

Minutes  
MONROE COUNTY AIRPORT AUTHORITY  
ANNUAL MEETING MINUTES  
March 22, 2023

**Present:**

James G. Vazzana, Esq.                      Chairman  
R. Thomas Flynn                              Vice- Chairman  
Susan Keith  
Hon. Stephen Brew  
John J. Perrone, Jr. (remote)

**Excused Absence:**

Charles Henry Stuart  
Hon. Howard Maffucci

**Others Present:**

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

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

**Approval of the Minutes from March 23, 2022**

Moved by Member Brew and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 5-0.

**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 Keith and seconded by Member Brew. The motion passed unanimously 5-0.

**Other Business**

No other business presented.

A motion was made to adjourn the meeting by Member Keith and seconded by Member Brew.  
Meeting was adjourned @ 12:02pm.

Respectfully Submitted,



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

Dated: 03 30-2023

**Minutes**  
**MONROE COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**March 22, 2023**

**Present:**

James G. Vazzana, Esq., Chairman  
R. Thomas Flynn, Vice-Chairman  
Hon. Stephen Brew  
Susan Keith  
John J. Perrone, Jr. (remote)

**Excused Absence:**

Hank Stuart  
Hon. Howard Maffucci

**Others Present:**

Andrew Moore	Administrative Director
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
Steve Barz	
Dave Haas	
Randall Shepard	Bonadio
Rich Wood	US Airports

Meeting was called to order by the Chairman Vazzana @ 12:03PM

**Approval of the Minutes from January 18, 2023**

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

**Bonadio: Presentation of the 2022 Audit**

Randall Shepard from Bonadio presented the 2022 Audit of the Authority. Airport utilizing new reporting system as of this year.

Mr. Shepard reports that Bonadio will be offering a clean audit, the highest possible given.

Member Brew asked why the Authority would have to issue further debt to keep Authority in operation.

Assistant Secretary Crumb responded that it is needed to extend the life of the Authority and the current governance structure. Mr. Crumb also explained other options available.

**Treasurers Report**

Assistant Treasurer Fedison 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 2023 through February 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, totaling \$3201.17, was approved by Member Brew and seconded by Member Keith and unanimously approved 5-0.

A motion to accept the report on Credit Card Usage, containing 5 charges totaling \$ 603.66, was made by Member Brew and seconded by Member Flynn. The motion passed unanimously 5-0.

### **Governance Committee Report**

Presented by Member T. Flynn, Governance Chair. Member Flynn informed the Board that the Governance Committee reviewed the Authority's Mission Statement, Performance Measures and Goals and Confidential Evaluation of Board Performance.

### **Annual Reporting & Resolution**

Assistant Treasurer Fedison presented the Annual Public Authorities Report, the Public Authorities Reporting Information System (PARIS) Report and the Policy Review & Update.

### **Audit Committee Report**

**No Report as Audit was canceled due to not having a quorum.**

### **Approve Submission of the Annual Report and Acceptance of 2022 Audit Report by Bonadio & Co., LLP**

Assistant Treasurer Fedison reported that Bonadio had presented earlier to the Audit Committee the 2021 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 2022 Audit as presented. A motion to approve and adopt was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 5-0.

### **Authorize an Expenditure in an Amount Not to Exceed \$4,428 for Marketing/Public Relations on behalf of the Monroe County Airport Authority at the 2023 PGA Championship.**

Administrative Director Moore explained that this expenditure will help the Airport host executives from the Airports that service the Airport during the PGA Championship in May.

Chairman Vazzana asked a clarifying question as to which airlines will be represented.

Director Moore responded that Southwest Airlines and American Airlines will have representatives in attendance.

Member Brew asked which days of the PGA the tickets can be utilized

Director Moore responded that the tickets are for the full week, but the airline executives will be in attendance Friday, Saturday and Sunday of Championship week.

A motion to approve and amendment to the lease was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 5-0.

### **Authorize the Commencement of Due Diligence needed for the Anticipated Issuance and Subsequent Sale of Bonds in an Undetermined Amount for the Cost of Aviation Improvement Projects at the Frederick – Douglass Greater Rochester International Airport**

Administrative Director Moore explained that this is required to continue the Authority in its current structure.

Motion Moved by Member Keith, seconded by Member Brew. The motion passed unanimously 5-0.

### **Litigation Report**

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

### **Traffic Report**

Dave Haas presented the traffic report, which showed enplanements for the month of January – 90,824 vs. 63,131 in 2022. February – 93,652 vs. 72,092 in 2022. YTD – we are at 184,476, approx. a 34.6% increase over YTD 2022 at 135,223.

### **Director's Report**

Administrative Director Moore provided an update on passenger enplanements and parking revenue. Director Moore gave a preview of spring break week.

Director Moore gave an update on air service out of Rochester, including new service to Raleigh/Durham International Airport on Avelo Airlines and Myrtle Beach on Spirit Airlines.

Director Moore informed the Board that the PGA will have staff at the Airport during the week of the tournament for player shuttles. The PGA will also be advertising throughout the Airport terminal leading up to tournament week.

Director Moore updated the Board on the status of the Airline lease agreement that is being negotiated.

Member Brew asked a question about the lease agreement with the airlines.

Director Moore provided Member Brew with an overview of the process and the difference between signatory and non-signatory contract agreements with the airlines.

Member Brew asked what kind of topics and issues are discussed during the negotiation conversations.

Director Moore provided examples of conversations and topics that are addressed.

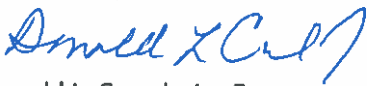
**Other Business**

There was no other business.

A motion to adjourn was made by Member Flynn and seconded by Member Keith.  
Meeting was adjourned @ 12:46pm.

The next Board Meeting is May 17, 2023, which will be in person.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 03-03-2023

# MONROE COUNTY AIRPORT AUTHORITY

## RESOLUTION NO. 6 of 2023

### APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2022 AUDIT REPORT BY BONADIO & CO., 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. The Authority having reviewed the 2022 Financial Statements and Independent Auditors' Report prepared by Bonadio & Co., LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law.

ADOPTION: Dated: March 22, 2023

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 22, 2023

Dated: March 22, 2023

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 7 of 2023**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED  
\$4,428 FOR MARKETING/PUBLIC RELATIONS ON BEHALF OF THE MONROE  
COUNTY AIRPORT AUTHORITY AT THE 2023 PGA CHAMPIONSHIP.**

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 \$4,428 on behalf of the Monroe County Airport Authority for marketing/public relations at the 2023 PGA Championship to be held in Rochester, NY on May 15-21, 2023.


Section 2. This resolution shall take effect immediately.

ADOPTION:      Date: March 22, 2023

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 March  
22, 2023

Dated: March 22, 2023

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 8 OF 2023**

**AUTHORIZE THE COMMENCEMENT OF DUE DILIGENCE NEEDED FOR THE ANTICIPATED ISSUANCE AND SUBSEQUENT SALE OF BONDS IN AN UNDETERMINED AMOUNT FOR THE COST OF AVIATION IMPROVEMENT PROJECTS 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 commence the due diligence needed for the anticipated issuance and subsequent sale of bonds in an undetermined amount for the cost of aviation improvement projects at The Frederick Douglass - Greater Rochester International Airport.

Section 2. The due diligence should include: (a.) identifying the amount of the bonds, with consideration of the use of funds, costs associated with the bonding process; (b.) identifying the financial advisor and bond counsel to be used; (c.) preparation of the sale of the bonds to the County of Monroe, NY; and (d.) any other information needed for the Monroe County Airport Authority to issue and sale of the bonds by the anticipated issuance date of September 1, 2023.


Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: March 22, 2023

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 22, 2023

Dated: March 22, 2023

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