacific Aviation Consulting, to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Ailevon Pacific Aviation Consulting was determined by a Selection Committee to be the most qualified of the four respondents to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. The services to be provided include but are not limited to the development of new or expanded air service with existing carriers and attracting new air service providers to the Greater Rochester International Airport. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$75,000. Contract year one commences January 1, 2020.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Ailevon Pacific Aviation Consulting, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2019

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 November 20, 2019.

Dated: November 20, 2019


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