

Minutes

MONROE COUNTY AIRPORT AUTHORITY – In Person

REGULAR MEETING

July 20, 2022

Present:

James G. Vazzana, Esq., Chairman

R. Thomas Flynn, Vice-Chairman

Hon. Stephen Brew

Hon. Howard Maffucci

Susan Keith

John J. Perrone, Jr.

Excused Absence:

Hank Stuart

Others Present:

Andrew Moore	Administrative Director
John Bringewatt, Esq.	Secretary
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Steve Barz	Assistant Airport Director
Dave Haas	Sr. Management Analyst
Mike Wall	Airport Engineer

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

Approval of the Minutes from May 18, 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 6-0.

Treasurers Report

Treasurer Robert Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had six (6) items totaling \$400.68. The statement for credit card usage for the period of May – June 2022 had seven (7) charges totaling \$1,640.89. 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 Flynn and seconded by Member Keith. The motion passed unanimously 6-0.

A motion to accept the report on credit card usage was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

Audit Committee Report

Member Perrone reported that Tom Niles from Stonebridge presented the results from Hudson News' audit, which focused on audit fees and contract compliance. Hudson's revenue numbers were acceptable and agreed with the airport's data.

Assistant Treasurer Fedison provided an update on the Airport's finances, all of which are tracking appropriately. Utilities continue to be higher than projected. Parking revenue is exceeding expectations and returning to pre-COVID numbers.

Motion to accept the Audit Committee Report made by Member Flynn, seconded by Member Keith. The motion passed 6-0.

AUTHORIZE A CONTRACT WITH ANDERSON & KREIGER, LLP TO PROVIDE ON-CALL AVIATION RELATED LEGAL SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE FREDERICK DOUGLASS - GREATER ROCHESTER INTERNATIONAL AIRPORT

Administrative Director Moore presented the resolution to authorize a contract with Anderson & Kreiger, an aviation law firm. One year contract with potential for two one year renewals. Director Moore provided details of the work Anderson & Kreiger performs for ROC and the benefit of this contract.

Chairman Vazzana asked a question about the hourly rate of service provided by Anderson Cramer. Administrative Director Moore responded that their rate is below that of comparable firms.

Member Brew asked if there is a retainer cost or just an hourly cost associated with the contract. Administrative Director Moore responded that it just an hourly contract, as needed.

A Motion to accept the resolution was made by Member Brew, seconded by Member Perrone. The motion passed unanimously 6-0.

AUTHORIZE A CONTRACT WITH MONROE COUNTY AIRPORT TAXI SERVICE, LLC TO PROVIDE TAXICAB SERVICE FOR THE FREDERICK DOUGLASS - GREATER ROCHESTER INTERNATIONAL AIRPORT (ROC)

Administrative Director Moore presented the resolution to authorize a contract with Monroe County Airport Taxi Service, LLC to be the Taxi Service provider at ROC. Director Moore provided additional details, including that the RFP was responded by two, one was deemed unqualified and one deemed qualified. One year contract with two one year renewals.

Chairman Vazzana asked a question about the financial agreement of the contract compared to previous contracts.

Director Moore responded that the financial agreement is in line with what comparable Airports receive in 2022.

Member Brew asked whether ROC will have access to passenger volumes associated with Taxi service. Director Moore responded in the affirmative.

A motion to accept the resolution was made by Member Brew, seconded by Member Perrone. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas reported, year to date through June 2022, enplanements were at 534,246 (+103.5% from the same six month period of 2021). Enplanements continue to grow each month steadily where May was 103,703 and June was 100,527.

ROC is consistent with the other thruway airports traffic. Load factors for May was 82.2% and for June was 77.0%, year to date 74.9%. Slight reduction in June can be attributed to airlines flying larger aircraft in the ROC market, possible demand has not caught up with additional capacity yet.

Landing weights continue to increase each month, currently up 102.8% from the same six-month period of 2021, but still down 8% compared to the first six months of 2019.

No questions or comments.

Director's Report

Director Moore provided an updated on items confiscated at the TSA Security Checkpoint.

Anyone needing an updated badge should let Airport Administration know ahead so the process can be handled smoothly.

Director Moore introduced Tom Mann, new Airport Construction Manager, who joined the Airport in May.

Airport awarded \$5.2m federal grant, which will be used to purchase five new passenger loading bridges. In total, ROC will be replacing eight passenger loading bridges over the next year.

Director Moore provided an update on Air Service out of Rochester.

NYAMA annual conference is in Rochester, September 12 – 14, 2022.

Annual Airport Emergency Plan was conducted last week and was successful.

Airport conducting active shooter trainings for all Airport employees.

Miguel Lopez has been named the new Deputy Airport Security Coordinator.

Director Moore provided an update on Airline cancellations and flight statuses at the Airport, which have not been as significant as others throughout the country.

Member Brew made a comment in support of the pay increase and title change for the Airport MEOs.

Member Brew asked a question about the Deputy Security Coordinator position.

Director Moore provided background on Mr. Lopez, the work that he will be performing in this role and the benefit it will have at ROC.

Other Business

No other business was presented.

Meeting was adjourned @ 12:37 PM

A motion to adjourn the meeting was made by Member Keith and seconded by Member Brew. The motion passed unanimously 6-0.

The next Board Meeting is September 21, 2022.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 9/24/22