

**Minutes**  
**MONROE COUNTY AIRPORT AUTHORITY**  
**ANNUAL MEETING MINUTES**  
**March 20, 2024**

**Present:**

James G. Vazzana, Esq.                      Chairman  
Susan Keith  
Hon. Stephen Brew  
Charles Henry Stuart  
Hon. Howard Maffucci  
Sanjay Hiranandani

**Excused Absence:**

John J. Perrone, Jr.

**Others Present:**

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

Meeting was called to order by the Chairman Vazzana @ 12:00 p.m. The Pledge of Allegiance was led by Administrative Director Moore.

Chairman Vazzana welcomed new board member Sanjay Hiranandani.

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

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

**Appointed of Officers**

**Proposed Slate:**

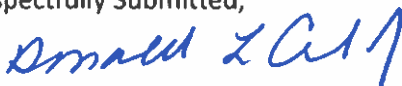
Chairman Vazzana proposed the following appointed officers as annually required by the Authority By-Laws: Vice – Chairperson is vacant currently, Donald L. Crumb, Jr., Esq. as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Stuart and seconded by Member Keith. The motion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

**Other Business**

No other business presented.

A motion was made to adjourn the meeting by Member Brew and seconded by Member Stuart.  
Meeting was adjourned @ 12:01 p.m.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 3/27/2024

**Minutes  
MONROE COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
March 20, 2024**

**Present:**

James G. Vazzana, Esq., Chairman  
Hon. Stephen Brew  
Susan Keith  
Hank Stuart  
Hon. Howard Maffucci  
Sanjay Hiranandani

**Excused Absence:**

John J. Perrone, Jr.

**Others Present:**

Andrew Moore	Administrative Director
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Steve Barz	
Dave Haas	
Bob Fratangelo	AVFlight
Rich Wood	US Airports

Meeting was called to order by the Chairman Vazzana @ 12:05 p.m.

**Approval of the Minutes from January 17, 2024**

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Stuart. 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 January 2024 through February 2024. Both were submitted within the required 10 days and with appropriate supporting documentation.

A motion to accept the report on Travel and Business expenses, totaling \$2222.09, was approved by Member Brew and seconded by Member Keith and unanimously approved 6-0.

A motion to accept the report on Credit Card Usage, containing four (4) charges totaling \$2129.98 was made by Member Stuart and seconded by Member Keith. The motion passed unanimously 6-0.

**Governance Committee Report**

Presented by Member Maffucci, Governance Chair. Member Maffucci informed the Board that the Governance Committee reviewed the Authority's Mission Statement, Performance Measures and Goals and Confidential Evaluation of Board Performance. The Governance Committee adopted all measures as currently written.

**Audit Committee Report**

Presented by Member Stuart. Member Stuart informed the Board that the Audit Committee met with Bonadio, who presented the annual audit of the Authority, as well as Tom Niles, who presented the audit of Lyft. Both audits were clean and provided all necessary documents for review and analysis.

### **Approve Submission of the Annual Report and Acceptance of 2023 Audit Report by Bonadio & Co., LLP**

Assistant Treasurer Fedison reported that Bonadio had presented earlier to the Audit Committee the 2023 Audit Report and the Audit Committee made a report to the board with a recommendation that the board pass a motion to approve board policies and the 2023 Audit as presented.

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

### **Authorize the Administrative Director to enter into a License Agreement with Midtown Tower Commercial LLC for Relocation of the Clock of Nations**

Administrative Director Moore explained that the Clock of Nations will be moved to the Midtown Tower. Director Moore provided some history on the Clock of Nations and its time at the Airport. Director Moore informed the Board that the clock is not being sold or given away, this is a license agreement for it to be displayed at Midtown Tower.

Assistant Secretary Crumb provided further details on the transfer of the Clock of Nations and the reasoning behind it being taken out of display at the Airport.

Member Brew asked if the clock is in working fashion.

Assistant Secretary Crumb responded that it is not currently working properly, and that Buckingham Properties is not looking to make it operable at this time, it will be a static display in the building lobby.

Chairman Vazzana asked about the maintenance of the clock.

Assistant Secretary Crumb responded that all maintenance will be the responsibility of Buckingham Properties.

Member Stuart asked if the clock is insured.

Assistant Secretary Crumb responded that it would be insured under Buckingham's insurance policy.

Member Hiranandani made a comment about insuring the clock.

A motion to authorize this was moved by Member Maffucci and seconded by Member Keith. Chairman Vazzana abstained. The motion passed 5-0.

### **Litigation Report**

Assistant Secretary Crumb reported the annual litigation report to the board.

A motion to enter into Executive Session was made by Member Stuart and seconded by Member Maffucci. The motion passed 6-0.

A motion to adjourn Executive Session was made by Member Keith and seconded by Member Maffucci. The motion passed 6-0.

### **Traffic Report**

Dave Haas presented the traffic report, which showed enplanements for the month of January – 91,174 vs 90,824 in 202. February – 94,686 vs 93,652 in 2023. YTD – we are at 185,860, approx. a 3.6% increase over YTD 2023 at 184,476.

### **Director's Report**

Administrative Director Moore provided an update on Air Service and air traffic out of ROC. He highlighted the success of 2023, which surpassed traffic numbers from 2019 and other pre-COVID pandemic years. Director Moore informed the Board of Avelo's expanded air service to Greenville/Spartanburg International Airport.

Director Moore provided an update on the Airport Terminal Revitalization project and the schedule and timeline for work to begin.

Director Moore informed the Board about the return of the Rochester Airshow, which takes place August 3 and August 4, and provided the program for the two-day airshow.

Member Brew asked a question about the Frederick Douglass Legacy Area, which is part of the revitalization project.

Director Moore provided a status update and schedule for the start of project.

Member Stuart asked a question about the size and type of plane currently flying in and out of ROC.

Director Moore provided a general overview of typical aircraft on a daily basis.

Member Stuart made a comment about the impact of the PGA Championship on the overall success of the Airport in 2023.

#### **Other Business**

Member Maffucci complimented Director Moore's handling of questioning at the Monroe County Legislature meeting in March.

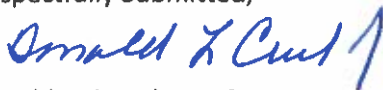
Member Maffucci asked a question about the status of a vacant hotel nearby the Airport.

Director Moore responded that the project is not part of the airport property and he is unaware of the current status of the renovation work.

A motion to adjourn was made by Member Keith and seconded by Member Maffucci. Motion passed unanimously 6-0. Meeting was adjourned @ 12:49 p.m.

**The next Board Meeting is May 15, 2024.**

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 3/27/2024

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 3 of 2024**

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2023 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. (<https://rocairport.com/mcaa>)

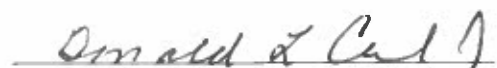
Section 4. The Authority having reviewed the 2023 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law.

ADOPTION: Dated: March 20, 2024

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 20, 2024

Dated: March 20, 2024

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 4 of 2024**

**AUTHORIZE THE ADMINISTRATIVE DIRECTOR TO ENTER INTO A LICENSE AGREEMENT WITH MIDTOWN TOWER COMMERCIAL LLC FOR RELOCATION OF THE CLOCK OF NATIONS TO THE FORMER MIDTOWN SITE AND THE SUBSEQUENT CARE AND CUSTODY OF THE CLOCK OF NATIONS**

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 a license agreement with Midtown Tower Commercial LLC for relocation of the clock of nations to the former midtown site and the subsequent care and custody of the Clock of Nations.

Section 2. The Administrative Director is further authorized to negotiate a revocable term of up to ten (10) years with two (2) additional ten (10) year terms with mutual written consent of the parties.

Section 3. The Administrative Director is further authorized to exchange any license fee for the licensee assuming all costs and expenses for care and custody of the Clock of Nations as well as making it accessible to the public in person during business hours and from the sidewalk through the building's window during times the building is closed to the public.

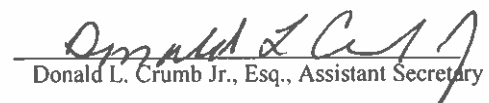
Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: March 20, 2024

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 March 20, 2024

Dated: March 20, 2024

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