

**Minutes**

MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE  
REGULAR MEETING  
May 19, 2021

**Present:**

James G. Vazzana, Esq., Chairman  
Hon. Stephen Brew  
Hon. Joshua Bauroth  
Susan Keith  
John J. Perrone, Jr.

**Excused Absence:**

R. Thomas Flynn	Vice Chairman
Hank Stuart	
John Bringewatt, Esq.	Secretary
Maryanne Fedison	Assistant Treasurer
Andrew Moore	Administrative Director

**Others Present:**

Bill Johnston	Deputy Director ROC
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Dave Haas	
David Young	
Donna Schott	
Rich Wood	USAirports
Jose Santiago	USAirports

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

**Approval of the Minutes from March 17, 2021**

The minutes were approved without changes. A motion to accept the minutes was moved by Member Brew and seconded by Member Bauroth. The motion passed unanimously 5-0.

**Treasurers Report**

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business and the statement for credit card usage for the period of March 2021 through April 2021. 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 Bauroth and seconded by Member Keith. The motion passed unanimously 5-0.

A motion to accept the report on credit card usage was moved by Member Brew and seconded by Member Bauroth. The motion passed unanimously 5-0.

**Finance Committee Report**

Presented by Member Keith as Chairman Stuart was excused. Member Keith reported that Administrative Director Moore will speak to County Executive Bello in the next few months regarding the status of the Airport Authority Board as the Authority will need to make a decision by April 2023.

A motion to accept the report of the Finance Committee was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 5-0.

### **Audit Committee Report**

Presented by Chairman Perrone and he discussed the 2 (two) audits of Budget Car Rental and Uber currently under process. Stonebridge reports that Budget should be returning requested information to them by next week and Uber is withholding information on professional insurance and background checks of drivers. Stonebridge has reached out to County Law department to help attain the insurance and background information needed from Uber.

The next audits to be performed will be Subway and Hudson News.

A motion to accept the Audit committee report was moved by Member Keith and seconded by Member Bauroth. The motion passed unanimously 5-0.

### **Authorize Contract with AVFlight Rochester Corporation for Management, Operation and Maintenance of the Fuel Farm at the Frederick Douglass - Greater Rochester International Airport**

Assistant Secretary Crumb presented the resolution for AVFlight Rochester Corporation to Manage, Operate and Maintain the Fuel Farm.

A motion to accept the resolution was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 5-0.

### **Authorize Contract with Rochester Transit Service (RTS) or its affiliate for a RTS Van to Transport RTS Riders To and From the Frederick Douglass-Greater Rochester International Airport (ROC) to local RTS Bus Stops.**

Assistant Secretary Crumb presented the resolution for RTS to provide a van to transport bus riders from a RTS Bus Stop at Chili Avenue Walmart to the a bus stop at the Airport due to RTS discontinuing the route/stop at the airport.

A motion to accept the resolution was moved by Member Keith and seconded by Member Brew. The motion passed unanimously 5-0.

### **Authorize Contract with MAPCO Auto Parks, Ltd. For Operation of a Shuttle Service to Transport Rochester Transit Service (RTS) Riders To and From the Frederick Douglass-Greater Rochester International Airport (ROC) to Local RTS Bus Stops.**

Assistant Secretary Crumb presented the resolution for MAPCO Auto Parks, Ltd. to Operate a shuttle service from the RTS Bus Stop at Chili Avenue Walmart to the Airport due to RTS discontinuing the airport route/stop.

A motion to accept the resolution was moved by Member Bauroth and seconded by Member Brew. The motion passed unanimously 5-0.

### **Traffic Report**

Mr. Dave Haas reported that we currently are having an upward trend in passenger traffic. In March 2021, enplanements were 39,227 and in April 2021, 47,051. All New York airports are reporting the same trend in progress.

Load factors are very promising with March being 72.3% and April was 80.4%. Load weights are also improving.

### **Director's Report**

Administrative Director Moore was excused but Assistant Secretary Crumb reported on his behalf that Frontier Airlines ticket sales for their Inaugural flight on May 20, 2021 were sold out. Administrative Director Moore is currently meeting with other airlines.

### **Other Business**

No other business was presented.

A motion to adjourn was moved by Member Brew and seconded by Member Perrone. The motion passed unanimously 5-0.

Meeting was adjourned @ 12:25 PM

The next Board Meeting is July 21, 2021.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Donald L. Crumb, Jr." in a cursive style.

Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: *may 26, 2021*

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 9 of 2021**

**AUTHORIZE CONTRACT WITH AVFLIGHT ROCHESTER CORPORATION FOR  
MANAGEMENT OPERATION AND MAINTENANCE OF THE FUEL FARM FOR THE  
MONROE COUNTY AIRPORT AUTHORITY 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 a contract, and any amendments thereto, with AV Flight Rochester Corporation for management, operation, and maintenance of the Fuel Farm at the Frederick Douglass – Greater Rochester International Airport.

Section 2. AVFlight Rochester Corporation was determined by a Selection Committee to be the most qualified of the two respondents. The contract shall incorporate the requirements as outlined in the Request for Proposal dated March, 8, 2021. The term of this contract will be for a period of three (3) years, with options exercisable by the Authority to renew for up to two (2) consecutive three (3) year terms at the mutual consent of both Operator and Authority.

Section 3. The management fee shall be \$60,000 plus reimbursable direct costs and reimbursable indirect costs as per Article 4 of the Agreement. The management fee will remain at \$60,000 per year for the initial 3 year term; and shall increase 3% at each extension, should any extension be exercised.

Section 4. The records in the office of the Monroe County Treasury have indicated that neither AVFlight Rochester Corporation nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately

ADOPTION:

Dated: May 19, 2021

Vote: 5-0

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 May 19, 2021.  
Dated: *05-19-2021*

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 10 of 2021**

**AUTHORIZE CONTRACT WITH ROCHESTER TRANSIT SERVICE ("RTS") OR ITS AFFILIATE FOR A RTS VAN TO TRANSPORT RTS RIDERS TO AND FROM THE FREDERICK DOUGLASS - GREATER ROCHESTER INTERNATIONAL AIRPORT (ROC) TO LOCAL RTS BUS STOPS**

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 Rochester Transit Service for use of a Rochester Transit Service Van to transport Rochester Transit Service riders to and from the Frederick Douglass – Greater Rochester International Airport to local RTS bus stops.

Section 2. Rochester Transit Service offered the van at no cost to the Monroe County Airport Authority. The contract shall incorporate the requirements that the Monroe County Airport Authority supply fuel, drivers, insurance, and other obligations associated with the use of a transport vehicle. The term of this contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to three (3) consecutive one (1) year terms at the mutual consent of both parties.

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


Section 4. This resolution shall take effect immediately

ADOPTION:

Dated: May 19, 2021

Vote: 5-0

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 May 19, 2021.  
Dated: 05-19-2021

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

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 11 of 2021**

**AUTHORIZE CONTRACT WITH MAPCO AUTO PARKS, LTD. FOR OPERATION OF A SHUTTLE SERVICE TO TRANSPORT ROCHESTER TRANSIT SERVICE RIDERS TO AND FROM THE FREDERICK DOUGLASS - GREATER ROCHESTER INTERNATIONAL AIRPORT (ROC) TO LOCAL RTS BUS STOPS**

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 MAPCO Auto Parks, LTD for the operation of a shuttle service to transport Rochester Transit Service riders to and from the Frederick Douglass – Greater Rochester International Airport to local RTS bus stops.

Section 2. MAPCO Auto Parks, LTD has the expertise and personnel to operate the shuttle service.

Section 3. The term of this contract will be for a period commencing as of June 1, 2021 and ending December 31, 2021, with options exercisable by the Authority to renew for one (1), one (1) year term at the mutual consent of both parties.

Section 4. The contract fee shall be an amount up to \$20,000 for reimbursable direct costs and reimbursable indirect costs as agreed to by the Monroe County Airport Authority. The contract fee and the reimbursable direct costs and reimbursable indirect costs cap shall be the same for the renewal term.

Section 5. The records in the office of the Monroe County Treasury have indicated that neither MAPCO Auto Parks, LTD. nor any of its principal officers owe any delinquent Monroe County property taxes.


Section 6. This resolution shall take effect immediately

ADOPTION:

Dated: May 19, 2021

Vote: 5-0

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 May 19, 2021.  
Dated: *05-19-2021*

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