

Minutes

**MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE
ANNUAL MEETING MINUTES**

March 18, 2020

Present:

James G. Vazzana, Esq.	Chairman
R. Thomas Flynn	Vice- Chairman
Charles Henry Stuart	
John J. Perrone, Jr.	
Susan Keith	
Hon. Stephen Brew	
Hon. Joshua Bauroth	

Excused Absence:

John Bringewatt, Esq.	Secretary
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Others Present:

Andrew Moore	Administrative Director
Bill Johnston	Deputy Director ROC
Jennifer Cesario	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb, Jr., Esq.	Assistant Secretary

Meeting was called to order by the Chairman @ 12:04 PM

Approval of the Minutes from March 27, 2019

Moved by Member Flynn and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 7-0.

Appointed of Officers

Proposed Slate:

Chairman Vazzana proposed the following appointed officers as annually required by the Authority By Laws: R. Thomas Flynn as Vice – Chairperson, Donald L. Crumb, Jr., Esq., as Assistant Secretary and Maryanne Fedison as Assistant Treasurer. Moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

Other Business

No other business presented.

Meeting was adjourned @ 12:07 PM

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 3-28-2020

Minutes
MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE
REGULAR MEETING
March 18, 2020

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice-Chairman
Hank Stuart
Hon. Stephen Brew
Hon. Joshua Bauroth
Susan Keith
John J. Perrone, Jr.

Excused Absence:

John Bringewatt, Esq. Secretary

Others Present:

Andrew Moore	Administrative Director
Bill Johnston	Deputy Director ROC
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Jennifer Cesario	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by the Chairman @ 12:07 PM

Approval of the Minutes from November 20, 2019

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 7-0.

Treasurers Report

Treasurer Cesario 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 November 2019 through February 2020. Both were submitted within the required 10 days and with appropriate supporting documentation.

A motion to accept both the report on travel and business and the credit card usage report was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Appointment of Members to Monroe County Airport Authority Board Committees

Administrative Director Moore recommended that Hon. Stephen Brew is going to serve on the Audit Committee replacing Hon. John Howland whose term has ended. Hon. Joshua Bauroth is going to serve on the Governance Committee replacing Hon. Cynthia Kaleh whose term has also ended. A motion to accept the committee recommendations was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 7-0.

Finance Committee Report

Presented by Member Stuart.

Governance Committee Report

Presented by Member Flynn.

Audit Committee Report

Presented by Member Perrone.

Approve Submission of the Annual Report and Acceptance of 2019 Audit Report by Bonadio & Co., LLP

Assistant Treasurer Fediso reported that Bonadio had presented earlier to the Audit Committee the 2019 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 2019 Audit as presented. A motion to approve and adopt was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize a Contract with LeighFisher Inc. to provide Airport Management Consultant Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that this consultant handles financial matters for the Authority such as rates and charges for the airlines. An RFP was issued in accordance with the procurement policy, multiple respondents submitted and a selection committee recommended LeighFisher. It was reported that the amount of this expense is less than in past years. A motion to approve and authorize was moved by Member Flynn and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize Purchase of 676 Beahan Road and include 676 Beahan Road in the Property Covered by the Lease & Operating Agreement between Monroe County and the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that this property is adjacent to runway 10-28 at the Airport and has recently become available for purchase. The FAA encourages Airports to purchase land in the runway protection zones when available. It was reported that the Monroe County Real Properties determines the sale value and sets forth that amount and that the land will be returned to green space status, free of obstructions. A motion to approve and authorize was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize Expenditure in an amount not to exceed \$500 for Beacon Sponsorship at the 2020 NY Aviation Management Association (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that these funds are for sponsorship of Advocacy Day in Albany in support of aviation across the state. It was reported that all airports in the state as well as the NY/NJ Port Authority are members. Meetings on Advocacy Day take place with Legislators and NYSDOT. A motion to approve and authorize was moved by Member Bauroth and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize Expenditure in an amount not to exceed \$1,500 for Bronze Sponsorship at the 2020 NY Aviation Management Association (NYAMA) Fall Conference & Exhibit Show for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that these funds are for sponsorship of the Annual NYAMA Fall Conference being held in Binghamton NY in September 2020. NYAMA has been hosted by ROC in the past and is a venue where aviation industry forums take place on topics pertinent to airports in our state. A motion to approve and authorize was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize Expenditure in an amount not to exceed \$600 for Administrative Director Membership to the Rochester Rotary for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Secretary Crumb stated that the Airport is continuing to expand its efforts reaching local businesses about air service development initiatives for ROC Airport. Joining groups such as the Rochester Rotary and in the past the Chamber of Rochester provide networking and marketing opportunities for ROC Airport and the ability to garner feedback on passenger needs for continued air service development. Administrative Director Moore echoed these comments and added that this efforts are part of the Airports efforts to encourage choosing ROC for air service. A motion to approve and authorize was moved by Member Keith and seconded by Member Bauroth. The motion passed unanimously 7-0.

Authorize the Concessionaires, Vendors and Advertisers Assistance Plan for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore stated that this resolution is being put forth as an emergency matter of sorts to allow himself and the management team to work with concessionaires, vendors and advertisers on financial strain matters brought forth in light of COVID 19 developments. It was noted that each entity has its own unique set of circumstances

as it pertains to the decreasing enplanement activity and how that affects their business. Conversation ensued with regards to the language stating "30 days past the last Monroe County State of Emergency" and the board asked to receive a monthly report as we move forward. A motion to approve and authorize was moved by Member Keith and seconded by Member Stuart. The motion passed unanimously 7-0.

Litigation Report

Assistant Secretary Crumb reported the annual litigation report to the board. There is currently 1 active case and the county insurance agency is handling that matter. The new legal administration has reviewed the Normal Communications litigation matter and this is moving forward.

Traffic Report

No traffic report provided.

Director's Report

Director Moore opened his report with Deputy Director Bill Johnston giving the Board an overview/update of the 2020 CIP projects at ROC. Director Moore then provided the Board with an update on the air service reductions as a result of the COVID 19 impact on the industry as relayed to ROC by the airlines. Terminal concessions are being impacted by the traffic reductions: the diner is closed temporarily, the bar may be following soon, and Hudson News has reduced its hours and is considering closing temporarily the concourse stores for the time being. Taxi cab service is at an all-time low receiving 15% of the business with Transportation Network Companies experiencing 85% of the business – before the COVID 19 impact. It was noted that taxi cab service may resort in the future to cabs on call with those already registered with the city.

Director Moore reported that the COVID 19 impact to parking (the airport's largest revenue generator) has resulted in Valet Parking being suspended, red economy shuttle lot usage at a low and cars into the long term ramp garage is at a low. This situation continues to be monitored and cost control measures for lots are being considered as this impact continues.

Director Moore stated that the safety and security of employees and users of ROC are of highest importance. Hand sanitizer has been distributed throughout the building/work spaces and the County Executive issued an order today that non-essential Monroe County personnel work from home until further notice. The Airport Fire Department has been split into two departments to reduce and limit the chances of the Fire Dept being impacted so that the Airport Certificate can remain operational.

Director Moore offered his position on how disheartening the current impact is to the industry and to ROC's efforts to attract new and retain current air service.

Enter Executive Session

A motion to enter executive session was moved by Member Keith and seconded by Member Perrone at 1:02 pm. The motion passed unanimously 7-0.

Exit Executive Session

A motion to exit executive session was moved by Member Stuart and seconded by Member Keith at 1:27 pm. The motion passed unanimously 7-0.

Other Business

No other business was presented.

Meeting was adjourned @ 1:28 PM

The next Board Meeting is May 20, 2020.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

3-28-2020

RESOLUTION NO. 1 of 2020

APPOINTMENT OF COMMITTEE MEMBERS TO THE MONROE COUNTY
AIRPORT AUTHORITY BOARD

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

Section 1. The Monroe County Airport Authority hereby appoints Members to
the following Committees as follows:

Audit Committee
Hon. Steve Brew

Governance Committee
Hon. Joshua Bauroth

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: March 18, 2020

Vote: 7-0

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 18, 2020

Dated: 3-18-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 of 2020

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2019 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. (<http://www2.monroecounty.gov/airport-MCAA.php>)

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2019 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

Section 4. The Authority having reviewed the 2019 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 18, 2020

Vote: 7-0

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 18, 2020

Dated: 3-18-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 of 2020

AUTHORIZE A CONTRACT WITH LEIGHFISHER INC. TO PROVIDE AIRPORT MANAGEMENT CONSULTANT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE 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 LeighFisher Inc. to provide airport management consultant services for the Monroe County Airport Authority.

Section 2. LeighFisher Inc. was determined by a Selection Committee to be the most qualified of the five respondents to a Request for Qualifications (RFQ) issued by the Monroe County Airport Authority. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$30,000.

Section 3. Funding for airport consulting services is included in the Monroe County Airport Authority Annual Budget, established and approved by the Monroe County Airport Authority.

Section 4. The records in the Office of the Monroe County Treasury have indicated that the principle officers of LeighFisher do not owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: March 18, 2020

Vote: 7-0

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 18, 2020

Dated: 3-18-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2020

AUTHORIZE PURCHASE OF 676 BEAHAN ROAD, TOWN OF CHILI, COUNTY OF MONROE, STATE OF NEW YORK BY MONROE COUNTY AND INCLUSION OF 676 BEAHAN ROAD IN THE PROPERTY COVERED BY THE LEASE AND OPERATING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY AIRPORT AUTHORITY AT THE 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 approve the acquisition by Monroe County, through purchase, property at 676 Beahan Road, Rochester, New York in an amount of One-Hundred Six Thousand and 00/100 Dollars (\$106,000).

Section 2. The Monroe County Airport Authority hereby further authorizes the Administrative Director and the County Executive to amend the Lease and Operating Agreement between Monroe County and the Monroe County Airport Authority to add the parcel located at 676 Beahan Road.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: March 18, 2020

Vote: 7-0

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 18, 2020

Dated: 3-18-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2020

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$500 FOR BEACON SPONSORSHIP AT THE 2020 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) ADVOCACY DAY FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE 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 \$500 on behalf of the Monroe County Airport Authority for a Beacon Sponsorship of the 2020 New York Aviation Management Association (NYAMA) Advocacy Day to be held March 10, 2020 in Albany, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: March 18, 2020

Vote: 7-0

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 18, 2020

Dated: 3-18-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2020

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,500 FOR BRONZE SPONSORSHIP AT THE 2020 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE & EXHIBIT SHOW FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE 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 \$1,500 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the 2020 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show to be held September 15 -17, 2020 in Binghamton, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: March 18, 2020

Vote: 7-0

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 18, 2020

Dated: 3-18-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2020

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$600 FOR ADMINISTRATIVE DIRECTOR MEMBERSHIP TO THE ROCHESTER ROTARY FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE 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 Assistant Treasurer to expend an amount not to exceed \$600 for a membership to the Rochester Rotary for the Administrative Director.

Section 2. Throughout his Rochester Rotary membership, the Monroe County Airport Authority hereby instructs the Administrative Director to include in his "Director's Reports to the Board", the advantages and opportunities which have been received by the Monroe County Airport Authority from the Rochester Rotary membership.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: March 18, 2020

Vote: 7-0

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 18, 2020

Dated: 3-18-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 OF 2020

AUTHORIZE THE CONCESSIONAIRES, VENDORS, AND ADVERTISERS ASSISTANCE PLAN

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

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority a plan to enter into amendment agreements for relief for concessionaires, vendors, and advertisers impacted by the drastic reduction of passengers using the Greater Rochester International Airport during the COVID-19 crisis.

Section 2. The Administrative Director shall negotiate such terms and conditions as necessary, to ensure concessionaires, vendors, and advertisers are able to continue business at the Greater Rochester International Airport during the COVID-19 crisis.

Section 3. The Administrative Director shall not enter into any such amendment agreement which has a term that extends more than sixty (60) days past the termination of the last Monroe County State of Emergency regarding the COVID-19 crisis.

Section 4. On a monthly basis, the Administrative Director shall provide a written report to the Board on any actions taken under this resolution.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: March 18, 2020

Vote: 7-0

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 18, 2020

Dated: 3-18-2020


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