

Agenda
Monroe County Airport Authority
Annual Meeting
March 18, 2020
12:00 Noon

- | | | |
|----|---|----------------------------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from March 27, 2019 | Vazzana |
| 4. | Appointment of Officers | Vazzana |
| | Proposed Slate: | |
| | Vice Chairperson: | R. Thomas Flynn |
| | Assistant Secretary: | Donald L. Crumb, Jr., Esq. |
| | Assistant Treasurer: | Maryanne Fedison |
| 5. | Other Business | Vazzana |
| 6. | Adjournment | Vazzana |

**Agenda
Monroe County Airport Authority
Regular Meeting
March 18, 2020
12:05 p.m.**

- | | |
|---|---------|
| 1. Roll Call | Vazzana |
| 2. Approval of Minutes from November 20, 2019 | Vazzana |
| 3. Treasurers Report | Cesario |
| 4. Appointment of Members to Monroe County Airport Authority Board Committees | Moore |
| 5. Finance Committee Report | Stuart |
| 6. Governance Committee Report | Flynn |
| 7. Audit Committee Report | Stuart |
| 8. Approve Submission of Annual Report and Acceptance of 2019 Audit Report by Bonadio & Company, LLP for the Monroe County Airport Authority at the Greater Rochester International Airport | Fedison |
| 9. Authorize a Contract with LeighFisher Inc. to provide Airport Management Consultant Services for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 10. Authorize Purchase of 676 Beahan Road and Include 676 Beahan Road in the Property Covered by the Lease & Operating Agreement Between Monroe County & the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 11. Authorize Expenditure in an amount not to exceed \$500 for Beacon Sponsorship at the 2020 NY Aviation Management Assoc. (NYAMA) Advocacy Day for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 12. Authorize Expenditure in an amount not to exceed \$1,500 for Bronze Sponsorship at the 2020 NY Aviation Management Assoc. (NYAMA) Fall Conference & Exhibit Show for the Monroe County Airport Authority at the Greater Rochester International Airport | Moore |
| 13. 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 | Crumb |
| 14. Litigation Report | Crumb |
| 15. Traffic Report | Haas |
| 16. Director's Report | Moore |

17. Other Business

Vazzana

Next Meeting is May 20, 2020

RESOLUTION NO. __ 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: x-x

I, John P. Bringewatt, 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 March 18, 2020

Dated:

John P. Bringewatt, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. __ of 2019

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>)

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. ___ of 2020
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**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: X-X

I, John P. Bringewatt, 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 March 18, 2020

Dated:

John P. Bringewatt, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ 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: X-X

I, John P. Bringewatt, 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 March 18, 2020

Dated:

John P. Bringewatt, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ 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: X-X

I, John P. Bringewatt, 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 March 18, 2020

Dated:

John P. Bringewatt, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. __ 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: X-X

I, John P. Bringewatt, 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 March 18, 2020

Dated:

John P. Bringewatt, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. __ 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: X-X

I, John P. Bringewatt, 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 March 18, 2020

Dated:

John P. Bringewatt, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ 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: X-X

I, John P. Bringewatt, 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 March 18, 2020.

Dated:

John P. Bringewatt, Esq., Secretary