

Minutes

**MONROE COUNTY AIRPORT AUTHORITY – Via Teleconference
REGULAR MEETING
September 22, 2021**

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:

Robert Franklin Treasurer

Others Present:

Andrew Moore	Administrative Director
John Bringewatt	Secretary
Don Crumb	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
Bill Johnston	Deputy Director ROC
Dave Haas	Sr. Management Analyst
Steve Barz	Assistant Airport Director
Donna Schott	

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

Approval of the Minutes from July 21, 2021

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

Assistant Treasurer Maryanne Fedison reported that there are two (2) reports today to go before the Board. The statement for travel and business had thirteen (13) items totaling \$2,128.49. The statement for credit card usage for the period of July – August 2021 had on it twelve (12) charges totaling \$1,980.89. Both were submitted within the required 10 days and with appropriate supporting documentation.

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

Finance Committee Report

Member Stuart reported that the Finance Committee met earlier today and received an update from Director Moore on his conversations with Deputy County Executive McCann about the future of the Airport Authority. Member Stuart reported that Director Moore will once again discuss this topic with the Deputy County Executive in January 2022. The Finance Committee will next meet in March 2022.

A motion to accept the report of the Finance Committee was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 7-0.

Audit Committee Report

Member Perrone reported that Tom Niles from Stonebridge presented the results from Subway's audit, which focused on Gross Receipts and contract compliance. Airport staff will work with concessionaire to rectify any issues found in the audit.

Tom Niles informed the committee that US Airports FBO and Budget car rental are being audited.

Assistant Treasurer Fedison gave a brief overview of the 2022 Operating Budget and the 2022 Renewal and Replacement Fund Budget.

Member Barouth asked if the decrease in debt payment was anticipated. Assistant Treasurer Fedison responded that it was anticipated.

A motion to accept the report of the Audit Committee was moved by Member Barouth and seconded by Member Brew. The motion passed unanimously 7-0.

Administrative Director Andy Moore introduced Steve Barz as the Airport's new Assistant Director.

Approval and Adoption of the 2022 Monroe County Airport Authority Operating Budget

Assistant Treasurer Fedison reported that she had presented the proposed 2022 MCAA Operating Budget to the Audit Committee earlier today.

A motion to accept the resolution was moved by Member Bauroth and seconded by Member Brew. The motion passed unanimously 7-0.

Approval and Adoption of the 2022 Monroe County Airport Authority Renewal and Replacement Budget

Assistant Treasurer Fedison also presented the 2022 MCAA Renewal and Replacement (R & R) Budget of \$3.4 million to the Audit Committee earlier.

A motion to accept the resolution was moved by Member Brew and seconded by Member Bauroth. The motion passed unanimously 7-0.

Traffic Report

Mr. Dave Haas reported year to date through August 2021 enplanements were at 426,947 (35% increase from the same eight month period of 2020). Enplanements continue to grow each month steadily where July was 83,191 and August was 81,276.

ROC is consistent with the other thruway airports' traffic. Load factors for July and August 2021 were the highest we have on record with July being 90.4% and August was 87.8%. Available seats continued to increase as well.

Landed weights continue to increase each month but still are down 7.5% from the same eight-month period of 2020. Trips continue to increase as well with the year to date through August 2021 being 6,549 compared to the same eight month period of 2020 which was 6,818 (decrease of 3.9%).

Director's Report

Director Moore commented on the frequency and capacity gap that is currently being experienced at the airport.

Director Moore provided an update on air services out of ROC.

Director Moore provided an update to the Board on the New York State grant application submitted by the Frederick Douglass – Greater Rochester International Airport.

Mr. Flynn asked Director Moore if any of the airport renovations would help expedite getting bags off planes and into baggage claim quicker than currently happening. Director Moore responded that this is an airline inefficiency and the Airport Administration will be meeting with airline managers in the coming weeks and will raise this issue with them.

Other Business

No other business was presented.

Meeting was adjourned @ 12:40 PM

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

The next Board Meeting is November 17, 2021.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 09-23-2021

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 of 2021

**APPROVAL AND ADOPTION OF THE 2022 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY
AIRPORT AUTHORITY, as follows:**

**Section 1. The 2022 Budget, in the form presented to the Authority and
Attached hereto is adopted.**

Section 2. This resolution shall take effect immediately.

ADOPTION: DATED: September 22, 2021

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 September 22, 2021

Dated September 22, 2021


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 of 2021

**APPROVAL AND ADOPTION OF THE 2022 MONROE COUNTY AIRPORT
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY
AIRPORT AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2022 Renewal and Replacement Budget as presented at this meeting and appended hereto and made a part hereof.

Section 2. This resolution shall take effect immediately.

ADOPTED: DATED: September 22, 2021

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 September 22, 2021

Dated September 22, 2021


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