

**Minutes
MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE
REGULAR MEETING
March 23, 2022**

Present:

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

Excused Absence:

Others Present:

- Andrew Moore Administrative Director
- John Bringewatt Secretary
- Donald L. Crumb, Jr. Esq. Assistant Secretary
- Robert Franklin Treasurer
- Maryanne Fedison Assistant Treasurer
- Steve Barz
- Donna Schott
- Dave Haas
- Michael Wall
- Rich Wood US Airports

Meeting was called to order by the Chairman Vazzana @ 12:04 p.m.

Notice of Public Hearing Concerning Lease of Airport Property located at 1195 Scottsville Rd.

Motion to close the public hearing by Member Brew, seconded by Member Keith.

Approval of the Minutes from January 19, 2022

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 7-0.

Treasurers Report

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business covered the period of January 2022 through February 2022 and the statement for credit card usage covered the period of December 2021 through February 2022. 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 \$4,327.92, was made by Member Brew and seconded by Member Keith and unanimously approved 7-0.

A motion to accept the report on Credit Card Usage, containing 13 charges totaling \$1843.26, was made by Member Keith and seconded by Member Brew. The motion passed unanimously 7-0.

Appointment of Member to Monroe County Airport Authority Board Committee

Administrative Director Moore recommended Hon. Howard Maffucci to serve on the Governance Committee replacing Hon. Joshua Bauroth. A motion to accept the committee nomination was approved by Member Perrone and seconded by Member Keith. The motion passed 6-0.

Finance Committee Report

Presented by Member Stuart, Finance Chair

Finance committee discussed current debt, which was bonded in 2018 and expires in October 2023. Also discussed subsequent outcomes of possible debt expiration.

Governance Committee Report

Presented by Member Flynn, Governance Chair.

Governance committee reviewed the annual review and mission statement.

Governance committee reviewed the performance goals and measures. Director Moore provided a summary to the full Airport Authority.

Chairman Vazzana gave kudos to Assistant Treasurer Fedison for her work keeping costs low for airlines and ensuring the Airport's finances are in good shape.

Audit Committee Report

Presented by Member Perrone, chair.

Audit Committee received a presentation from Bonadio regarding the 2021 Audit. Member Perrone reports a clean audit from Bonadio and no issues with compliance.

The Audit Committee also heard a report from an internal audit of ridesharing service, Lyft. This report was also mostly clean, with a few minor issues with driver policy.

Approve Submission of the Annual Report and Acceptance of 2021 Audit Report by Bonadio & Co., LLP

Assistant Treasurer Fedison reported that Bonadio had presented earlier to the Audit Committee the 2021 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 2021 Audit as presented. A motion to approve and adopt was moved by Member Brew and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorization to amend the lease with Federal Express Corporation for approximately 123,220 additional square feet premises of unimproved property adjacent to the commercial building, owned by Federal Express Corporation, located at 1195 Scottsville Rd., at the Frederick Douglass-Greater Rochester International Airport.

A motion to approve and amendment to the lease was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize a Contract with Patrick Giuliano dba GUSTO for a Food & Beverage Concessions for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport.

A motion to approve this concession contract was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 7-0

Authorization to Offer an Incentive for New Entrant Cargo Carriers at the Frederick Douglass-Greater Rochester International Airport

Member Brew asked a question about the landing fees for cargo planes currently.

Director Moore provided the current landing fee structure.

A motion to approve the incentive offer was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 7-0

Litigation Report

Assistant Secretary Crumb reported the annual litigation report to the board.

Traffic Report

Dave Haas presented the traffic report, which showed enplanements for the month of January – 63,131 vs. 21,672 in 2021. February – 72,092 vs. 24,209 in 2021. YTD – we are at 135,223, approx. a 195% increase over YTD 2021 at 45,881

Director's Report

Airport Engineer Mike Wall provided an updated on currently and upcoming construction projects at the Airport.

Director Moore gave an update on new air service coming to the Airport.

Other Business

There was no other business.

A motion to adjourn was made by Member Flynn and seconded by Member Brew. Meeting was adjourned @ 12:48 p.m.

The next Board Meeting is May 18, 2022, which will be in person.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 04-07-2022

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 of 2022

**APPOINTMENT OF MEMBER TO A MONROE COUNTY
AIRPORT AUTHORITY BOARD COMMITTEE**

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

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

Governance Committee
Hon. Howard Maffucci

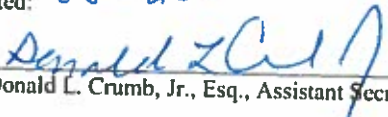
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: March 23, 2022

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 23, 2022

Dated: 03-23-2022


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 of 2022

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2021 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 2021 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 23, 2022

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 23, 2022

Dated: 03-23-2022

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2022

AUTHORIZE AN AMENDMENT OF THE LEASE WITH FEDERAL EXPRESS CORPORATION FOR APPROXIMATELY 123,220 ADDITIONAL SQUARE FEET PREMISES OF UNIMPROVED PROPERTY ADJACENT TO THE COMMERCIAL BUILDING OWNED BY FEDERAL EXPRESS CORPORATION, LOCATED AT 1195 SCOTTSVILLE ROAD, 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 is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the current lease and any amendments thereto with Federal Express Corporation for approximately 123,220 additional square feet premises of unimproved property adjacent to the commercial building owned by Federal Express Corporation, located at 1195 Scottsville Road, at the Frederick Douglass-Greater Rochester International Airport, for use solely by Federal Express Corporation, to operate its business.

Section 2. The amendment shall incorporate the additional real property into the leased premises and increase the rent as shown on the attached chart.

Section 3. The records in the office of the Monroe County Treasury have indicated that neither Federal Express Corporation nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect once the local law permitting the amendment is duly authorized by the Monroe County Legislature and is filed with the State of New York.

ADOPTION: Date: March 23, 2022

Vote: 7-0

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 March
23, 2022

Dated: *March 23, 2022*

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

Federal Express Corporation Rent

INITIAL TERM

Year	Period Start	Period End	Annual Rent	Escalation	Monthly Rent
1	10/1/2020	9/30/2021	\$130,441.28	0.00%	\$10,870.11
2	10/1/2021	Date*	\$130,441.28	0.00%	\$10,870.11
	Date*	9/30/2022	\$182,193.28	0.00%	\$15,182.77
3	10/1/2022	9/30/2023	\$182,193.28	0.00%	\$15,182.77
4	10/1/2023	9/30/2024	\$187,659.08	3.00%	\$15,638.26
5	10/1/2024	9/30/2025	\$187,659.08	0.00%	\$15,638.26
6	10/1/2025	9/30/2026	\$187,659.08	0.00%	\$15,638.26
7	10/1/2026	9/30/2027	\$193,288.85	3.00%	\$16,107.40
8	10/1/2027	9/30/2028	\$193,288.85	0.00%	\$16,107.40
9	10/1/2028	9/30/2029	\$193,288.85	0.00%	\$16,107.40
10	10/1/2029	9/30/2030	\$199,087.52	3.00%	\$16,590.63

FIRST OPTION

PERIOD

11	10/1/2030	9/30/2031	\$199,087.52	0.00%	\$16,590.63
12	10/1/2031	9/30/2032	\$199,087.52	0.00%	\$16,590.63
13	10/1/2032	9/30/2033	\$205,060.15	3.00%	\$17,088.35
14	10/1/2033	9/30/2034	\$205,060.15	0.00%	\$17,088.35
15	10/1/2034	9/30/2035	\$205,060.15	0.00%	\$17,088.35

SECOND OPTION PERIOD

16	10/1/2035	9/30/2036	\$211,211.95	3.00%	\$17,601.00
17	10/1/2036	9/30/2037	\$211,211.95	0.00%	\$17,601.00
18	10/1/2037	9/30/2038	\$211,211.95	0.00%	\$17,601.00
19	10/1/2038	9/30/2039	\$217,548.31	3.00%	\$18,129.03
20	10/1/2039	9/30/2040	\$217,548.31	0.00%	\$18,129.03

*Date dependent on commencement of Amendment

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2022

AUTHORIZE A CONTRACT WITH PATRICK GIULIANO d/b/a GUSTO FOR A FOOD & BEVERAGE CONCESSION 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 Food and Beverage Concession Agreement with Patrick Giuliano d/b/a GUSTO, 5475 North Old Bald Hill Road, Hemlock, New York 14466 for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport.

Section 2. Patrick Giuliano d/b/a GUSTO was determined by a Selection Committee to be a qualified proposer in response to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of Five (5) years with the option to extend for Two (2) consecutive terms of up to Five (5) years, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive the greater of a minimum annual guarantee of \$12,056.00 or 6.34% of gross sales. The Administrative Director will finalize the terms of this agreement with the concessionaire prior to the execution of the concession agreement.

Section 4. The records in the office of the Monroe County Treasury have indicated that neither Patrick Giuliano d/b/a GUSTO nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: March 23, 2022

Vote: 7-0

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 March
23, 2022

Dated: 03-23-2022


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2022

**AUTHORIZATION TO OFFER AN INCENTIVE FOR NEW ENTRANT CARGO
CARRIERS AT THE FREDERICK DOUGLASS- 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 authorizes the Administrative Director to execute an incentive for New Entrant All-Cargo Air Carrier that has not operated from ROC within the prior 12 months that establishes scheduled, year – round, nonstop service from the Frederick Douglass-Greater Rochester International Airport (ROC) to any destination.

Section 2. The Administrative Director is authorized to waive Landing Fees for the first 12 months of operation at ROC. This Cargo Incentive is a one-year (1) program effective one year (1) from the start date of service.

Section 3. This resolution shall take effect immediately.

ADOPTION:

Dated: March 23, 2022

Vote: 7-0

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 March
23, 2022

Dated: 03-23-2022


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