

**Agenda**  
**Monroe County Airport Authority**  
**Audit Committee Meeting**  
**January 17, 2024**  
**11:00 a.m.**

- |    |  |         |
|----|--|---------|
| 1. | Roll Call                                  | Perrone |
| 2. | Approval of Minutes from November 15, 2023 | Perrone |
| 3. | Internal Audit Update                      | Niles   |
| 4. | 2024 Proposed Internal Audit Plan          | Niles   |
| 5. | Ethics Hotline Report                      | Crumb   |
| 6. | Other Business                             | Perrone |

**Next meeting: March 20, 2024 @ 10:30 a.m.**



**Ethics Hotline Report**

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

**Other Business**

No other business presented.

Meeting was adjourned @ 11:38 a.m.

**The next Audit Committee Meeting is Wednesday, March 20 @ 10:30 am.**

Respectfully Submitted,

*Donald L. Crumb, Jr.*

Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: *01/24/2024*

**Agenda  
Monroe County Airport Authority  
Regular Meeting  
January 17, 2024  
12:00 p.m.**

- |  |          |
|--|----------|
| 1. Pledge of Allegiance  | Vazzana  |
| 2. Roll Call   | Vazzana  |
| 3. Approval of Minutes from November 15, 2023  | Vazzana  |
| 4. Treasurer's Report  | Franklin |
| 5. Audit Committee Report  | Perrone  |
| 6. Authorize Expenditure in an amount not to exceed \$750 for Beacon Sponsorship at the 2024 NY Aviation Management Association (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport                     | Moore    |
| 7. Authorize Expenditure in an amount not to exceed \$5,000 for Silver Sponsorship at the 2024 NY Aviation Management Association (NYAMA) Fall Conference & Exhibit Show for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport | Moore    |
| 8. Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority  | Crumb    |
| 9. Traffic Report  | Haas     |
| 10. Director's Report  | Moore    |
| 11. Other Business   | Vazzana  |

**Next meeting: March 20, 2024 @ 12 noon**

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. of 2024**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$750 FOR BEACON SPONSORSHIP AT THE 2024 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 2024 New York Aviation Management Association (NYAMA) Advocacy Day to be held February 13 & 14, 2024, in Albany, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 17, 2024

Vote: x-x

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  
17, 2024  
Dated: January 17, 2024

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. of 2024**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$5,000 FOR SILVER SPONSORSHIP AT THE 2024 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 2024 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show to be held September 9-11, 2024 in Buffalo, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 17, 2024

Vote: x-x

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  
17, 2024  
Dated: January 17, 2024

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

**Minutes**  
**MONROE COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**January 17, 2024**

**Present:**

James G. Vazzana, Esq., Chairman  
Hank Stuart  
Hon. Steve Brew  
Susan Keith  
John J. Perrone, Jr.  
Hon. Howard Maffucci

**Excused Absence:**

Maryanne Fedison                      Assistant Treasurer  
Robert Franklin                        Treasurer

**Others Present:**

Andrew Moore                         Administrative Director  
Steve Barz                                Assistant Airport Director  
John Bringewatt, Esq.                 Secretary  
Donald L. Crumb, Jr. Esq.             Assistant Secretary  
David Haas  
Mike Wall                                 Airport Engineer  
Rich Wood                                 USAirports

Meeting was called to order by Chairman Vazzana @ 12:00 PM.

**Approval of the Minutes from November 15, 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's Report was postponed for this meeting due to the excused absences of Treasurer Franklin and Assistant Treasurer Fedison.

**Audit Committee Report**

Presented by Member Perrone, who discussed StoneBridge's audit of MAPCO Auto Parks. Member Perrone reported that the audit was clean and there were no additional concerns. Additionally, he praised the MAPCO team for their professionalism and service, which was evident throughout the audit. Member Perrone also summarized the future audit plan, which was found in line with previous audit schedules.

No questions.

Motion made by Member Brew, seconded by Member Maffucci. Passes 6-0.

**Authorize Expenditure in an amount not to exceed \$750 for Beacon Sponsorship of the 2024 New York Aviation Management Association (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport.**

Director Moore informed the board that Mike Wall will be attending Advocacy Day on behalf of the Airport, February 13-14, 2024 in Albany, NY.

Chairman Vazzana asked clarifying questions about the event details.

Director Moore provided additional details.

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

**Authorize Expenditure in an amount not to exceed \$5,000 for Silver Sponsorship of the 2024 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 September 9-11, 2024 in Buffalo, NY this year.

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

**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 6, 2024.

**Traffic Report**

David Haas reported that enplanements for 2023 were 1,321,492, an increase of 14.2% over 2022 (1,157,014). This was the highest enplanement level since 2008 (1,360,522). Total passengers for 2023 were 2,640,954. November 2023 enplanements were 110,562, an increase of 5.3% over November 2022. December 2023 enplanements were 104,466, an increase of 12.9% over December 2022.

Member Keith asked about the impact of retiring pilots on flight schedules.

Mr. Haas provided additional details and information.

**Director's Report**

Director Moore shared a note that he received from a local resident about the purchase of a property near the Airport.

Director Moore provided an update on the State Grant construction project that is currently in process in the Airport Terminal. Director Moore provided an updated on the project schedule.

Director Moore shared updated air service information with the Board.

Member Maffucci asked a question about a nearby vacant property.

Director Moore provided details on redevelopment of the property.

No further questions.

**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 Perrone. The motion passed unanimously 6-0.

Meeting was adjourned @ 1:15 PM

**The next Board Meeting is Wednesday, March 20, 2024 as follows:**

**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: *01/24/2023*

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 1 of 2024**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$750 FOR BEACON SPONSORSHIP AT THE 2024 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 2024 New York Aviation Management Association (NYAMA) Advocacy Day to be held February 13 & 14, 2024, in Albany, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 17, 2024

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  
17, 2024  
Dated: January 17, 2024

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 2 of 2024**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$5,000 FOR SILVER SPONSORSHIP AT THE 2024 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE & EXHIBIT SHOW FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE FREDERICK DOUGLASS-GREATER ROCHESTER INTERNATIONAL AIRPORT**

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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 2024 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show to be held September 9-11, 2024 in Buffalo, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 17, 2024

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  
17, 2024

Dated: January 17, 2024

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

**Agenda**  
**Monroe County Airport Authority**  
**Audit Committee Meeting**  
**March 20, 2024**  
**10:30 a.m.**

- |    |  |         |
|----|--|---------|
| 1. | Roll Call  | Stuart  |
| 2. | Approval of Minutes from January 17, 2024  | Stuart  |
| 3. | Bonadio: Presentation of the 2023 Audit  | Proctor |
| 4. | Internal Audit Update  | Niles   |
| 5. | Annual Reporting and Resolution  | Fedison |
|    | <ul style="list-style-type: none"><li>▪ Annual Public Authorities Report</li><li>▪ Public Authorities Reporting Information System (PARIS) Report</li><li>▪ Policy Review and Update</li></ul> |         |
| 6. | Ethics Hotline Report  | Crumb   |
| 7. | Other Business   | Stuart  |

Next meeting is May 15, 2024

**MINUTES  
MONROE COUNTY AIRPORT AUTHORITY  
Audit Committee Meeting  
March 20, 2024**

**Present:**

Hank Stuart  
Steve Brew

**Excused Absence:**

John Perrone                      Chair

**Others Present:**

Andy Moore	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary
Erica Proctor	Bonadio Group
Tom Niles	Stonebridge
Steve Barz	Assistant Airport Director

Meeting was called to order by Member Stuart at 11:03 a.m.

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

A motion was made to approve by Member Brew and seconded by Member Stuart. The motion passed unanimously 2-0.

**Bonadio: Presentation of the 2023 Audit**

Ms. Erica Proctor of the Bonadio Group reported in detail the 2023 MCAA Audit. Ms. Proctor explained the communication process from the audit to the Authority Board members and Airport staff.

Ms. Proctor walked the Authority Board members through the financial statements and explained what was included in the report. She notified the Board that the Auditors did not encounter any significant difficulties dealing with management in performing and completing the audit, nor did they have any disagreements with management during the course of the audit.

Member Brew asked a question about the revenue generated by concessions.

Assistant Treasurer Fedison responded that the decline was a result of elimination of federal COVID funding used in previous years.

Member Stuart asked about the impact of the PGA Championship on the increase in revenue and enplanements for the Airport.

Ms. Proctor responded that it was likely a factor in the increase in enplanements.

A motion was made to receive the 2023 Audit by Member Brew and seconded by Member Stuart. The motion passed unanimously 2-0.

**Internal Audit Report of Lyft**

Tom Niles, reported that the Lyft audit, which had a primary objective of evaluating the accuracy of reported Per Trip Fees and recorded activity. The scope period of the audit was January 1, 2023 through December 31, 2023. As a result of this audit, it is recommended that Lyft consider incorporating certain General Prohibited Activities identified in Section 4.6 of the Operating Agreement.

Member Stuart asked how the Airport staff will address the audit recommendations with Lyft.

Assistant Treasurer Fedison responded that the Airport's Contract Administrator will send them a letter requesting appropriate changes and updates.

Member Stuart asked if there is a difference in business between Lyft and Uber.

Assistant Treasurer and Mr. Niles responded that Uber generates significantly more revenue than Lyft at this time.

Member Brew asked how much of the reported amount the Airport receives.

Assistant Treasurer Fedison responded that the Airport receives all of the reported revenue minus five percent.

#### **Annual Reporting & Resolution**

Assistant Treasurer Maryanne Fedison presented the Annual Public Authorities Report and PARIS Reports for 2023. Pending approval by the full board at noon, the standard reports required by the Authorities Budget Office (ABO) will be posted to the MCAA portion of the web [www.rocairport.com](http://www.rocairport.com) as required annually and filed with the ABO. The Audit Committee reviewed and approved all MCAA policies.

A motion was made to approve and recommend approval, to the full board of the Annual Public Authorities Report and PARIS Report for 2023 along with Board Policies, by Member Brew and seconded by Member Stuart. The motion passed unanimously 2-0.

#### **Ethics Hotline Report**

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

#### **Other Business**

No further business.

A Motion was made to adjourn the meeting by Member Brew and seconded by Member Stuart. Unanimously passed 2-0.

Meeting was adjourned @ 11:33 a.m.

The next Audit Committee Meeting is May 15, 2024.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 9/27/2024

**Agenda**  
**Monroe County Airport Authority**  
**Governance Committee Meeting**  
**March 20, 2024**  
**11:30 a.m.**

- |    |   |          |
|----|---|----------|
| 1. | Roll Call   | Maffucci |
| 2. | Approval of Minutes from March 22, 2023 Governance Committee Meeting            | Maffucci |
| 3. | Annual Review of Mission Statement and Performance Goals & Measures             | Maffucci |
| 4. | Annual Review of Confidential Evaluation of Board Performance - Summary Results | Crumb    |
| 5. | Ethics Hotline Report   | Crumb    |
| 6. | Other Business  | Maffucci |

**MINUTES**  
**MONROE COUNTY AIRPORT AUTHORITY**  
**Governance Committee Meeting**  
**March 20, 2024**

**Present:**

Hon. Howard Maffucci            Chair  
Susan Keith

**Excused Absence:**

**Others Present:**

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

Meeting was called to order by Member Maffucci at 11:35 a.m.

**Approval of the Minutes from March 22, 2023 Governance Committee Meeting**

A motion was made to approve by Member Keith and seconded by Member Maffucci. The motion passed unanimously 2-0.

**Annual Review of Mission Statement and Performance Goals & Measures**

Chairman Maffucci presented the annual review of the mission statement and each performance goal and measure with the committee.

Chairman Maffucci asked a question about the development of the Authority's Mission Statement.

Director Moore informed him that the Governance Committee develops the Mission Statement, but the full Board can edit as needed.

A motion was made to approve the current mission statement and each goal by Member Keith and seconded by Member Maffucci. The motion passed unanimously 2-0.

**Annual Review of Confidential Evaluation of Board Performance – Summary Results**

Assistant Secretary Crumb presented the annual review of confidential evaluation of board performance summary results.

A motion was made to approve by Member Keith and seconded by Member Maffucci. The motion passed unanimously 2-0.

**Ethics Hotline Report**

Assistant Secretary Crumb reported that there were no calls to the Ethics hotline for the reporting period.


**Other Business**

No other business was presented.

A motion was made by Member Keith and seconded by Member Maffucci to adjourn the meeting.

Meeting was adjourned @ 11:40 a.m.

Respectfully Submitted,

  
Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 3/27/2024



**Agenda**  
**Monroe County Airport Authority**  
**Annual Meeting**  
**March 20, 2024**  
**12:00 Noon**

- |    |   |                            |
|----|---|----------------------------|
| 1. | Pledge of Allegiance                        | Vazzana                    |
| 2. | Welcome New Board Member Sanjay Hiranandani | Vazzana                    |
| 3. | Roll Call                                   | Vazzana                    |
| 4. | Approval of Minutes from March 22, 2023     | Vazzana                    |
| 5. | Appointment of Officers                     | Vazzana                    |
|    | Proposed Slate:                             |                            |
|    | Vice Chairperson:                           | Tabled                     |
|    | Assistant Secretary:                        | Donald L. Crumb, Jr., Esq. |
|    | Assistant Treasurer:                        | Maryanne Fedison           |
| 6. | Other Business                              | Vazzana                    |
| 7. | Adjournment                                 | Vazzana                    |

**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:**

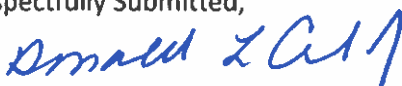
Chairman Vazzana proposed the following appointed officers as annually required by the Authority By-Laws: Vice – Chairperson is vacant currently, Donald L. Crumb, Jr., Esq. as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Stuart and seconded by Member Keith. The motion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

**Agenda**  
**Monroe County Airport Authority**  
**Regular Meeting**  
**March 20, 2024**  
**12:05 p.m.**

- |  |          |
|--|----------|
| 1. Roll Call   | Vazzana  |
| 2. Approval of Minutes from January 17, 2024   | Vazzana  |
| 3. Treasurer's Report  | Franklin |
| 4. Governance Committee Report   | Maffucci |
| 5. Audit Committee Report  | Stuart   |
| 6. Approve Submission of Annual Report and Acceptance of 2023 Audit Report by Bonadio & Co., LLP for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport | Fedison  |
| 7. Authorize the Administrative Director to enter into a License Agreement with Midtown Tower Commercial LLC for Relocation of the Clock of Nations.   | Moore    |
| 8. Litigation Report   | Crumb    |
| 9. Traffic Report  | Haas     |
| 10. Director's Report  | Moore    |
| 11. Other Business   | Vazzana  |

Next Meeting is May 15, 2024

# MONROE COUNTY AIRPORT AUTHORITY

## RESOLUTION NO. 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: x-x

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

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_ 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: x-x

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

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

**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.

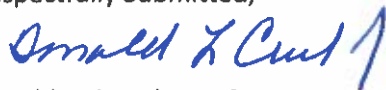
Member Maffucci asked a question about the status of a vacant hotel nearby the Airport.

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>)

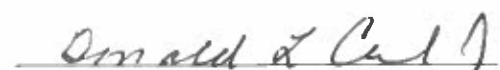
Section 4. The Authority having reviewed the 2023 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law.

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.

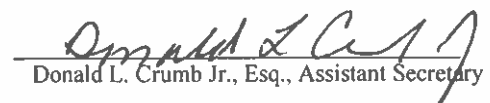
Section 4. This resolution shall take effect immediately.

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

**Agenda**  
**Monroe County Airport Authority**  
**Audit Committee Meeting**  
**May 15, 2024**  
**11:00 a.m.**

- |    |   |         |
|----|---|---------|
| 1. | Roll Call                               | Perrone |
| 2. | Approval of Minutes from March 20, 2024 | Perrone |
| 3. | Internal Audit Update                   | Niles   |
| 4. | Financials at April 30, 2024            | Fedison |
| 5. | Ethics Hotline Report                   | Crumb   |
| 6. | Other Business                          | Perrone |

Next Meeting is July 17, 2024

## **MINUTES**

### **MONROE COUNTY AIRPORT AUTHORITY**

#### **Audit Committee Meeting**

**May 15, 2024**

#### **Present:**

John Perrone, Jr.                      Chair  
Hank Stuart

#### **Excused Absence:**

Steve Brew

#### **Others Present:**

Andy Moore                              Administrative Director  
Robert Franklin                        Treasurer  
Maryanne Fedison                      Assistant Treasurer  
Donald L. Crumb Jr., Esq.              Assistant Secretary  
Tom Niles (Virtual)                      Stonebridge  
Steve Barz

Meeting was called to order by Chairman Perrone at 11:03 a.m.

#### **Approval of the Minutes from March 20, 2024**

A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

#### **Internal Audit Report**

Mr. Tom Niles, Stonebridge reported virtually on the audit of Uber. The primary objectives of the audit included an evaluation of the accuracy of reported Per Trip Fees and recorded activity. Other objectives included evaluating Uber's compliance with other non-financial aspects of the agreement, including validating that criminal background checks are prepared and that Uber is confirming drivers have appropriate auto insurance. Scope period of the audit was January 1, 2023 through December 31, 2023.

The audit recommends including specific language to communicate what is acceptable audit documentation in reference to Section 2.4 of the audit agreement, including reports generated by Uber's driver management system that verify background checks were completed.

Treasurer Franklin asked a clarifying question about background checks performed by Uber.

Mr. Niles responded that Uber provided a report with a checklist of items that are completed for Uber drivers.

Member Stuart asked when the next contract renewal is scheduled.

Assistant Treasurer Fedison responded June 2025.

Member Stuart asked when the next audit of Uber will be conducted.

Mr. Niles responded that the next audit will be performed in 2026.

Member Stuart asked for a history of when previous audits were completed and if background checks were addressed during those audits.

Mr. Niles responded that the information was previously supplied and it was not an issue in previous audits.

Member Stuart asked if the Board should get something from Uber's legal team to ensure they comply with the background check clause of the agreement.

Assistant Secretary Crumb responded that he will follow up to ensure it is included.

**Financials at April 30, 2024**

Assistant Treasurer Fedison presented the financials for ROC. Expenses through April 2024 were \$6.7m. Budget to Actual is tracking appropriately and no modifications are needed at this time.

Member Stuart asked the budget difference with JetBlue as a non-signatory vs signatory

Assistant Treasurer Fedison explained that the impact is minimal based on the formula of airline agreements.

**Ethics Hotline Report**

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

**Other Business**

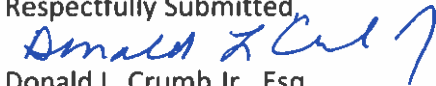
No other business was presented.

A motion to adjourn the meeting was made by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

Meeting was adjourned @ 11:32 a.m.

The next Audit Committee Meeting is July 17, 2024.

Respectfully Submitted



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 06/11/2024

**Agenda  
Monroe County Airport Authority  
Regular Meeting  
May 15, 2024  
12:00 pm**

- |   |          |
|---|----------|
| 1. Pledge of Allegiance   | Vazzana  |
| 2. Roll Call  | Vazzana  |
| 3. Approval of Minutes from March 20, 2024  | Vazzana  |
| 4. Treasurers Report  | Franklin |
| 5. Audit Committee Report   | Perrone  |
| 6. Authorize an Amendment to the contract with Car Rental Concessions for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport   | Moore    |
| 7. Authorize a Contract with VMD Systems Integrators, LLC to Provide Airport Security Services for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport                | Moore    |
| 8. Authorize Expenditure in an Amount Not to Exceed \$50,000 for Marketing, Promotions and Community Outreach Associated with the 2024 Rochester International Airshow Featuring the Italian Airforce, Frecce Tricolori | Moore    |
| 9. Ethics Training Update   | Crumb    |
| 10. Traffic Report  | Haas     |
| 11. Directors Report  | Moore    |
| 12. Other Business  | Vazzana  |

**Next meeting is July 17, 2024**

**MONROE COUNTY AIRPORT AUTHORITY  
RESOLUTION NO. \_\_\_ of 2024**

**AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH CAR RENTAL  
CONCESSIONS 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 authorizes the Administrative Director to execute an amendment of the current car rental concession agreements at The Frederick Douglass-Greater Rochester International Airport, pursuant to Resolution No. 19 of 2019, and as amended by Resolution No. 8 of 2022 and No. 14 of 2023 with car rental concessionaires, SNORAC, LLC d/b/a Enterprise Rent-A-Car; SNORAC, LLC d/b/a National Car Rental; The Hertz Corporation; The Hertz Corporation d/b/a Dollar Rent A Car System; Avis Rent A Car Systems LLC; Budget Rent A Car Systems, Inc. (collectively the “Car Rental Concessions”)

Section 2. The amendment shall extend the current car rental concession agreements for an additional term commencing October 1, 2024 and ending September 30, 2025, so that the parties can explore the additional issues that have arisen in the last twelve (12) months in regards to the use and availability of electronic vehicles in the rental car industry at The Frederick Douglass-Greater Rochester International Airport.

Section 3. All other terms of the car rental concession agreements shall remain in full force and effect.

Section 4. The records in the Office of the Monroe County Treasury indicate that none of the Car Rental Concessions or their principal officers owe any delinquent Monroe County real property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 2024

Vote: X-X

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 May 15, 2024.

Dated: May 15, 2024

—  
\_\_\_\_\_  
Donald L. Crumb, Jr., Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_ of 2024**

**AUTHORIZE A CONTRACT WITH VMD SYSTEMS INTEGRATORS, LLC TO PROVIDE AIRPORT SECURITY SERVICES 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 VMD Systems Integrators, LLC to provide airport security services for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport.

Section 2. VMD Systems Integrators, LLC was determined by a Selection Committee to be a 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 two (2) years at a cost not to exceed \$775,000 for year one and \$793,000 for year two, with the option to renew for up to two (2) consecutive one (1) year terms, for an amount not to exceed \$812,000 for the first extension and \$830,000 for the second extension, at the sole discretion of the Authority.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither VMD Systems Integrators, 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: Date: May 15, 2024

Vote:

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 May 15, 2024.

Dated:

—

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



**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. of 2024**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$50,000 FOR  
MARKETING, PROMOTIONS AND COMMUNITY OUTREACH ASSOCIATED WITH  
THE 2024 ROCHESTER INTERNATIONAL AIRSHOW FEATURING THE ITALIAN  
AIRFORCE, FRECCIE TRICOLORI**

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 2024 Rochester International Airshow featuring the Italian Airforce, Freccie Tricolori to be held on August 3 & 4, 2024.

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

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: May 15, 2024

Vote: X-X

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 May 15, 2024.

Dated: May 15, 2024

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

## **Minutes**

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

May 15, 2024

### **Present:**

Hon. Howard Maffucci

John J. Perrone, Jr.

Sanjay Hiranandani

Hank Stuart

### **Excused Absence:**

James G. Vazzana, Esq.            Chairman

Hon. Stephen Brew

Susan Keith

### **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 Acting Chairman Stuart at 11:58 a.m.

### **Pledge**

#### **Approval of the Minutes from March 20, 2024**

The minutes were approved without changes. A motion to accept the minutes was moved by Member Maffucci and seconded by Member Hiranandani. The motion passed unanimously 4-0.

#### **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 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, containing seven (7) items, totaling \$782.72, was moved by Member Maffucci and seconded by Member Perrone. The motion passed unanimously 4-0.

A motion to accept the report on credit card usage, containing three (3) charges totaling \$58.88, was moved by Member Hiranandani and seconded by Member Maffucci. The motion passed unanimously 4-0.

#### **Audit Committee Report**

Presented by Member Perrone, who informed the board of the audit of Uber performed by Stonebridge. The audit reviewed Uber's agreement with the MCAA and focused on background checks of Uber drivers. Member Perrone informed the Board that legal counsel will send Uber a letter to ensure they are in compliance with the agreement and the background check requirement.

Member Hiranandani asked who conducts the background checks on Uber drivers.

Assistant Secretary Crumb responded that Uber conducts the background checks on each driver.

Acting Chairman Stuart provided additional information to Member Hiranandani regarding the follow up that will be made by legal counsel with Uber.

**Authorize an Amendment to the Contract with Car Rental Concessions for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport**

Administrative Director Moore presented the new contract extension that was requested by the car rental providers. Under this agreement, the current contract would be extended by one year with the car rental providers.

A motion to accept the policies was moved by Member Maffucci and seconded by Member Hiranandani. The motion passed unanimously 4-0.

**Authorize a Contract with VMD Systems Integrators, LLC to Provide Airport Security Services for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport.**

Administrative Director Moore presented the resolution for VMD Systems Integrators, LLC to provide Airport Security services for the Monroe County Airport Authority. Administrative Director Moore notes that VMD was the most qualified of the nine (9) respondents.

Member Hiranandani asked who manages the upper level passenger exit lane.

Director Moore responded that TSA manages the passenger exit lanes.

Member Hiranandani asked if VMD is the current vendor.

Director Moore responded that VMD currently manages the lower level passenger exit lane and Allied manages employee screening. This resolution would consolidate to VMD managing all aspects of security screening.

Treasurer Franklin asked if Allied staff will be allowed to interview with VMD.

Director Moore responded in the affirmative and that it was included in VMD's proposal.

A motion to accept the resolution was moved by Member Hiranandani and seconded by Member Perrone. The motion passed unanimously 4-0.

**Authorize Expenditure in an Amount Not to Exceed \$50,000 for Marketing, Promotions and Community Outreach Associated with the 2024 Rochester International Airshow Featuring the Italian Airforce, Freccia Tricolori**

Director Moore provided the Board with information about programs and events that this funding will support, including community outreach with veterans organizations, school groups, and developmental disability organizations. This funding is identical to the funding provided for the 2023 Airshow.

Member Perrone asked if A.P. Property Services is the sponsor of the Airshow.

Director Moore responded in the affirmative.

Acting Chairman Stuart asked Treasurer Franklin to include this funding in his fall Authority Board meeting report.

Treasurer Franklin responded in the affirmative.

A motion to accept the resolution was moved by Member Hiranandani and seconded by Member Maffucci. The motion passed unanimously 4-0.

**Ethics Training Update**

Assistant Secretary Crumb gave the board the update on Ethics Training.

**Traffic Report**

Mr. Dave Haas provided an update on current traffic trends out of the ROC Airport. March enplanements were 107,118, a decrease of 7.4% from March 2023. April enplanements were 102,435, a decrease of 8.5% over April 2023. Load factors are up in March and April compared to the same months in 2023 despite the decrease in enplanements.

**Director's Report**

Administrative Director Moore introduced new Airport Engineer, Allison Lia, to the Authority Board and provided background on her professional experience.

Director Moore provided an air service update, including the inaugural Avelo Airlines flight to Greenville/Spartanburg, Southwest Airlines newly announced nonstop to Las Vegas and Spirit Airlines newly announced daily nonstop service to Ft. Lauderdale.

Deputy Director Bill Johnston provided an update on the progress of the terminal renovation construction project.

Director Moore informed the Board of pending negotiations with one of the offsite airport parking lots. Member Hiranandani asked who the landlord of the property. Assistant Secretary Crumb provided the landlord information.

**Other Business**

No other business was presented.

Motion to adjourn the meeting made by Member Maffucci and seconded by Member Hiranandani. The meeting was adjourned at 12:36 p.m.

The next Board Meeting is July 17, 2024.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 06 - 11 - 2024

**MONROE COUNTY AIRPORT AUTHORITY  
RESOLUTION NO. 5 of 2024**

**AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH CAR RENTAL  
CONCESSIONS 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 authorizes the Administrative Director to execute an amendment of the current car rental concession agreements at The Frederick Douglass-Greater Rochester International Airport, pursuant to Resolution No. 19 of 2019, and as amended by Resolution No. 8 of 2022 and No. 14 of 2023 with car rental concessionaires, SNORAC, LLC d/b/a Enterprise Rent-A-Car; SNORAC, LLC d/b/a National Car Rental; The Hertz Corporation; The Hertz Corporation d/b/a Dollar Rent A Car System; Avis Rent A Car Systems LLC; Budget Rent A Car Systems, Inc. (collectively the "Car Rental Concessions")

Section 2. The amendment shall extend the current car rental concession agreements for an additional term commencing October 1, 2024 and ending September 30, 2025, so that the parties can explore the additional issues that have arisen in the last twelve (12) months in regards to the use and availability of electronic vehicles in the rental car industry at The Frederick Douglass-Greater Rochester International Airport.

Section 3. All other terms of the car rental concession agreements shall remain in full force and effect.

Section 4. The records in the Office of the Monroe County Treasury indicate that none of the Car Rental Concessions or their principal officers owe any delinquent Monroe County real property taxes.

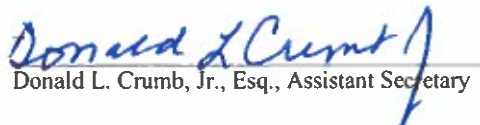
Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 2024

Vote: 4-0

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 May 15, 2024.

Dated: May 15, 2024

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 6 of 2024**

**AUTHORIZE A CONTRACT WITH VMD SYSTEMS INTEGRATORS, LLC TO PROVIDE AIRPORT SECURITY SERVICES 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 VMD Systems Integrators, LLC to provide airport security services for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport.

Section 2. VMD Systems Integrators, LLC was determined by a Selection Committee to be a 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 two (2) years at a cost not to exceed \$775,000 for year one and \$793,000 for year two, with the option to renew for up to two (2) consecutive one (1) year terms, for an amount not to exceed \$812,000 for the first extension and \$830,000 for the second extension, at the sole discretion of the Authority.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither VMD Systems Integrators, 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: Date: May 15, 2024

Vote: 4-0

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 May 15, 2024.

Dated: *May 15, 2024*

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 7 of 2024**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$50,000 FOR  
MARKETING, PROMOTIONS AND COMMUNITY OUTREACH ASSOCIATED WITH  
THE 2024 ROCHESTER INTERNATIONAL AIRSHOW FEATURING THE ITALIAN  
AIRFORCE, FRECCIE TRICOLORI**

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 2024 Rochester International Airshow featuring the Italian Airforce, Freccie Tricolori to be held on August 3 & 4, 2024.

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

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: May 15, 2024

Vote: 4-0

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 May 15, 2024.

Dated: May 15, 2024

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

**Agenda  
Monroe County Airport Authority  
Regular Meeting  
September 18, 2024  
12:00 p.m.**

- |  |          |
|--|----------|
| 1. Pledge of Allegiance  | Vazzana  |
| 2. Roll Call   | Vazzana  |
| 3. Approval of Minutes from May 15, 2024   | Vazzana  |
| 4. Treasurers Report   | Franklin |
| 5. Audit Committee Report  | Perrone  |
| 6. Appointment of Officer<br>Proposed Slate: Assistant Secretary: Joshua Pheterson, Esq.   | Vazzana  |
| 7. Approval and Adoption of the 2025 MCAA Operating Budget   | Fedison  |
| 8. Approval and Adoption of the 2025 MCAA Capital Budget   | Fedison  |
| 9. 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 Int'l Airport | Moore    |
| 10.Traffic Report  | Haas     |
| 11.Director's Report   | Moore    |
| 12.Other Business  | Vazzana  |

**Next meeting is November 20, 2024**



**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_ 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: X-X

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. 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: x-x

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. 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: x-x

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. \_\_\_ 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: X-X

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

**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



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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



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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

**Agenda**  
**Monroe County Airport Authority**  
**Regular Meeting**  
**November 20, 2024**  
**12:00 pm**

- |   |           |
|---|-----------|
| 1. Pledge of Allegiance   | Vazzana   |
| 2. Roll Call  | Vazzana   |
| 3. Approval of Minutes from September 18, 2024  | Vazzana   |
| 4. Audit Entrance Presentation from Bonadio & Co., LLP  | Shepard   |
| 5. Internal Audit Report  | Niles     |
| 6. Treasurer's Report   | Franklin  |
| 7. Authorize Easements for Brooks Avenue with the NYS DOT for the Monroe County Airport Authority at the Frederick Douglass- Greater Rochester International Airport  | Manhertz  |
| 8. Approval and Adoption of the 2025 Rates and Charges and Aviation Fees and Charges for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport                              | Fedison   |
| 9. Authorize an Amendment to the Contract with VMD Systems Integrators, LLC to Provide Airport Security Services for the Monroe County Airport Authority at the Frederick Douglass- Greater Rochester International Airport | Moore     |
| 10. Authorize an Amendment to the 2025 Monroe County Airport Authority Operating Budget   | Moore     |
| 11. Authorize a Contract with Airport One, LLC to Provide FlyMyAirport Search-to Book Solution on ROC Website for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport     | Moore     |
| 12. Traffic Report  | Haas      |
| 13. Director's Report   | Moore     |
| 14. Annual Board Evaluation   | Pheterson |
| 15. Schedule the dates for the 2025 Authority Meetings  | Pheterson |
| 16. Other Business  | Vazzana   |

Next meeting is January 15, 2025

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_\_ OF 2024**

**AUTHORIZE EASEMENTS FOR BROOKS AVENUE WITH THE NEW YORK STATE  
DEPARTMENT OF TRANSPORTATION 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 and County Executive are hereby authorized to execute on behalf of the Monroe County Airport Authority, easements or any consents to easements needed to provide the New York State Department of Transportation with easements to approximately 36,438 square feet of land on Brooks Avenue located at tax map numbers 134.08-1-82.1, 135.13-1-1.0002, 135.05-1-4 for the purpose of improvements and appurtenances for the Brooks Avenue Improvement Project upon the subject property as further described on Exhibit "A" attached hereto.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2024

Vote: X-X

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 November 20, 2024.

Dated: November 20, 2024

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Joshua Pheterson., Esq., Assistant Secretary

EXHIBIT A

<u>Parcel</u>	<u>Grantee</u>	<u>Amount</u>
Map 32 Parcel 33, PE, approximately 5,122 sf Brooks Avenue T.A. #134.08-1-82.1 Town of Gates	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$3,110
Map 35 Parcel 36, PE, approximately 25,709 sf Brooks Avenue T.A. #135.13-1-1.002 City of Rochester	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$8,100
Map 35 Parcel 37, PE, approximately 453 sf Brooks Avenue T.A. #135.13-1-1.002 City of Rochester	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$290
Map 42 Parcel 43, TE, approximately 4,581 sf Brooks Avenue T.A. #135.13-1-1.002 City of Rochester	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$650
Map 36 Parcel 38, PE, approximately 573 sf Brooks Avenue T.A. #135.05-1-42 Town of Gates	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$1,270

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_\_ of 2024**

**APPROVAL AND ADOPTION OF THE 2025 RATES AND CHARGES AND AVIATION FEES AND CHARGES 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 approves and adopts the 2025 Rates and Charges and Aviation Fees and Charges at the Frederick Douglass-Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2024

Vote: X-X

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 November 20, 2024.

Dated: November 20, 2024

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Joshua Pheterson, Esq., Assistant Secretary



# FREDERICK DOUGLASS GREATER ROCHESTER INTERNATIONAL AIRPORT AVIATION FEES AND CHARGES

Effective 1/1/25  
Expires 12/31/25

1. Aviation Landing Fee
2. Aircraft Field Permit
3. Fuel Flowage Fee
4. Glycol Flowage Fee

## 1. Aviation Landing Fee

An Aviation Landing Fee shall be charged by the Monroe County Airport Authority for the use of the Frederick Douglass Greater Rochester International Airport by each aircraft which does not hold a currently valid Monroe County Aircraft Field Permit. The Director of Aviation or his/her designee shall collect such fee. Excluded from any fees are all military, federal, and state owned or operated aircraft, and Medi-Evac flights.

### Aviation Landing Fee Rate Schedule 1/1/25 - 12/31/25

0 lbs. - 4,000 lbs. (MGLW)	\$3.00 flat rate per landing
4,001 lbs. - 8,000 lbs. (MGLW)	\$5.00 flat rate per landing
8,001 lbs. - 12,500 lbs. (MGLW)	\$7.00 flat rate per landing
12,501 lbs. - up (MGLW)	\$3.13 per 1000 lbs. Signatory Airline rate
12,501 lbs. - up (MGLW)	\$3.45 per 1000 lbs. Non-Signatory Airline rate

## 2. Aircraft Field Permit

A Monroe County Aircraft Field Permit shall be purchased from the Director of Aviation annually for each general aviation aircraft which is based at the Frederick Douglass Greater Rochester International Airport. The purchase of such permit and the payment of the permit fee shall exempt the owner of said aircraft from the payment of any further aviation landing fee instituted by the Monroe County Airport Authority for the period during which the permit is valid. Further, the owner of any general aviation aircraft which is not based at the Frederick Douglass Greater Rochester International Airport and which is not engaged in commercial aviation activities, as further defined hereinafter shall be allowed to purchase an aircraft field permit in lieu of the payment of aviation landing fees.



**Definitions:**

**Based Aircraft:** An aircraft which is owned or held by virtue of a leasehold agreement by a person or persons who currently lease the space upon which the aircraft is commonly parked directly from the Airport Authority, or by a person or persons who parks an aircraft in excess of thirty (30) days in an area of the Airport leased by the Airport Authority to an approved Fixed Base Operator.

**Commercial Aviation Activity:** The carrying of passengers, freight, express, or mail by air for profit, or for student flight, or for other use of an aircraft which requires the pilot thereof to hold a current commercial pilot rating.

**Aircraft Field Permit Rate Schedule:**

0 lbs. - 12,500 lbs. (MGLW) \$20.00 per 1000 lbs.  
12,501 lbs. - up (MGLW) \$30.00 per 1000 lbs.  
Annual Commercial Activity Surcharge: \$200.00 per aircraft

**3. Fuel Flowage Fee**

A Fuel Flowage Fee shall be assessed at a rate of \$0.07 per gallon on all aviation fuel delivered to an aircraft at the Frederick Douglass-Greater Rochester International Airport with the exception of fuel delivered into the aircraft owned by approved Fixed Base Operator or aircraft of companies whose agreement, with the Monroe County Airport Authority, precludes such a fee.

**4. Glycol Flowage Fee**

A Glycol Flowage Fee shall be assessed at a rate of \$1.15 per applied gallon on all glycol applied to an aircraft at the Frederick Douglass Greater Rochester International Airport.

**ALL FEES AND PERMIT CHARGES AS NOTED ABOVE ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**Exhibit G-3**

**Summary of Airline Rates Assessed  
Budget Rates and Charges  
Monroe County Airport Authority  
Frederick Douglass - Greater Rochester International Airport  
FY 2025 (January 1, 2025 - December 31, 2025)**

	2025 Rates		Unit	Exhibit	ULA Section
	Signatory	Non Signatory			
<b>Aircraft Landing Fee</b>	\$ 3.13	\$ 3.45	per 1,000 lbs. Mglw	G-4	8.01
<b>Aircraft Apron Fee</b>	\$ 879.02	\$ 879.02	per linear foot	G-4	8.03
<b>Terminal Rental Charges</b>					
Type 1: Ticket Counter & Queue	\$ 39.32	\$ 43.25	per square foot	G-5	8.02
Type 2: Ticket Offices; Upper Level Offices V.I.P. Rooms; Hold Rooms	\$ 35.39	\$ 38.92	per square foot	G-5	8.02
Type 3: Bag Claim; Baggage Services Offices; Sec. Chkpt.	\$ 31.45	\$ 34.60	per square foot	G-5	8.02
Type 4: Bag Make Up; Operations Area Ofcs.	\$ 27.52	\$ 30.27	per square foot	G-5	8.02
Type 5: Tug Drives	\$ 9.83	\$ 10.81	per square foot	G-5	8.02
<b>Passenger Facility Charge (PFC)</b>	\$ 4.50	\$ 4.50	per enplaned pax	G-5	8.02
<b>Cost per Enplaned Passenger (CPE)</b>	\$ 8.20		per enplaned pax		
<b>Joint Use Rental Fee</b>					
Variable	\$ 1.13	n/a	per enplaned pax	G-6	8.02
Fixed	\$ 36,875	n/a	per year	G-6	8.02
<b>Non-Signatory Joint Use Fee</b>	n/a	\$ 1.21	per enplaned pax 22	G-6	8.09
<b>RON Aircraft Parking Charges <sup>1</sup></b>					
Aircraft with 49 or less seats	\$ 100.00	\$ 100.00	per eight (8) hour period		8.07
Aircraft with 50 or more seats	\$ 200.00	\$ 200.00	per eight (8) hour period		8.07
<b>Authority Gate Use Charge</b>					
Aircraft with 33 or less seats	\$ 53.04	\$ 64.27	per turn	G-7	8.04
Aircraft with 34 to 66 seats	\$ 106.08	\$ 128.54	per turn	G-7	8.04
Aircraft with 67 to 99 seats	\$ 159.12	\$ 192.81	per turn	G-7	8.04
Aircraft with 100 or more seats	\$ 212.16	\$ 257.08	per turn	G-7	8.04
<b>Loading Bridge Rental Charge</b>	\$ 1,000.00	\$ 1,000.00	per month		8.05
<b>Fuel Flowage Fee</b>	n/a	\$ 0.07	per applied gallon		8.08
<b>Glycol Flowage Fee</b>	\$ 1.15	\$ 1.15	per applied gallon		8.08

1.) Charges for the parking of aircraft on unleased ramp aprons or taxiways. Charges are per aircraft and are per eight hour period (RON). Waived for Signatory Airlines parking aircraft due to mechanical delays.

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_ of 2024**

**AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH VMD SYSTEMS INTEGRATORS, LLC TO PROVIDE AIRPORT SECURITY SERVICES 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 an amendment of the contract with VMD Systems Integrators, LLC, dated as of July 1, 2024 to provide airport security services for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport as follows:

Section 2. The amendment shall increase the not to exceed amounts as follows: a cost not to exceed \$908,719 for year one and \$976,312 for year two, with the option to renew for up to two (2) consecutive one (1) year terms, for an amount not to exceed \$1,000,352 for the first extension and \$1,023,392 for the second extension, at the sole discretion of the Authority.

Section 3. All other terms of the agreement shall remain in full force and effect.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither VMD Systems Integrators, LLC, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2024

Vote: X-X

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 November 20, 2024.

Dated: November 20, 2024

---

Joshua Pheterson, Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_\_ of 2024**

**AUTHORIZE AN AMENDMENT TO 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 Adopted Budget, in the form presented to the Authority and Attached hereto is hereby amended by an increase of \$160,000 for airport security services contracted with VMD Systems Integrators, LLC.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2024

Vote: X-X

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 November 20, 2024.

Dated: November 20, 2024

---

Joshua Pheterson, Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY  
2025 BUDGET REQUIREMENT**

**OPERATION & MAINTENANCE RESERVE FUND:**

AIRPORT ENTERPRISE FUND BUDGET	27,813,145	
LESS: DEBT SERVICE	<u>-3,672,795</u>	<b>24,140,350</b>

**RENT TO COUNTY:**

PRINCIPAL - GENERAL OBLIGATION DEBT	175,043	
INTEREST - GENERAL OBLIGATION DEBT	4,379	
PRINCIPAL - REVITALIZATION PROJECT	3,105,000	
INTEREST - REVITALIZATION PROJECT	388,375	
LESS: AMOUNTS FUNDED BY PFC	<u>(3,105,000)</u>	<b>567,797</b>

**MCAA DEBT SERVICE:**

GENERAL AVIATION	<u>435,931</u>	<b>435,931</b>
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**CAPITAL EXPENDITURES:**

2025 PROPOSED SPENDING		<b>9,147,000</b>
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**PROFESSIONAL SERVICES:**

AVIATION PLANNING & CONSULTANTS	178,000	
ADVERTISING	575,000	
FINANCIAL AUDIT	60,400	
COUNTY ATTORNEY	75,000	
INTERNAL AUDIT	80,000	
BANKING AND OTHER SERVICES	<u>10,900</u>	<b>979,300</b>

**OTHER EXPENSES:**

PUBLIC EVENTS	2,500	
BOARD EXPENSES	2,500	
TRAVEL AND MEETING EXPENSE	22,500	
SUPPLIES AND SERVICES	19,760	
MEMBERSHIPS	15,660	
AIRPORT OPERATIONS MANAGEMENT SYSTEM	51,200	
AIRLINE INCENTIVE	75,000	
EXIT LANE/SECURITY SCREENING/BADGING CONTRACT	<u>943,469</u>	<b>1,132,589</b>

**TOTAL AUTHORITY EXPENSES**

**36,402,967**

# MONROE COUNTY AIRPORT AUTHORITY

## 2025 Budget and Analysis

### *Proposed-Budget Modification*

	2024	2025	2025	Increase to	
	ADOPTED	ADOPTED	PROPOSED	2025 Budget	
	BUDGET	BUDGET	AMENDED	Increase	% Change
			BUDGET	(Decrease)	
COUNTY OPERATION & MAINTENANCE	\$ 22,852,990	\$ 24,140,350	24,140,350	\$ 0	0.0%
COUNTY SUBORDINATED DEBT-PRINCIPAL	174,560	175,043	175,043	0	0.0%
COUNTY SUBORDINATED DEBT-INTEREST	552,972	392,754	392,754	0	0.0%
MCAA DEBT SERVICE	433,349	435,931	435,931	0	0.0%
CAPITAL EXPENDITURES-MCAA LOCAL SHARE	6,445,000	9,147,000	9,147,000	0	0.0%
PROFESSIONAL SERVICES	882,500	979,300	979,300	0	0.0%
OTHER EXPENSES	<u>1,184,635</u>	<u>972,589</u>	<u>1,132,589</u>	<u>160,000</u>	<u>16.5%</u>
<b>TOTAL</b>	<b>\$ <u>32,526,006</u></b>	<b>\$ <u>36,242,967</u></b>	<b><u>36,402,967</u></b>	<b>\$ <u>160,000</u></b>	<b>0.4%</b>

THE ATTACHED WORKSHEET PROVIDES SUPPORT FOR THE LINE ITEMS ABOVE.

THE 2025 COUNTY OPERATION & MAINTENANCE IS "PROPOSED" AND NOT YET APPROVED BY THE COUNTY LEGISLATURE.

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_\_ of 2024**

**AUTHORIZE A CONTRACT WITH AIRPORT ONE, LLC TO PROVIDE FLYMYAIRPORT SEARCH-TO-BOOK SOLUTION**

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 Airport One, LLC to provide the FlyMyAirport Search-to-Book Solution on the ROC Airport Website for the Monroe County Airport Authority.

Section 2. Airport One, LLC was determined to be a sole source provider. The contract will be for a period of one (1) year at a cost not to exceed \$24,000 with the option to renew for up to two (2) consecutive one (1) year terms, at the sole discretion of the Authority

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Airport One, 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: November 20, 2024

Vote: X-X

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 November 20, 2024.

Dated: November 20, 2024

\_\_\_\_\_  
Joshua Pheterson, Esq., Assistant Secretary

**Minutes Regular Meeting  
Monroe County Airport Authority  
November 20, 2024**

**Board Members Present:**

James G Vazzana, Esq., Chairman  
Sanjay Hiranandani  
Hon. Steve Brew  
Hon. Howard Maffucci

**Board Members Excused:**

John Perrone, Jr.  
Hank Stuart  
Susan Keith

**Others Present:**

Andrew Moore, Administrative Director  
John Bringewatt, Esq., Secretary  
Joshua Pheterson, Asst. Secretary  
Robert Franklin, Treasurer  
Maryanne Fedison, Asst. Treasurer  
Dave Haas, Sr. Management Analyst  
Gary Walker, Sr. Staff Assistant  
Rich Wood, US Airports  
Randall Shepard, Bonadio & Co., LLP  
Tom Niles, Stonebridge  
Cliff Manhertz, Jr., Monroe County  
Gary

Meeting was called to order by the Chairman Vazzana@ 12: 01 PM

**Pledge**

**Approval of the Minutes from September 18, 2024**

The minutes were approved as written. A motion to accept the minutes was moved by Member Maffucci and seconded by Member Hiranandani. The motion passed unanimously 4-0.

**Audit Entrance Presentation from Bonadio & Co., LLP**

Mr. Randall Shepard of Bonadio & Co., LLP shared a PowerPoint presentation to the Board for the annual audit of the Authority. Included was the letter of intent, the scope of services and deliverables, the auditors responsibilities, and Materiality.

**Internal Audit Report**

Mr. Tom Niles of Stonebridge presented the internal audits of US Airports Flight Support, LLC, Budget Rental Car System, Inc., and Lamar Advertising of Penn, LLC. The audit period for US Airports Flights Support, LLC was January 1, 2023 through December 31, 2023. The audit period for Budget Rental Car System, Inc. was October 1, 2022 through September 30, 2023. The audit period for Lamar Advertising of Penn, LLC was January 1, 2023 through December 31, 2023. The procedure and scope of the audit was



explained. Financially all appears to be in order. For the second consecutive period, Budget Rental Car System, Inc. failed to provide all materials requested in the audit. Board Member Hiranandani recommended sending a letter to Budget Rental Car System, Inc. Administrative Director Moore stated that Airport Authority will send letters and will review contracts to address failures to adhere to the audit requirements of the contract when they are renewed in 2025.

A motion to accept the report on Internal Audits was moved by Member Hiranandani and seconded by Member Maffucci. The motion passed unanimously 4-0.

### **Treasurers Report**

Treasurer, Robert Franklin, presented the Travel & Business report and the Credit Card Usage report. The statement for Travel and Business had six (6) items totaling \$1,669.92. The statement for Credit Card usage for the period of September and October Included six (6) charges totaling \$1,669.92 for subscriptions for the Democrat and Chronicle, NYAMA Fall Conference fuel expense, AAAE On-Line training, ASM Air Service Conference and the annual credit card fee. All were submitted within the required 10 days with the 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 Maffucci. The motion passed unanimously 4-0.

A motion to accept the report on Credit Card Usage was moved by Member Brew and seconded by Member Maffucci. The motion passed unanimously 4-0.

### **Audit Committee Report – No report**

The audit meeting was canceled due to not having a quorum.

### **Resolutions**

#### **Authorize Easements for Brooks Avenue with the New York State Department of Transportation for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport**

Clifton Manhertz, Jr. presented description of Brooks Ave project

A motion was moved by Member Brew and seconded by Member Maffucci. The motion passed unanimously 4-0.

#### **Approval and Adoption of the 2025 Rates and Charges and Aviation Fees and Charges for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport.**

Director Moore presented the 2025 Rates and Charges and Aviation Fees to the board as they were presented to the airlines and airline property managers last week. Approval was given by the airline property managers related to the 2025 Rates & Charges while their approval is not required, it is appreciated as they are our business partners.

A motion was moved by Member Hiranandani and seconded by Member Brew. The motion passed unanimously 4-0.

**Authorize an Amendment to the Contract with VMD Systems Integrators, LLC to Provide Airport Security Services for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport.**

Director Moore stated

A motion was moved by Member Maffuci and seconded by Member Hiranandani. The motion passed unanimously 4-0.

**Authorize an Amendment to the 2025 Monroe County Airport Authority Operating Budget.**

Director Moore

A motion was moved by Member Hiranandani and seconded by Member Brew. The motion passed unanimously 4-0.

**Authorize a Contract with Airport One, LLC to Provide FlyMyAirport Search-to-Book Solution on ROC Website for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport**

Director Moore

A motion was moved by Member Hiranandani and seconded by Member Mafucci. The motion passed unanimously 4-0.

**Traffic Report**

Mr. David Haas reported that enplanements for September and October, 2024.

**Directors Report**

Administrative Director Moore reported that the Las Vegas flight on Southwest launched in early October with great success. It will be going from four days to daily service in the winter. Southwest is increasing service to Orlando to daily service. Avelo launched their flights to Lakeland, Florida and Charlotte Concorde.

Thanksgiving traffic looks like it will be heavy – increased passenger loads for Tuesday and Wednesday before Thanksgiving and Sunday and Monday after – expecting an additional 6 or 7 flights per day. Member Hiranandani has been reaching out to business community and Administrative Director Moore is meeting with businesses to get them to FlyRoc.

**Annual Board Evaluation**

Assistant Secretary Pheterson stated each board member was emailed a Board Evaluation Summary form to be completed and returned to him so that he can report on the summary results at the January 15, 2025 meeting.

**Schedule of the 2025 Authority Meetings**

The 2025 Authority Board Meeting schedule was reviewed and the board members have a week to get back with any issues.

**Other Business**

No other business was presented.

Meeting was adjourned at 12:54 PM

Motion to adjourn by Member Brew and seconded by Member Hiranandani was passed unanimously 4-0.

The next Board Meeting is Wednesday, January 15, 2025 @ 12:00 noon.

Respectfully Submitted,



Joshua Pheterson, Esq.

Assistant Secretary

Dated: 1/6/25

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 12 OF 2024**

**AUTHORIZE EASEMENTS FOR BROOKS AVENUE WITH THE NEW YORK STATE  
DEPARTMENT OF TRANSPORTATION 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 and County Executive are hereby authorized to execute on behalf of the Monroe County Airport Authority, easements or any consents to easements needed to provide the New York State Department of Transportation with easements to approximately 36,438 square feet of land on Brooks Avenue located at tax map numbers 134.08-1-82.1, 135.13-1-1.002, 135.05-1-4 for the purpose of improvements and appurtenances for the Brooks Avenue Improvement Project upon the subject property as further described on Exhibit "A" attached hereto.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2024

Vote: 4-0

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 November 20, 2024.

Dated: November 20, 2024



Joshua Pheterson., Esq., Assistant Secretary

EXHIBIT A

<u>Parcel</u>	<u>Grantee</u>	<u>Amount</u>
Map 32 Parcel 33, PE, approximately 5,122 sf Brooks Avenue T.A. #134.08-1-82.1 Town of Gates	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$3,110
Map 35 Parcel 36, PE, approximately 25,709 sf Brooks Avenue T.A. #135.13-1-1.002 City of Rochester	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$8,100
Map 35 Parcel 37, PE, approximately 453 sf Brooks Avenue T.A. #135.13-1-1.002 City of Rochester	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$290
Map 42 Parcel 43, TE, approximately 4,581 sf Brooks Avenue T.A. #135.13-1-1.002 City of Rochester	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$650
Map 36 Parcel 38, PE, approximately 573 sf Brooks Avenue T.A. #135.05-1-42 Town of Gates	Commissioner of Transportation for the People of the State of New York 1530 Jefferson Road Rochester, New York 14623	\$1,270

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 13 OF 2024**

**APPROVAL AND ADOPTION OF THE 2025 RATES AND CHARGES AND AVIATION FEES AND CHARGES 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 approves and adopts the 2025 Rates and Charges and Aviation Fees and Charges at the Frederick Douglass - Greater Rochester International Airport as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: November 20, 2024

Vote: 4-0

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 November 20, 2024.

Dated:



Joshua Pheterson., Esq., Assistant Secretary



# FREDERICK DOUGLASS GREATER ROCHESTER INTERNATIONAL AIRPORT AVIATION FEES AND CHARGES

Effective 1/1/25  
Expires 12/31/25

1. Aviation Landing Fee
2. Aircraft Field Permit
3. Fuel Flowage Fee
4. Glycol Flowage Fee

## 1. Aviation Landing Fee

An Aviation Landing Fee shall be charged by the Monroe County Airport Authority for the use of the Frederick Douglass Greater Rochester International Airport by each aircraft which does not hold a currently valid Monroe County Aircraft Field Permit. The Director of Aviation or his/her designee shall collect such fee. Excluded from any fees are all military, federal, and state owned or operated aircraft, and Medi-Evac flights.

### Aviation Landing Fee Rate Schedule 1/1/25 - 12/31/25

0 lbs. - 4,000 lbs. (MGLW)	\$3.00 flat rate per landing
4,001 lbs. - 8,000 lbs. (MGLW)	\$5.00 flat rate per landing
8,001 lbs. - 12,500 lbs. (MGLW)	\$7.00 flat rate per landing
12,501 lbs. - up (MGLW)	\$3.13 per 1000 lbs. Signatory Airline rate
12,501 lbs. - up (MGLW)	\$3.45 per 1000 lbs. Non-Signatory Airline rate

## 2. Aircraft Field Permit

A Monroe County Aircraft Field Permit shall be purchased from the Director of Aviation annually for each general aviation aircraft which is based at the Frederick Douglass Greater Rochester International Airport. The purchase of such permit and the payment of the permit fee shall exempt the owner of said aircraft from the payment of any further aviation landing fee instituted by the Monroe County Airport Authority for the period during which the permit is valid. Further, the owner of any general aviation aircraft which is not based at the Frederick Douglass Greater Rochester International Airport and which is not engaged in commercial aviation activities, as further defined hereinafter shall be allowed to purchase an aircraft field permit in lieu of the payment of aviation landing fees.

**Definitions:**

**Based Aircraft:** An aircraft which is owned or held by virtue of a leasehold agreement by a person or persons who currently lease the space upon which the aircraft is commonly parked directly from the Airport Authority, or by a person or persons who parks an aircraft in excess of thirty (30) days in an area of the Airport leased by the Airport Authority to an approved Fixed Base Operator.

**Commercial Aviation Activity:** The carrying of passengers, freight, express, or mail by air for profit, or for student flight, or for other use of an aircraft which requires the pilot thereof to hold a current commercial pilot rating.

**Aircraft Field Permit Rate Schedule:**

0 lbs. - 12,500 lbs. (MGLW) \$20.00 per 1000 lbs.  
12,501 lbs. - up (MGLW) \$30.00 per 1000 lbs.  
Annual Commercial Activity Surcharge: \$200.00 per aircraft

**3. Fuel Flowage Fee**

A Fuel Flowage Fee shall be assessed at a rate of \$0.07 per gallon on all aviation fuel delivered to an aircraft at the Frederick Douglass-Greater Rochester International Airport with the exception of fuel delivered into the aircraft owned by approved Fixed Base Operator or aircraft of companies whose agreement, with the Monroe County Airport Authority, precludes such a fee.

**4. Glycol Flowage Fee**

A Glycol Flowage Fee shall be assessed at a rate of \$1.15 per applied gallon on all glycol applied to an aircraft at the Frederick Douglass Greater Rochester International Airport.

**ALL FEES AND PERMIT CHARGES AS NOTED ABOVE ARE SUBJECT TO CHANGE WITHOUT NOTICE.**



Exhibit G-3

Summary of Airline Rates Assessed  
 Budget Rates and Charges  
 Monroe County Airport Authority  
 Frederick Douglass - Greater Rochester International Airport  
 FY 2025 (January 1, 2025 - December 31, 2025)

	2025 Rates		Unit	Exhibit	ULA Section
	Signatory	Non Signatory			
Aircraft Landing Fee	\$ 3.13	\$ 3.45	per 1,000 lbs. Mglw	G-4	8.01
Aircraft Apron Fee	\$ 879.02	\$ 879.02	per linear foot	G-4	8.03
<b>Terminal Rental Charges</b>					
Type 1: Ticket Counter & Queue	\$ 39.32	\$ 43.25	per square foot	G-5	8.02
Type 2: Ticket Offices; Upper Level Offices V.I.P. Rooms; Hold Rooms	\$ 35.39	\$ 38.92	per square foot	G-5	8.02
Type 3: Bag Claim; Baggage Services Offices; Sec. Chkpt.	\$ 31.45	\$ 34.60	per square foot	G-5	8.02
Type 4: Bag Make Up; Operations Area Ofcs.	\$ 27.52	\$ 30.27	per square foot	G-5	8.02
Type 5: Tug Drives	\$ 9.83	\$ 10.81	per square foot	G-5	8.02
Passenger Facility Charge (PFC)	\$ 4.50	\$ 4.50	per enplaned pax	G-5	8.02
Cost per Enplaned Passenger (CPE)	\$ 8.20		per enplaned pax		
<b>Joint Use Rental Fee</b>					
Variable	\$ 1.13	n/a	per enplaned pax	G-6	8.02
Fixed	\$ 36,875	n/a	per year	G-6	8.02
Non-Signatory Joint Use Fee	n/a	\$ 1.21	per enplaned pax 22	G-6	8.09
<b>RON Aircraft Parking Charges <sup>1</sup></b>					
Aircraft with 49 or less seats	\$ 100.00	\$ 100.00	per eight (8) hour period		8.07
Aircraft with 50 or more seats	\$ 200.00	\$ 200.00	per eight (8) hour period		8.07
<b>Authority Gate Use Charge</b>					
Aircraft with 33 or less seats	\$ 53.04	\$ 64.27	per turn	G-7	8.04
Aircraft with 34 to 66 seats	\$ 106.08	\$ 128.54	per turn	G-7	8.04
Aircraft with 67 to 99 seats	\$ 159.12	\$ 192.81	per turn	G-7	8.04
Aircraft with 100 or more seats	\$ 212.16	\$ 257.08	per turn	G-7	8.04
Loading Bridge Rental Charge	\$ 1,000.00	\$ 1,000.00	per month		8.05
Fuel Flowage Fee	n/a	\$ 0.07	per applied gallon		8.08
Glycol Flowage Fee	\$ 1.15	\$ 1.15	per applied gallon		8.08

1 ) Charges for the parking of aircraft on unleased ramp aprons or taxiways. Charges are per aircraft and are per eight hour period (RON). Waived for Signatory Airlines parking aircraft due to mechanical delays.

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 14 of 2024**

**AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH VMD SYSTEMS INTEGRATORS, LLC TO PROVIDE AIRPORT SECURITY SERVICES 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 an amendment of the contract with VMD Systems Integrators, LLC, dated as of July 1, 2024 to provide airport security services for the Monroe County Airport Authority at the Frederick Douglass Greater Rochester International Airport as follows:

Section 2. The amendment shall increase the not to exceed amounts as follows: a cost not to exceed \$908,719 for year one and \$976,312 for year two, with the option to renew for up to two (2) consecutive one (1) year terms, for an amount not to exceed \$1,000,352 for the first extension and \$1,023,392 for the second extension, at the sole discretion of the Authority.

Section 3. All other terms of the agreement shall remain in full force and effect.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither VMD Systems Integrators, LLC, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: November 20, 2024

Vote: 4-0

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 November 20, 2024.

Dated:



Joshua Pheterson, Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 15 of 2024**

**AUTHORIZE AN AMENDMENT TO 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 Adopted Budget, in the form presented to the  
Authority and Attached hereto is hereby amended by an increase of \$160,000 for airport  
security services contracted with VMD Systems Integrators, LLC.

Section 2. This resolution shall take effect immediately.

ADOPTION: DATED: November 20, 2024

Vote: 4-0

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 November 20, 2024.

Dated:



\_\_\_\_\_  
Joshua Pheterson, Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY  
2025 BUDGET REQUIREMENT**

**OPERATION & MAINTENANCE RESERVE FUND:**

AIRPORT ENTERPRISE FUND BUDGET	27,813,145	
LESS: DEBT SERVICE	<u>-3,672,795</u>	<b>24,140,350</b>

**RENT TO COUNTY:**

PRINCIPAL - GENERAL OBLIGATION DEBT	175,043	
INTEREST - GENERAL OBLIGATION DEBT	4,379	
PRINCIPAL - REVITALIZATION PROJECT	3,105,000	
INTEREST - REVITALIZATION PROJECT	388,375	
LESS: AMOUNTS FUNDED BY PFC	<u>(3,105,000)</u>	<b>567,797</b>

**MCAA DEBT SERVICE:**

GENERAL AVIATION	<u>435,931</u>	<b>435,931</b>
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**CAPITAL EXPENDITURES:**

2025 PROPOSED SPENDING		<b>9,147,000</b>
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**PROFESSIONAL SERVICES:**

AVIATION PLANNING & CONSULTANTS	178,000	
ADVERTISING	575,000	
FINANCIAL AUDIT	60,400	
COUNTY ATTORNEY	75,000	
INTERNAL AUDIT	80,000	
BANKING AND OTHER SERVICES	<u>10,900</u>	<b>979,300</b>

**OTHER EXPENSES:**

PUBLIC EVENTS	2,500	
BOARD EXPENSES	2,500	
TRAVEL AND MEETING EXPENSE	22,500	
SUPPLIES AND SERVICES	19,760	
MEMBERSHIPS	15,660	
AIRPORT OPERATIONS MANAGEMENT SYSTEM	51,200	
AIRLINE INCENTIVE	75,000	
EXIT LANE/SECURITY SCREENING/BADGING CONTRACT	<u>943,469</u>	<b>1,132,589</b>

**TOTAL AUTHORITY EXPENSES**

**36,402,967**

**MONROE COUNTY AIRPORT AUTHORITY**  
**2025 Budget and Analysis**

*Proposed-Budget Modification*

	2024 ADOPTED BUDGET	2025 ADOPTED BUDGET	2025 PROPOSED AMENDED BUDGET	Increase to 2025 Budget  Increase (Decrease)	% Change
COUNTY OPERATION & MAINTENANCE	\$ 22,852,990	\$ 24,140,350	24,140,350	\$ 0	0.0%
COUNTY SUBORDINATED DEBT-PRINCIPAL	174,560	175,043	175,043	0	0.0%
COUNTY SUBORDINATED DEBT-INTEREST	552,972	392,754	392,754	0	0.0%
MCAA DEBT SERVICE	433,349	435,931	435,931	0	0.0%
CAPITAL EXPENDITURES-MCAA LOCAL SHARE	6,445,000	9,147,000	9,147,000	0	0.0%
PROFESSIONAL SERVICES	882,500	979,300	979,300	0	0.0%
OTHER EXPENSES	1,184,635	972,589	1,132,589	160,000	16.5%
<b>TOTAL</b>	<b>\$ 32,526,006</b>	<b>\$ 36,242,967</b>	<b>36,402,967</b>	<b>\$ 160,000</b>	<b>0.4%</b>

THE ATTACHED WORKSHEET PROVIDES SUPPORT FOR THE LINE ITEMS ABOVE.

THE 2025 COUNTY OPERATION & MAINTENANCE IS "PROPOSED" AND NOT YET APPROVED BY THE COUNTY LEGISLATURE.

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 16 of 2024**

**AUTHORIZE A CONTRACT WITH AIRPORT ONE, LLC TO PROVIDE FLYMYAIRPORT  
SEARCH-TO-BOOK SOLUTION**

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 Airport One, LLC to provide the FlyMyAirport Search-to-Book Solution on the ROC Airport Website for the Monroe County Airport Authority.

Section 2. Airport One, LLC was determined to be a sole source provider. The contract will be for a period of one (1) year at a cost not to exceed \$24,000 with the option to renew for up to two (2) consecutive one (1) year terms, at the sole discretion of the Authority.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Airport One, 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: November 20, 2024

Vote: 4-0

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 November 20, 2024.

Dated:



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Joshua Pheterson Esq., Assistant Secretary