

Minutes

**MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE
REGULAR MEETING
May 20, 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:

Jennifer Cesario Treasurer

Others Present:

Andrew Moore	Administrative Director
Bill Johnston	Deputy Director ROC
John Bringewatt, Esq.	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
Dave Haas	

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

Approval of the Minutes from March 18, 2020

The minutes were approved without changes. A motion to accept the minutes was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 7-0.

Treasurers Report

Assistant Treasurer Fedison reported that there are two (2) reports today to go before the Board. The statement for travel and business and the statement for credit card usage for the period of March 2020 through April 2020. 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 Stuart and seconded by Member Perrone. The motion passed unanimously 7-0.

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

Audit Committee Report

Presented by Member Perrone.

Authorize Amendment for the Administrative Director to Enter into Agreements with Qualified Airlines for New Non-Stop Service from ROC to an Unserved Airport as Part of the Airline Incentive Package for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that due to the untimely COVID 19 impact on air service development progress at ROC, this increase in expenditure allows ROC more bandwidth for negotiating new service at a time when all airports will be aggressively seeking to recoup air service. The rationale for the increase is being communicated and recommended by industry experts, air service consultants, airline network executives during ongoing zoom and virtual industry calls. Member Bauroth inquired as to how many routes would qualify for incentives not to exceed \$100k. Director Moore added that ROC has 17 different airport locations it serves and that incentives qualify only for new airport locations

not currently served. A motion to approve and authorize was moved by Member Perrone and seconded by Member Flynn. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas reported that 2020 enplanements were off to strong start as compared to 2019. January 2020 enplanements were 95,092, an increase of 6.8% as compared to January 2019. February 2020 enplanements were 96,607, a 7% increase over February 2019 enplanements. The COVID-19 impact to enplanements resulted in March 2020 enplanements at 50,902, a decrease of 53.9% compared to March 2019. April enplanements were 3,137, a decrease of 97.1% as compared to April 2019. Year-to-date 2020 enplanements are at a 38.4% decrease as compared to the first four months of 2019. All airports across the nation are experiencing the same decrease of passenger traffic because of Covid-19.

Airline ranking of shares of passengers appears to have stayed somewhat the same – Delta 28%, American 27.4%, Southwest 17.4%, United 15.7% and JetBlue 8.8%.

Thruway Airports have experienced the relatively same degree of enplanement reductions when comparing March & April to January & February 2020. Buffalo enplanements decreased about 97% and Syracuse enplanements decreased about 96.2%. Albany data was not available yet.

Load factors experienced the same trend for 2020 with January & February at 76.6% and 80.1% respectively followed by the sharp decrease for March & April at 44.6% and 7.5% respectively.

Seats per month, landing weights and trips all followed the same trend for 2020 – up for January/February over 2019 and down for March/April over 2019 due to Covid-19. Cargo flight activity for the January – April period appears relatively consistent with last year both in operations and in cargo tonnage being handled, in and out of ROC.

Member Keith asked if ROC was experiencing a slight uptick in air travel as mentioned by nation news media. Director Moore reported that like TSA reports, ROC had been experiencing a slight uptick in the number of individuals using the checkpoint (count includes airport employees) up to about 300-500 per day as compared to 150-250 per day at the lowest counts.

Director's Report

a. Capital Projects Report

Director Moore opened his report with a Capital Projects Report update by Deputy Director Bill Johnston presented as follows below:

Airfield:

- **West Side Service Road Relocation: AIP Funded Project \$1,625,000** initial construction has started,
- **East Apron Pavement Rehabilitation: AIP Funded Project \$2,500,000** Rehabilitation of -180,000 SF Asphalt pavement and replacement of 56,000 SF Concrete pavement from 1970 and 80 and joint repairs all Located East of Concourse B aircraft movement area. Project will begin end of May (AIP).
- **Taxiway H Extension: AIP Funded Project \$4,800,000** 2,500 feet of new pavement from L to F .Construction start late Spring (July)(AIP).
- **Runway 10-28 Guard Lights: AIP Funded Project of \$240,000:** Supplemental safety guard lights at runway intersects Construction start late Spring (AIP).
- **Runway 4-22: AIP Funded Project of \$6,257,000** construction substantially complete: punch-list items remaining (2018 AIP).
- **Runway 10-28 Obstruction Removal: AIP Funded EA project \$100,000:** Number of trees identified on several approach surfaces, working through the Environmental Assessment (AIP).

On Hold

- **300 Ramp and Tie-down area: Local Funded Project of \$1,200,000** However the hanger door will be repaired.
- **900 Ramp and Hanger Floor Rehab: State Funded Project of \$611,000:** Rehabilitation of hanger floor and new coating surface. September start (State Grant).

- Taxiway F Design: AIP Funded project \$100,000 (AIP). Seeking a modification of Standards to keep existing geometry (mitigates reconstruction cost).
- North Apron, West (1-5) (PFC 5). Funded Project
- Taxiway C (PFC 6). Funded Project

Buildings / Facility:

- Standby Generator Replacement: Local Funded Project of +/- \$986,102. Progressing and on schedule, new generators arrive on-site end of May.
- PSTF / ARFF: AIP Funded Project of \$1,453,577. Shop drawing of wet deck approved and in manufacturing. July delivery.

On Hold

- SRE: AIP Funded Project of (Total AIP Program = \$7,500,000) Working with consultant to program the project. Design pushed to FY '21 of FY '22.
- Demolition of Hanger 1 and 2 (Local). Local Funded Project of +/- \$900,000.
On Hold
- Renovation of the Dep. Level Restrooms: Local Funded Project of +/- \$1,900,000. Temporary Restrooms are near completion, the renovation of the restrooms have been put on a 90 Day hold
- Parking Guidance (State Grant). State and local Funded Project of \$847,000
- Customs Facility Relocation (Local). Local Funded Project \$900,000. This project is being submitted to NYSDOT Grant for the 2020 project).

Conversation ensued among board members about capital projects. Director Moore noted that ROC is in touch weekly with the FAA on the priorities the FAA would like to see complete at this time.

b. General Items

Director Moore reported that the final response to the NYS Comptroller for the MCAA Audit was issued on March 26 and that as of presently MCAA had not received any response via mail or to the public. It was reported that recommendations made in the report are already being included in MCAA efforts moving forward such as a capital projects update to the board and reflecting those capital projects in meeting minutes. In addition, the recommendation as it pertains to cost being a part of the factors and award scoring for RFP's as this is in the document for the next RFP being released in a few months for term engineers – a County RFP.

Director Moore thanked all members of the County Legislature and those who serve on our MCAA board for the support and approval of the 12.8M in CARES funds for ROC operations. This money will be used to offset operational expenses at ROC Airport impacted by the bleak revenues Covid-19 has brought in line with the parameters and guidelines set forth by the FAA.

Director Moore stated that 2019 for ROC ended on a great note with two of the key measurements the airlines are most concerned with in great shape. Cost per Enplanement (CPE) is the lowest it has been in 10 years in the \$6-7 range as compared to three years ago when CPE was in the \$10 range. Director Moore credited Assistant Treasurer Maryanne Fedison and her finance team for their efforts. Sales per Enplanement (SPE) was the highest it had been in the past 5 years up 9% as compared to 2019 at the start of 2020. Concession revenues and Transportation Network Company (TNC) revenues were also up for 2020 – until Covid-19. Today ROC has 13 flights per day as compared to this time in 2019 when ROC had 52-53 flights per day – because of Covid-19. Non-stop service to Minneapolis (MSP), LaGuardia (LGA), Orlando (MCO), Tampa (TPA) and Atlanta (ATL) has been consolidated to the closest hubs for the airlines.

Director Moore presented three slides to the MCAA Board Members showing how the CARES acts affects the number of flights each carrier is required to serve for the time being – significantly reducing the flight departures from ROC. (Charts attached to the minutes). Nationwide there are 16,000 less planes flying than in 2019, TSA is seeing a 93% decrease in screening, concession sales are down 94% and air travel is down 95%. Again – these figures are nationwide.

It was noted that the United Airlines CEO was quoted as saying that United flew fewer the entire month of May than on a single day in May 2019.

Director Moore stated that ROC is focused on cost cutting & controlling expenses for the time being. Projects covered with 100% FAA funding will move forward and others funded by PFC and local MCAA funds (unless at the tail end of completion) would be temporarily on-hold. Purchasing freezes, overtime freezes where applicable, parking modifications and consulting services reductions have all been implemented.

Director Moore concluded informing the MCAA board that air service initiatives for ROC as passengers return to travel would be aggressive as demand gradually increases for both business & leisure travel. ROC is implementing materials and campaigns letting the traveling public know the initiatives for cleaning, social distancing, masking, touchless technology, plexi-glass shields - all designed to inform travelers that ROC is ready and prepared as air travel increases.

Other Business

No other business was presented. Chairman Vazzana thanked Director Moore for the detailed report and reminded any members who have not completed their financial disclosures to date, to remit those to Assistant Secretary Crumb as soon as possible.

Meeting was adjourned @ 12:55 PM

The next Board Meeting is July 15, 2020.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: *May 27, 2020*

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2020

AUTHORIZE AMENDMENT FOR THE ADMINISTRATIVE DIRECTOR TO ENTER INTO AGREEMENTS WITH QUALIFIED AIRLINES FOR NEW NON-STOP SERVICE FROM ROC TO AN UNSERVED AIRPORT AS PART OF THE AIRLINE INCENTIVE PACKAGE FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT (ROC)

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

Section 1. The Monroe County Airport Authority hereby authorized the Administrative Director to negotiate and execute an airline incentive package with qualified airlines, which provide non-stop service from the Greater Rochester International Airport (ROC) to an unserved airport authorized by Resolution 11 of 2015 and amended by Resolution 30 of 2018.

Section 2. The Administrative Director is authorized to waive landing, terminal or operation fees and allocate marketing funds for qualified routes as deemed necessary for development of the airline incentive package.

Section 3. Increase the amount authorized from \$75,000 not to exceed \$100,000 per qualified route as deemed necessary for air service development.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: May 20, 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 May 20, 2020.

Dated: *may 20, 2020*

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