

**Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 20, 2021**

Present:

James G. Vazzana, Esq., Chairman
R. Thomas Flynn, Vice-Chairman
Hon. Steve Brew
Hon. Joshua Bauroth
Susan Keith
John J. Perrone, Jr.
Hank Stuart

Excused Absence:

John Bringewatt, Esq., Secretary
Maryanne Fedison, Assistant Treasurer

Others Present:

Andrew Moore	Director of Aviation
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
David Haas	
David Young	
Mike Wall	
Donna Schott	
Bill Johnston	
Rich Wood	US Airports

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

Approval of the Minutes from November 18, 2020

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 – Travel & Business and Credit Card Usage for the months of November and December.

The statement for travel and business had related expenses for the reporting period totaling just over \$402.06. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected. A motion to accept the report on Travel & Business was moved by Member Brew and seconded by Member Stuart. The motion passed unanimously 7-0.

The statement for credit card usage by the Director that was presented for the reporting period of November & December 2020 had six (6) charges totaling \$465.96. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation. A motion to accept the report on credit card usage was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Audit Committee Report

Presented by Member Perrone.

Member Perrone discussed StoneBridge's audit of US Airports Fuel Farm and a limited scope audit of MAPCO, which both were found to be in order. Member Perrone also discussed the future audit plan, which was found in line with previous audit procedures.

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

Director Moore stated that the next air show might be in 2022, unless there is a cancellation and ROC is asked to have one sooner. This contract would begin 2021 and is authorized for five (5) years so if that happened we would be contractually fine for PEC Management, LLC to manage an air show sooner.

A motion was made to approve entering a contract with PEC Management, LLC by Member Bauroth and seconded by Member Keith. The motion passed unanimously 7-0.

Authorize Contract with Canandaigua National Bank & Trust for ATM Concessions for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport

Chairman Vazzana recused himself from voting on this resolution. A motion was made to approve the contract with Canandaigua National Bank & Trust by Member Perrone and seconded by Member Bauroth. The motion passed unanimously 6-0-1.

Authorize an 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

Director Moore stated that the original contract dated as of January 1, 2020 was to not exceed \$30,000 but due to extreme circumstances of the pandemic and changes with the FAA we exceeded that amount. Member Perrone questioned the overage and Director Moore stated that LeighFisher's consulting services for understanding the Cares Act were an asset to the airport during the COVID-19 pandemic. The overage totaled \$8,370.00.

A motion was made to approve the amended contract by Member Stuart and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize Expenditure in an amount not to exceed \$750 for Beacon Sponsorship of 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

Director Moore stated that last year the amount of Beacon Sponsorship was \$500 but NYAMA had decided to increase this amount, as there has not been an increase in years.

A motion was made to approve this expenditure by Member Bauroth and seconded by Member Perrone. The motion passed unanimously 7-0.

Authorize Expenditure in an amount not to exceed \$2000 for Bronze Sponsorship of 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

Director Moore stated that this conference will be held in Schenectady, NY.

A motion was made to approve this expenditure by Member Perrone and seconded by Member Bauroth. The motion passed unanimously 7-0.

Authorize Amendment of the Agreement for a Contract with Allevon Pacific Aviation Consultant Services Relating to Air Service Development for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport

Director Moore stated that this contract was originally for a maximum of \$75,000 but there was an overage of \$3,781.90, therefore amending the 2020 Contract to a maximum of \$78,782.00.

A motion was made to approve the amended contract by Member Brew and seconded by Member Keith. The motion passed unanimously 7-0.

Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority
Assistant Secretary Crumb reminded each board member and officer that they were emailed a copy of the annual statement of financial disclosure for the MCAA. Members and officers need to return the annual statement of financial disclosure to his attention no later than April 1, 2021.

Traffic Report

Dave Haas presented the Traffic Report and noted that traffic was down 67.7%. This is in line with the other Thruway airports.

Director's Report

Director Moore reported that FEDEX is looking to expand here at ROC.

Airport employees fall under phase 1B of NYS Vaccination's protocols. He is advocating for the MEO's and Dispatchers to receive these vaccinations during this phase as they are vital to keep the airport operational 24/7. The ARFF unit has already been vaccinated.

Director Moore is working on obtaining guidelines on the CARES Act-2 and how it applies to airports. He also noted that Governor Cuomo is offering round two (2) of aviation grants to upstate airports.

Director Moore presented slides that compare ROC to other area airports. NY Airports traffic is lower than the national average. ROC maintains well compared to other NY Airports.

Ethics Hotline

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.

Other Business

No other business was presented.

A motion to adjourn the meeting was made by Member Bauroth and seconded by Perrone. The motion passed unanimously 7-0.

Meeting was adjourned @ 1 PM

The next Board Meeting is Wednesday, March 17, 2021 as follows:

Finance Committee Meeting 10:00 am

Audit Committee Meeting 10:30 am

Governance Committee Meeting 11:30 am

Annual Meeting 12 noon

Regular Meeting 12:05 pm

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 02 - 05 - 2021

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 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: 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 January
20, 2021

Dated: *January 20, 2021*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 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: 6-0-1

I, Donald L. Crumb, Jr., Esq., Asst. Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
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Authority at a General Meeting held January
20, 2021

Dated: *January 20, 2021*

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 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: 7-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,
Monroe County Airport Authority, do hereby
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Authority at a General Meeting held January
20, 2021

Dated: *January 20, 2021*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 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: 7-0

I, Donald L. Crumb, Jr., Esq., Asst. Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
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Authority at a General Meeting held January
20, 2021
Dated: *January 20, 2021*


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 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: 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 January
20, 2021

Dated: *January 20, 2021*

Donald L. Crumb, Jr.

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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 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: 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 January
20, 2021

Dated: *January 20, 2021*

Donald L. Crumb Jr.

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