
Minutes

MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE
REGULAR MEETING
July 15, 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
Robert Franklin Treasurer
Donald L. Crumb, Jr. Esq. Assistant Secretary
Maryanne Fedison Assistant Treasurer
Dave Haas Sr. Management Analyst

Meeting was called to order by the Chairman @ 12:01 PM

Approval of the Minutes from May 20, 2020

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

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 three (3) items totaling \$419.98. The statement for credit card usage for the period of May – June 2020 had on it two (2) charges totaling \$19.98 for subscriptions to the Democrat & Chronicle. 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 Brew and seconded by Member Bauroth. The motion passed unanimously 7-0.

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

Audit Committee Report

Presented by Member Perrone.

Authorize a Contract with Stonebridge Business Partners to Provide Internal Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that an RFQ process was initiated for Internal Audit Services per the procurement process and advertised in the RBJ, Daily Record, Aviation News and the County's Purchasing website. Four proposal responses were received from vendors and a four-person selection committee recommended Stonebridge Business Partners as the selected vendor. Member Bauroth inquired as to how long the selected vendor had been working with ROC. Director Moore stated at least six years and that an RFQ process has been conducted each time the contract had expired. Member Brew inquired as to whether Stonebridge Business Partners has a local office – and they do in

Monroe County. A motion to approve and authorize was moved by Member Brew and seconded by Member Bauroth. The motion passed unanimously 7-0.

Authorize a Contract with Universal Protection Service, LLC d/b/a Universal Security Services to Provide Employee Security Screeners for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that an RFP process was initiated for Employee Security Screeners per the procurement process and advertised in the RBJ, Daily Record, Aviation News and the County's Purchasing website. Two proposal responses were received from vendors and a four-person selection committee recommended Universal Security Services as the selected vendor with a one-year team with an additional three, one-year renewals at the sole discretion of the Authority. Director Moore stated that the employee screening initiative that ROC Airport follows is approved by the Transportation Security Administration (TSA) and is used as a model nationally for 100% employee screening. Chairperson Vazzana inquired as about the cost of the contract. Director Moore stated that the proposed cost by Universal Security Services is Year 1 - \$417K, Year 2 - \$430K and Year 3- \$443K (3% increase each contract year). Conversation regarding frequency and amount of items found took place and it was stated that all reports involving violations are reported to ROC and TSA. A motion to approve and authorize was moved by Member Brew and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize a Contract with Universal Protection Service, LLC d/b/a Universal Security Services to Provide Employee Badging Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Administrative Director Moore reported that the last four years ROC has contracted for Employee Badging Services in an effort to reduce activity for the Airport Dispatchers so that they can focus on their core responsibility – Emergency & General Communications. The recommended vendor was deemed the most qualified proposal with the best price proposal and would keep the same personnel at ROC to work with the airlines and concessionaires for badging services, SIDA training. Director Moore stated that the proposal is for a one-year contract with the option to renew for three, one-year renewals at the sole discretion of the Authority. The cost by Universal Security Services is \$56K with a 3% increase each contract year. A motion to approve and authorize was moved by Member Keith and seconded by Member Brew. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas reported that ROC has started to climb out of the valley we were at back in April 2020. May 2020 enplanements were 8,966, an increase of 5,829 more enplanements than April 2020 – but a decrease of 93% as compared to May 2019 reported at 121,722. June 2020 enplanements were 17,355, an increase of 8,389 enplanements over May 2020. June 2020 enplanements were down 84% as compared to June 2019 reported at 109,801. ROC is now averaging about 580 enplanements per day as compared to 100 enplanements per day in April 2020. Year-to-date 2020 – through June, enplanements have decreased 57% as compared to the first six months of 2019.

Southwest Airlines & American Airlines appear to be showing the most increases in traffic. Thruway airports are showing relatively the same trends as ROC for the first six months with traffic down between 50-60%.

Load factors are showing improvements with May at 31.6% and June at 51.3% as compared to the 7.5% seen in April 2020. American is showing the highest relative load factors at 56% and 69% reflective of their route structure, aircraft mix utilization (regional jets) and operations.

Seats per month for May 2020 were 28,400 and June 2020 at 33,842; this reflects the reduction in flights and smaller aircraft being flown. May/June 2019 normal available seats were over 130,000 per month. Landing weights & Trips for May were off 80% and June off 75% as compared to 2019. Cargo operations have held steady in both operations and cargo tonnage handled.

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 listed below:

Airfield:

- **West Side Service Road Relocation:** **AIP Funded Project \$1,625,000**
Work progressing. Projected completion by the end of the month.
- **East Apron Pavement Rehabilitation:** **AIP Funded Project \$2,500,000**
Project is ahead of schedule by approximately 2 weeks. Work started on Phase II drainage
- **Taxiway H Extension:** **AIP Funded Project \$4,800,000**
Construction to begin as soon as the FAA Grant is received (mid-late July) 2-year project.
- **Runway 10-28 Guard Lights:** **AIP Funded Project \$418,216**
Construction is completed, Final Punch list being generated.
- **Runway 4-22:** **AIP Funded Project \$6,257,000**
Construction: Construction complete punch-list items remaining
- **Runway 10-28 Obstruction Removal:** **AIP Funded EA project \$100,000:**
Environmental Assessment in progress Potential Design / Construct in FY '21.
- **Taxiway F Design:** **AIP Funded project \$100,000**
Design underway. December 1, 2020 target for 90% Plans.

Buildings / Facility:

- **PSTF / ARFF:** **AIP Funded Project \$1,453,577.**
Installation of the wet deck. Work Completion early September FY '20.
- **Standby Generator Replacement:** **Local Funded Project \$986,102.**
Generators installed. East Generator is complete. West Generator and punch-list end of July.
- **900 Ramp and Hanger Floor Rehab:** **State Funded Project \$611,000:**
September start (State Grant).
- **Customs Facility Relocation (Local).** **Local Funded Project \$81,000**
(Will seek a Grant for the project, Application due 7/31/20).

Anticipated Projects

- **Parking Guidance (State Grant).** **State Funded Project of \$847,000.**
Will assess the schedule Fall FY '20.
- **300 Ramp and Tie-down area:** **Local Funded Project \$1,200,000**
(includes Design and Const. Est.) (Local). However the hanger door will be replaced.
- **North Apron, West (1-5) (PFC 5).** **PFC/Local Funded Project \$128,500**
(Design, only. No Const. Est yet).
- **Taxiway C West Design(PFC 6).** **PFC/Local Funded Project \$95,000**
(Design, only. No Const. Est yet).
- **Demolition of Hanger 1 and 2 (Local).** **Local Funded Project \$900,000.**
- **Renovation of the Dep. Level Restrooms:** **PFC/Local Funded Project \$1,900,000.**
- **SRE:** **AIP Funded Project \$19,750**
(Total AIP Program = \$7,500,000) Design pushed to FY '21 or FY '22.

b. General Items

Director Moore opened reiterating that projects requiring local funding and Passenger Facility Charge (PFC) funding are being prioritized based on funding. It was reported that the FAA is supportive of minimizing expenses and aware of ROC's plan. Member Bauroth inquired if the hangar project partially funded with State Grant funding is expected to continue and Deputy Director Johnston responded that ROC is anticipating that State Grant being available still.

Director Moore reported that the NYSDOH Travel Advisory has listed 22 restricted states from which arriving passengers must complete mandatory NYS Traveler Health Forms and self-quarantine for 14 days upon arrival in NYS. Three arriving non-stop flights to ROC (Charlotte, Atlanta & Orlando/Sanford) have NYSDOH representatives greeting

passengers at the gates to ensure compliance with turning in the required health forms. The Airlines are distributing passengers these forms at their departure point so they can complete the forms in-flight or online and submit upon arrival. Forms are also available at a center table in the baggage claim along with a drop box for passengers coming in from restricted states not via those three non-stops. Member Bauroth inquired how many passengers arrived from Charlotte the day prior – it was reported that 42 passengers were on that flight – some required to fill out the form, some not. Conversation/discussion ensued concerning layovers and connecting flights.

Director Moore stated that ROC has had an uptick in passengers and daily flights – but still nowhere near 2019 when ROC had 53 departures daily as compared to the 20 daily today. The Director is not optimistic the flights per day will change anytime soon – and 2021 could see a continuation of daily flight offerings being similar.

Director Moore reported that the recent community petition for the Airport to be named in honor of Frederick Douglass is being studied by the County Administration. Many airports across the country have been named for historical figures in their communities. Conversation ensued among Members as to what the Federal Aviation Administration (FAA) requirements would be including Air Traffic Control field maps, district office review, Part 139 application changes and consistency in the FAA grant issuance system Delphi. Director Moore stated that the FAA is familiar with the process and that there is not a paperwork cost to complete the process with the FAA but there are other costs associated with branding/signage etc. but those estimates have not been explored yet.

Other Business

No other business was presented.

Meeting was adjourned @ 12:51 PM

The next Board Meeting is September 23, 2020.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 07-22-2020

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2020

AUTHORIZING A CONTRACT WITH STONEBRIDGE BUSINESS PARTNERS TO PROVIDE INTERNAL AUDIT 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 Stonebridge Business Partners to provide Internal Audit services for the Monroe County Airport Authority.

Section 2. Stonebridge Business Partners was determined by a Selection Committee to be the most qualified of the two respondents. The Internal Audit services to be provided are the Monroe County Airport Authority's financial operations, including but not limited to, review of financial policies, procedures and practices. 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, subject to performance review. This contract is to be awarded at an annual cost not to exceed \$75,000.

Section 3. Funding is available for this contract in the 2020 Monroe County Airport Authority budget as adopted by Resolution 15 of 2019 on September 18, 2019.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Stonebridge Business Partners, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 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 July 15, 2020.

Dated: 07-15-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2020

**AUTHORIZE A CONTRACT WITH UNIVERSAL PROTECTION SERVICE, LLC d/b/a
UNIVERSAL SECURITY SERVICES TO PROVIDE EMPLOYEE SCREENING
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 Universal Protection Service, LLC d/b/a Universal Security Services to provide employee screening services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Universal Protection Service, LLC d/b/a Universal Security Services was determined by a Selection Committee to be a qualified proposer in response to a Request for Proposals (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of one (1) year with the option to renew for up to three (3) consecutive one (1) year terms at the sole discretion of the Authority.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Universal Protection Service, LLC d/b/a Universal Security Services, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. The Administrative Director will finalize the terms of this agreement prior to the execution of the professional service agreement.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 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 July 15, 2020.

Dated: 07-15-2020


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 of 2020

**AUTHORIZE A CONTRACT WITH UNIVERSAL PROTECTION SERVICE, LLC d/b/a
UNIVERSAL SECURITY SERVICES TO PROVIDE AIRPORT BADGING 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 Universal Protection Service, LLC d/b/a Universal Security Services to provide badging services for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Universal Protection Service, LLC d/b/a Universal Security Services was determined by a Selection Committee to be a qualified proposer in response to a Request for Proposals (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of one year with the option to renew for up to three (3) consecutive one (1) year terms at the sole discretion of the Authority.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Universal Protection Service, LLC d/b/a Universal Security Services, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 4. The Administrative Director will finalize the terms of this agreement prior to the execution of the professional service agreement.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 15, 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 July 15, 2020.

Dated 07-15-2020


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

