

**Minutes**  
**MONROE COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**January 15, 2025**

**Present:**

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

**Excused Absence:**

Maryanne Fedison	Assistant Treasurer
Robert Franklin	Treasurer
Hon. Howard Maffucci	

**Others Present:**

Andrew Moore	Administrative Director
John Bringewatt, Esq.	Secretary
Joshua Pheterson, Esq.	Assistant Secretary
David Haas	
Rich Wood	USAirport

Meeting was called to order by Chairman Vazzana @ 11:59 PM.

**Approval of the Minutes from November 20, 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 6-0.

**Video**

Chairman V. showed news video from News 10 featuring Director Moore. Chairman V. gave a special commendation to Director Moore. Commendation is made by Chairman V. and supported unanimously 6-0. Member Hiranandani commended Director Moore's gen z video.

**Treasurers Report**

Treasurer's report was postponed for this meeting due to excused absences of Treasurer Franklin and Assistant Treasurer Fedison.

**Audit Committee Report**

The audit committee report was presented by Member Perrone, who discussed StoneBridge's audit of Hertz and Dollar. Member Perrone reported that the audit was clean and there were no additional concerns except in both cases the companies did not make credit card receipts available to StoneBridge. MCAA will be sending out a letter about the non-compliance during the audit. Member Brew stated that the MCAA intends to fix these problems with new RFPs and contracts. Member Perrone also summarized the future audit plan, which was found in line with previous audit schedules.

A motion was made to approve the report by Member Hiranandani, seconded by Member Keith. The motion passed unanimously 6-0.

**Authorize Expenditure in an amount not to exceed \$750 for Beacon Sponsorship of the 2025 New York Aviation Management Association (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport.**

Director Moore will be attending Advocacy Day on behalf of the Airport, February 24-25, 2025 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 Brew and seconded by Member Perrone. The motion passed unanimously 6-0.

**Authorize Expenditure in an amount not to exceed \$3,000 for Bronze Sponsorship of the 2025 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 24-26, 2025 in Watertown, NY this year. FAA and TSA attend this conference.

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

**Authorize an Amendment to the Contract with Ailevon Pacific Aviation Consulting, LLC to Provide Consultant Services Relating to Air Service Development for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport**

Director Moore stated that the amendment shall increase the not to exceed amount to \$85,000 for the first renewal term of the contract.

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

**Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority**

Assistant Secretary Pheterson 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 5, 2025.

**Traffic Report**

David Haas reported that enplanements for November, 2024 were 109,454, which is a 1% decrease from 2023. We are still ahead of 2019 enplanements. YTD 1,225,227, which is 0.7% increase over 2023. We are at a load factor of 85.4% for 2024.

**Donna Schott Commendation**

Chairman Vazzana gave a commendation for Donna Schott as the Executive Assistant for the Authority. He introduced Martha Dolan to the committee.

**Director's Report**

Director Moore discussed the issue of leakage, meetings with the business committee, and actions taken by State Senator Cooney. Director Moore reported that Las Vegas is now going five days a week and in February will go to 6-7 days a week. Director Moore mentioned that Nashville starts in April and mentioned Lakeland and North Carolina through Avelo. Director Moore discussed operator issues with Spirit airlines delays. Director Moore discussed the construction projects, which are expected to be completed in May or June, 2025. Some concerns about parking during February and

Spring break so employees will be moved to a temporary parking location from February 12 through June or July. Director Moore mentioned the end of the red lot term.

**Ethics Hotline**

Assistant Secretary Pheterson 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 Brew and seconded by Member Hiranandani. The motion passed unanimously 5-0.

Meeting was adjourned @ 12:34 PM

**The next Board Meeting is Wednesday, March 19, 2025 as follows:**

**Audit Committee Meeting 11:00 am**

**Governance Committee Meeting 11:45 am**

**Annual Meeting 12 noon**

**Regular Meeting 12:05 pm**

Respectfully Submitted,



Joshua Pheterson, Esq.

Assistant Secretary

Dated:

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 1 of 2025**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$750 FOR BEACON SPONSORSHIP AT THE 2025 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 2025 New York Aviation Management Association (NYAMA) Advocacy Day to be held February 24 & 25, 2025, in Albany, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 15, 2025

Vote: 6-0

I, Joshua Pheterson, 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  
15, 2025  
Dated: January 15, 2025

  
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Joshua Pheterson, Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 2 of 2025**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$3,000 FOR BRONZE SPONSORSHIP AT THE 2025 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 \$3,000 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the 2025 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show to be held September 24-26, 2025 in Watertown, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 15, 2025

Vote: 6-0

I, Joshua Pheterson, 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  
15, 2025

Dated: January 15, 2025



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Joshua Pheterson Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 3 of 2025**

**AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH AILEVON PACIFIC AVIATION CONSULTING, LLC TO PROVIDE CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT 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 Ailevon Pacific Aviation Consulting, LLC, dated as of January 1, 2023 to provide consultant services relating to air service development 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 amount to \$85,000 for the first renewal term of the contract.

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 Ailevon Pacific Aviation Consulting, LLC, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 15, 2025

Vote: 6-0

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 January 15, 2025.

Dated:



Joshua Pheterson, Esq., Assistant Secretary