

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 18, 2023

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice-Chairman
Hon. Steve Brew
Susan Keith
John J. Perrone, Jr.
Hon. Howard Maffucci

Excused Absence:

Hank Stuart
Maryanne Fedison Assistant Treasurer

Others Present:

Andrew Moore Administrative Director
Steve Barz Assistant Airport Director
John Bringewatt, Esq. Secretary
Donald L. Crumb, Jr. Esq. Assistant Secretary
Robert Franklin Treasurer
David Haas

Meeting was called to order by the Chairman @ 12:04 PM.

Approval of the Minutes from November 16, 2022

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

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board – Travel & Business for the months of November and December, and Credit Card Usage for the month of November.

The statement for travel and business had related four (4) expenses for the reporting period totaling \$481.47. 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 Brew and seconded by Member Perrone. The motion passed unanimously 6-0.

The statement for credit card usage by the Director that was presented for the reporting period of November 2022 had two (2) charges totaling \$ 91.48. 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 Brew and seconded by Member Keith. The motion passed unanimously 6-0.

Audit Committee Report

Presented by Member Perrone, who discussed StoneBridge's audit of Avis Car Rental and MAPCO Auto Parks. Member Perrone detailed the deficiencies that were found during the Avis Car Rental audit and the Airport Authority's action steps to inform Avis of the result. Member Perrone also summarized the future audit plan, which was found in line with previous audit schedules.

No questions.

Authorize Expenditure in an amount not to exceed \$750 for Beacon Sponsorship of the 2023 New York Aviation Management Association (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport

Director Moore stated that last year the amount of Beacon Sponsorship was raised to \$750, and it would remain the same for this year. Director Moore informed the board that he and Assistant Airport Director Steve Barz will be attending Advocacy Day on behalf of the Airport in 2023.

A motion was made to approve this expenditure by Member Brew and seconded by Member Perrone. The motion passed unanimously 6-0.

Authorize Expenditure in an amount not to exceed \$5,000 for Silver Sponsorship of the 2023 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport

Director Moore stated that this conference would be held in New York City, NY this year and therefore requesting higher sponsorship amount.

A motion was made to approve this expenditure by Member Perrone and seconded by Member Brew. The motion passed unanimously 6-0.

Authorize Expenditure in an amount not to exceed \$50,000 for Marketing, Promotions and Community Outreach associated with the 2023 Rochester International Airshow featuring the US Air Force Thunderbirds.

Director Moore stated that the Airshow is to be held August 11-13, 2023. Director Moore detailed that the Airport will partner with the County Youth Bureau and the City of Rochester to have a program on the day of the practice run for the Airshow to allow students and disadvantaged youth the opportunity to see the Airshow and the aircraft up close. This program increases exposure to the Airshow and aviation.

Member Brew asked why businesses located near the Airport runway are required to close for the duration of the Airshow.

Director Moore responded that they are located in the identified area that located closest to the runway and could impact the performances of the Airshow.

Chairman Vazzana asked if the Airport will issue a press release on the program and community outreach efforts.

Director Moore responded that the Airport will work with County Communications to get a press release issued as the event nears.

A motion was made to approve this expenditure by Member Perrone and seconded by Member Brew. The motion passed unanimously 6-0.

Authorize the Drafting and Posting of Rules of Conduct for the Frederick Douglass-Greater Rochester International Airport.

Director Moore explained the need to draft and post "Rules of Conduct".

Member Keith asked at what time of the day homeless individuals tend to be in the Airport.

Director Moore responded that it varies throughout the day.

Member Maffucci asked if the Airport is aware of how they are able to get to the Airport.

Director Moore responded that it is unclear, but assumes many walk to the Airport.

Member Brew made a comment in support of this measure and shared a personal experience during previous air travel at other Airports.

Member Brew asked if there is a higher authority to enforce loitering at the Airport.

Director Moore responded that the Airport is researching possible enforcement from the federal level.

Member Brew asked if facial recognition could help with the enforcement of this policy.

Director Moore responded that law enforcement officers on scene are constantly patrolling the Airport and well aware of the individuals who regularly loiter at the Airport.

A motion was made to approve this measure by Member Brew and seconded by Member Perrone. The motion passed unanimously 5-0.

Authorize a Contract with Ailevon Pacific Aviation Consulting, LLC to Provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport.

Director Moore provided historical information on the relationship between Ailevon Pacific and the Airport throughout their partnership.

A motion was made to approve this contract by Member Brew and seconded by Member Maffucci. The motion passed unanimously 5-0.

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

Assistant Secretary Crumb reminded each board member and officer that they were emailed a copy of the annual statement of financial disclosure for the MCAA. Members and officers need to return the annual statement of financial disclosure to his attention no later than March 1, 2023.

Traffic Report

David Haas reported that enplanements for January through November of 2022 were 1,063,731, which was an increase of 680,661 from November 2021. December enplanements were not yet available, but were projected to be lower due to winter storms at Christmas and the Southwest Airlines system failure. The thruway airports all show a similar results.

Director's Report

Director Moore made comments on the traffic projections and the end of 2022.

Director Moore provided an update on the state grant project that the Airport was awarded in September 2022, including the project schedule and deadlines, and pending contracts with consultants.

Director Moore asked for a motion to go into Executive Session to discuss pending litigation. Member Brew made a motion to go into Executive Session and was seconded by Member Maffucci. The motion passed unanimously 5-0.

Ethics Hotline

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

Other Business

No other business was presented.

A motion to adjourn the meeting was made by Member Keith and seconded by Member Brew. The motion passed unanimously 5-0.

Meeting was adjourned @ 1:15 PM

The next Board Meeting is Wednesday, March 22, 2023 as follows:

Finance Committee Meeting 10:00 am

Audit Committee Meeting 10:30 am

Governance Committee Meeting 11:30 am

Annual Meeting 12 noon

Regular Meeting 12:05 pm

Respectfully Submitted,

Donald L. Crumb, Jr.

Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: *1/26/2023*

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 of 2023

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$750 FOR BEACON SPONSORSHIP AT THE 2023 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) ADVOCACY DAY FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE FREDERICK DOUGLASS-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 \$750 on behalf of the Monroe County Airport Authority for a Beacon Sponsorship of the 2023 New York Aviation Management Association (NYAMA) Advocacy Day to be held March 14 & 15, 2023, in Albany, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 18, 2023

Vote: 6-0

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
18, 2023

Dated: 12-18-2023


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 of 2023

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$5,000 FOR SILVER SPONSORSHIP AT THE 2023 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE & EXHIBIT SHOW FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE FREDERICK DOUGLASS-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 \$5,000 on behalf of the Monroe County Airport Authority for a Silver Sponsorship of the 2023 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show to be held September 11-13, 2023 in New York City, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 18, 2023

Vote: 6-0

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
18, 2023

Dated: *12-18-2023*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 of 2023

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$50,000 FOR
MARKETING, PROMOTIONS AND COMMUNITY OUTREACH ASSOCIATED WITH THE
2023 ROCHESTER INTERNATIONAL AIRSHOW FEATURING THE US AIR FORCE
THUNDERBIRDS**

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 \$50,000 on behalf of the Monroe County Airport Authority for marketing, promotions and community outreach associated with the 2023 Rochester International Airshow featuring the US Air Force Thunderbirds to be held on, August 12-13, 2023.

Section 2. These funds will be appropriated from the Surplus Fund.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: January 18, 2023

Vote: 6-0

I, Donald L. Crumb, Jr., Esq., Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held January 18, 2023.

Dated: January 18, 2023


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2023

AUTHORIZE THE DRAFTING AND POSTING OF RULES OF CONDUCT FOR THE FREDERICK DOUGLASS - 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 draft and post Rules of Conduct for individuals at The Frederick Douglass – Greater Rochester International Airport.

Section 2. Rules of Conduct shall be drafted to memorialize the relevant portions of the Monroe County Charter regarding conduct at The Frederick Douglass – Greater Rochester International Airport.

Section 3. Rules of Conduct shall be posted at The Frederick Douglass – Greater Rochester International Airport in places deemed appropriate by the Administrative Director, after consultation with the Monroe County Sheriff Office, and the Monroe County Department of Public Safety.

Section 4. The Administrative Director shall review the Rules of Conduct and their placement at The Frederick Douglass – Greater Rochester International Airport, on at least an annual basis and shall make any amendments to the Rules of Conduct and/or changes in their placement as needed.

Section 5. This resolution shall take effect immediately

ADOPTION: Date: January 18, 2023

Vote: 6-0

I, Donald L. Crumb, Jr., Esq., Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held January 18, 2023.

Dated: January 18, 2023


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2023

**AUTHORIZE A CONTRACT WITH AILEVON PACIFIC AVIATION CONSULTING, LLC
TO PROVIDE CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT FOR
THE MONROE COUNTY AIRPORT AUTHORITY AT THE FREDERICK DOUGLASS - 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, LLC to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at The Frederick Douglass – Greater Rochester International Airport.

Section 2. Ailevon Pacific Aviation Consulting, LLC was determined by a Selection Committee to be the most qualified of the three respondents to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. The services to be provided included but are not limited to the development of new or expanded air service with existing carriers and attracting new air service providers to the Frederick Douglass-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, 2023.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: January 18, 2023

Vote: 6-0

I, Donald L. Crumb, Jr., Esq., Secretary, Monroe County Airport Authority, do hereby certify that the within Resolution was duly adopted by the Monroe County Airport Authority at a General Meeting held January 18, 2023.

Dated: January 18, 2023


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