

**Agenda  
Monroe County Airport Authority  
Regular Meeting  
January 20, 2021  
12:00 p.m.**

- |   |          |
|---|----------|
| 1. Pledge of Allegiance   | Vazzana  |
| 2. Roll Call  | Vazzana  |
| 3. Approval of Minutes from November 18, 2020   | Vazzana  |
| 4. Treasurer's Report   | Franklin |
| 5. Audit Committee Report   | Perrone  |
| 6. Authorize a contract with PEC Management, LLC to Produce and Manage Future Airshows for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport  | Moore    |
| 7. Authorize Contract with Canandaigua National Bank & Trust for ATM Concessions for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport  | Moore    |
| 8. Authorize Amendment of the Agreement for a Contract with LeighFisher, Inc. to provide Airport Management Consultant Services for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport   | Moore    |
| 9. Authorize Expenditure in an amount not to exceed \$750 for Beacon Sponsorship at the 2021 NY Aviation Management Association (NYAMA) Virtual Advocacy Day for the Monroe County Airport Authority at the Frederick Douglas-Greater Rochester International Airport               | Moore    |
| 10. Authorize Expenditure in an amount not to exceed \$2,000 for Bronze Sponsorship at the 2021 NY Aviation Management Association (NYAMA) Fall Conference & Exhibit Show for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport | Moore    |
| 11. Authorize Amendment of the Agreement for a Contract with Ailevon Pacific Aviation Consultant Services Relating to Air Service Development for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport                             | Moore    |
| 12. Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority  | Crumb    |
| 13. Traffic Report  | Haas     |
| 14. Director's Report   | Moore    |
| 15. Other Business  | Vazzana  |

**Next meeting: March 17, 2021 @ 12 noon**

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_ of 2021**

**AUTHORIZE A CONTRACT WITH PEC MANAGEMENT, LLC TO PRODUCE AND MANAGE FUTURE AIRSHOWS 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 an agreement, and any amendments and renewals thereto, with PEC Management, LLC, 15 Ridgeway Estates, Rochester, NY, 14626, to produce and manage any future Airshows for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport.

Section 2. PEC Management, LLC, was determined by a selection committee to be the most qualified of the three (3) proposals to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. They are also the incumbent. It will be a three (3) year agreement with up to two (2) one (1)-year renewals.

Section 3. The records in the Office of the Monroe County Treasury have indicated that the principle officers of PEC Management, LLC do not owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: January 20, 2021

Vote: X-X

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 January  
20, 2021  
Dated:

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_ of 2021**

**AUTHORIZE CONTRACT WITH CANANDAIGUA NATIONAL BANK & TRUST FOR ATM CONCESSIONS 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 a contract for the operation of an ATM concession and night depository service at the Frederick Douglass- Greater Rochester International Airport (ROC) with Canandaigua National Bank & Trust that provides for the following:

A. A Concession fee for one ATM located on Terminal's Upper Level Food Court, post security location on the secure side, the greater of either;

1. A minimum annual guarantee (MAG) of:  
Year 1 \$5,000.00  
Year 2 \$5,000.00  
Year 3 \$5,000.00 OR:
2. 35% of the annual Gross Sales

B. A Concession fee for one ATM and night depository located on the Terminal's Lower Level public side, the greater of either;

1. A minimum annual guarantee (MAG) of:  
Year 1 \$5,000.00  
Year 2 \$5,000.00  
Year 3 \$5,000.00 OR:
2. 35% of the annual Gross Sales

Section 2. The initial term of this agreement is for three (3) years commencing February 1, 2021 and expiring on January 31, 2024, with an option to renew for three (3) one (1) year renewals by mutual consent of both the concessionaire and the Authority three (3) months prior to the expiration of the initial term of this agreement.

Section 3. The records in the Office of the Monroe County Treasury have indicated that the principle officers of Canandaigua National Bank & Trust do not owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: January 20, 2021

Vote: X-X

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 January  
20, 2021  
Dated:

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_\_ of 2021**

**AUTHORIZE AMENDMENT OF THE AGREEMENT FOR A CONTRACT WITH LEIGHFISHER INC. TO PROVIDE AIRPORT MANAGEMENT CONSULTANT SERVICES 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 Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the contract with LeighFisher Inc. dated as of January 1, 2020, to provide airport management consultant services for the Monroe County Airport Authority as follows:

The first paragraph of IV.PAYMENT FOR SERVICES shall be replaced with the following:

The Authority agrees to pay the Contractor, and the Contractor agrees to be paid, a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed thirty-eight thousand three hundred seventy and 00/100 dollars (\$38,370) for the initial term as defined under "Term of Contract".

Section 2. All terms and conditions of the Contract remain the same.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: January 20, 2021

Vote: X-X

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 January  
20, 2021  
Dated:

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_ of 2021**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$750 FOR BEACON SPONSORSHIP AT THE 2021 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) VIRTUAL ADVOCACY DAY 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 Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$750 on behalf of the Monroe County Airport Authority for a Beacon Sponsorship of the 2021 New York Aviation Management Association (NYAMA) Advocacy Day to be held virtually March 9-11, 2021.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 20, 2021

Vote: X-X

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Monroe County Airport Authority, do hereby  
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20, 2021  
Dated:

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_ of 2021**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$2,000 FOR BRONZE SPONSORSHIP AT THE 2021 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE & EXHIBIT SHOW 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 Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$2,000 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the 2021 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show to be held September 13 -15, 2021 in Schenectady, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: January 20, 2021

Vote: X-X

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. \_\_\_\_\_ of 2021**

**AUTHORIZE AMENDMENT OF THE AGREEMENT FOR A CONTRACT WITH AILEVON PACIFIC AVIATION CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT 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 Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the contract with Ailevon Pacific Aviation Consulting, dated as of January 1, 2020, to provide airport air service development consulting services for the Monroe County Airport Authority as follows:

The first paragraph of IV. PAYMENT FOR SERVICES shall be replaced with the following:

The Authority agrees to pay the Contractor, and the Contractor agrees to be paid, a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed seventy-eight thousand seven hundred eighty-two and 00/100 dollars (\$78,782.00) for the initial term as defined under "Term of Contract".

Section 2. All terms and conditions of the Contract remain the same.

Section 3. This resolution shall take effect immediately.

ADOPTION:      Date: January 20, 2021

Vote:    x-x

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