

Minutes

MONROE COUNTY AIRPORT AUTHORITY – In Person
REGULAR MEETING
September 18, 2024

Present:

James G. Vazzana, Esq., Chairman
Sanjay Hiranandani
Hon. Howard Maffucci
John J. Perrone, Jr.
Susan Keith
Hank Stuart-called in

Excused Absence:

Hon. Steve Brew

Others Present:

Andrew Moore	Administrative Director
Joshua Pheterson, Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Dave Haas	Sr. Management Analyst
Steve Barz	Assistant Airport Director

Meeting was called to order by the Chairman @ 11:58 am.

Approval of the Minutes from May 15, 2024

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

Treasurers Report

Treasurer Robert Franklin informed the board that there are two (2) reports today to go before the Board. The statement for travel and business had twenty-one (21) items totaling \$6776.81. The statement for credit card usage for the period of May – August 2024 had twenty-one (21) charges totaling \$6407.65. Both were submitted within the required 10 days and with appropriate supporting documentation.

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

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

Audit Committee Report

The Audit Committee meeting for September 18, 2024 was canceled due to a lack of quorum.

Appointment of Officer

Chairman Vazzanan nominated Joshua Pheterson, Esq. to serve the role of Assistant Secretary. The position became available due to the retirement of the previous Assistant Secretary. Moved by Member Keith and seconded by Member Hiranandani. The motion passed unanimously 5-0.

Approval and Adoption of the 2025 Monroe County Airport Authority Operating Budget

Assistant Treasurer Fedison presented the proposed 2025 MCAA Operating Budget. A copy of the proposed 2025 Authority Budget is attached to the meeting minutes.

Member Maffucci asked a question about the anticipated usage of surplus funds and its impact on future years.

Assistant Treasurer Fedison responded that future years will not be impacted and there will be sufficient funds in future years.

A motion to accept the resolution was moved by Member Maffucci and seconded by Member Keith. The motion passed unanimously 5-0.

Approval and Adoption of the 2025 Monroe County Airport Authority Capital Budget

Assistant Treasurer Fedison also presented the 2025 MCAA Capital Budget. A copy of the proposed 2025 Capital Budget is attached to the meeting minutes.

A motion to accept the resolution was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 5-0.

Authorizing a Contract with Aerosimple, LLC to provide an Airport Operations Management System for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport

Airport Director Moore informed the Board of the need for improved Operations Management system, which is utilized by the Airfield Operations team on a daily basis. The system is in compliance with the FAA mandated safety systems. It will also improve efficiencies, workflow, and communication for Airfield Operations. Aerosimple was selected based off the Request for Proposals that was submitted to the Airport administration.

Chairman Vazzana asked if the current provider submitted a proposal.

Director Moore responded that the previous provider did not submit a proposal.

Member Keith asked how the price of the new provider compares to the previous provider.

Director Moore provided the cost differential.

Member Hiranandani asked if other proposals had similar price.

Director Moore informed the Board that Aerosimple was the second lowest cost proposal, but that price was only one aspect of the RFP process.

Member Perrone asked what kind of vetting occurs prior to selection.

Director Moore responded that the product is reputable and will serve the Air Field Operations team well.

Member Hiranandani asked who is involved in the RFP selection.

Director Moore provided a list of personnel who was included in the selection committee.

A motion to accept the resolution was moved by Member Maffucci and seconded by Member Perrone. The motion passed unanimously 5-0.

Traffic Report

Mr. Dave Haas reported year to date through August 2024 enplanements were at 877,995 (+.1% from the same six month period of 2023). Enplanements continue to grow each month steadily and are slightly ahead of 2023.

ROC is consistent with the other thruway airports traffic. Load factors for June were 79.3%, July were 88.0% and August were 87.2%.

Director's Report

Director Moore provided an update on Air Service and new destinations and nonstop routes out of ROC, including the daily nonstop to Fort Lauderdale on Spirit Airlines and the upcoming nonstop to Las Vegas on Southwest Airlines. Avelo continues to expand at ROC, adding two new nonstop destinations – Lakeland, Florida and Charlotte-Concord, North Carolina.

Member Perrone asked a clarifying question about service provided on Avelo Airlines.

Director Moore clarified that the Raleigh-Durham and Charlotte-Concord flights are nonstop destinations.

Director Moore informed the Board that the ROC Airport was nominated for USA Today...

Director Moore provided an update on the terminal revitalization projects that are occurring at ROC.

Treasurer Franklin asked how business travel has rebounded since the pandemic.

Director Moore responded that business travel continues to progress from the pandemic, but not as rapidly as originally anticipated.

Member Keith asked a question about on-campus parking and alternate parking facilities.

Director Moore informed Member Keith that the Airport will be expanding the weekly parking lot (green lot) in 2025 to add additional parking spaces.

Other Business

No other business was presented.

Meeting was adjourned @ 12:30pm

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

The next Board Meeting is November 20, 2024.

Respectfully Submitted,



Joshua Pheterson, Esq.

Assistant Secretary

Dated:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 OF 2024

APPOINTMENT OF JOSHUA PHETERSON, ESQ., AS ASSISTANT SECRETARY

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

Section 1. That Joshua Pheterson, Esq., shall act as Assistant Secretary effective September 18, 2024 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 18, 2024

Vote: 5-0

I, James G. Vazzana, Esq., Chairperson,
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, 2024.

Dated: September 18, 2024


James G. Vazzana, Esq., Chairperson

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2024

**APPROVAL AND ADOPTION OF THE 2025 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

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

Section 1. The 2025 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, 2024

Vote: 5-0

I, Joshua Pheterson 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, 2024.

Dated: September 18, 2024



Joshua Pheterson Esq., Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2024

**APPROVAL AND ADOPTION OF THE 2025 MONROE COUNTY AIRPORT
AUTHORITY CAPITAL 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 2025 Capital 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, 2024

Vote: 5-0

I, Joshua Pheterson 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, 2024.

Dated: September 18, 2024



Joshua Pheterson Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 11 of 2024**

**AUTHORIZE A CONTRACT WITH AEROSIMPLE, LLC. TO PROVIDE AN AIRPORT
OPERATIONS MANAGEMENT SYSTEM**

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

Section 1. The Monroe County Airport Authority authorizes the Administrative Director to execute a contract, and any amendments thereto, with Aerosimple, LLC to provide installation, testing and maintenance of an Airport Operations Management System for the Monroe County Airport Authority.

Section 2. Aerosimple, LLC was determined by a Selection Committee to be the most qualified proposer in response to a Request for Proposals (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of one (1) year at a cost not to exceed \$51,200 with the option to renew for up to four (4) consecutive one (1) year terms, for an amount not to exceed \$38,000 for the first extension, \$38,000 for the second extension, \$35,000 for the third extension and \$35,000 for the fourth extension, at the sole discretion of the Authority.

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

Section 4. The Administrative Director will finalize the terms of this agreement prior to the execution of the professional service agreement.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: September 18, 2024

Vote: 5-0

I, Joshua Pheterson 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, 2024.

Dated: September 18, 2024



Joshua Pheterson Esq., Assistant Secretary