

## **Minutes**

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

May 17, 2023

### **Present:**

James G. Vazzana, Esq.            Chairman  
R. Thomas Flynn                Vice Chairman  
Hon. Stephen Brew (via telephone)  
Hon. Howard Maffucci  
Susan Keith  
John J. Perrone, Jr.

### **Excused Absence:**

Hank Stuart

### **Others Present:**

Andrew Moore                    Administrative Director  
Bill Johnston                    Deputy Director ROC  
John Bringewatt, Esq.            Secretary  
Donald L. Crumb, Jr. Esq.        Assistant Secretary  
Robert Franklin                 Treasurer  
Maryanne Fedison                Assistant Treasurer  
Dave Haas  
Steve Barz                        Assistant Airport Director  
Rich Wood                        USAirports

Meeting was called to order by the Chairman @ 10:00 PM

### **Pledge**

### **Notice of Public Hearing Concerning Execution of Airline/Airport Use & Lease Agreements**

The Public Hearing was called to order.

Meeting was closed without any public comment.

### **Approval of the Minutes from March 22, 2023**

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

### **Treasurers Report**

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business and the statement for credit card usage for the period of March through April 2023. Both were submitted within the required 10 days and with appropriate supporting documentation.

A motion to accept the report on travel and business expenses 14, totaling \$3,537.50, was moved by Member Maffucci and seconded by Member Perrone. The motion passed unanimously 6-0.

A motion to accept the report on credit card usage, containing four (19) charges totaling \$4,070.00, was moved by Member Flynn and seconded by Member Perrone. The motion passed unanimously 6-0.

### **Finance Committee Report**

Presented by member Vazzana, who informed the board of the new bonding which will begin October 1, 2023 in the amount up to \$3 million.

No further comment.

### **Authorize Execution of Airline-Airport Use and Lease Agreements with Airlines Operating at the Frederick Douglass-Greater Rochester International Airport**

Administrative Director Moore updated the Authority Board on the progress of the updated Airline Use and Lease Agreement. The current agreement expires December 31, 2023. Airport Administration and current airlines have reached an agreement on a new Use and Lease Agreement. New agreement comparable to current agreement that expires December 31, 2023.

Chairman Vazzana commended to the Airport administration for their due diligence and work on reaching an agreement with the airlines.

A motion to accept the policies was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

### **Authorize a Contract with Stonebridge Business Partners to Provide Internal Audit Services for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport.**

Administrative Director Moore presented the resolution for Stonebridge Business Partners to provide Internal audit services for the Monroe County Airport Authority. Administrative Director Moore notes that Stonebridge was the most qualified of the 2 respondents.

A motion to accept the resolution was moved by Member Maffucci and seconded by Member Keith. The motion passed unanimously 6-0.

### **Authorize an Assignment to the License Agreement with Societe Internationale De Telecommunications Aeronautiques to SITA Information Network Computing USA Inc. at the Frederick Douglass-Greater Rochester International Airport**

Administrative Director Moore informed the Authority Board that SITA supports the airport with software systems and flight information display screens throughout the terminal

A motion to accept the resolution was moved by Member Keith and seconded by Member Maffucci. The motion passed unanimously 6-0.

### **Traffic Report**

Mr. Dave Haas reported that we currently are having an upward trend in passenger traffic.

March enplanements were 111,635, an increase of 22.9% over 2022. April enplanements were 111,921, an increase of 11.1% over 2022. Year to Date 2023 enplanements were 412,032, an increase of 24.9% over YTD 2022.

Average enplanements continue to grow. Other Thruway Airports continue to experience similar trends as ROC.

Chairman Vazzana commended Mr. Haas on his detailed report.

### **Director's Report**

Administrative Director Moore provided an update on air service out of ROC, including the start of service to Raleigh/Durham on Avelo Airlines and Myrtle Beach on Spirit Airlines.

Car rentals are at full capacity as a result of the PGA Championship at Oak Hill Country Club.

FBOs have been busy with PGA tour players arriving on their private planes and charter flights.

State funded construction renovation project is underway, with meetings regularly occurring with consultants, engineers and construction project managers.

Chairman Vazzana commended Director Moore on his leadership of the Airport.

**Other Business**

No other business was presented.

Motion to adjourn the meeting made by Member Keith and seconded by Member Perrone. Meeting was adjourned @ 10:29 AM.

The next Board Meeting is July 19, 2023.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 6-28-2023