

## **Minutes**

**MONROE COUNTY AIRPORT AUTHORITY – In Person**

**REGULAR MEETING**

**July 21, 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:**

John Bringewatt, Esq.

Secretary

### **Others Present:**

Andrew Moore

Administrative Director

Donald L. Crumb, Jr. Esq.

Assistant Secretary

Robert Franklin

Treasurer

Maryanne Fedison

Assistant Treasurer

Bill Johnston

Deputy Director ROC

Dave Haas

Sr. Management Analyst

Mike Wall

Airport Construction Project Mgr.

Ken Stavalone

Fire Chief

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

### **Approval of the Minutes from May 19, 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**

Treasurer Robert Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had twenty-three (23) items totaling \$2,567.71. The statement for credit card usage for the period of May – June 2020 had on it twenty-one (21) charges totaling \$2,475.79. 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 Keith. The motion passed unanimously 7-0.

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

### **Audit Committee Report**

Member Perrone reported that Tom Niles from Stonebridge presented the results from Uber's audit, which focused on audit fees and contract compliance. Uber's revenue and passenger numbers were acceptable and agreed with the airport's data. Uber did not provide insurance or driver criminal records as it is not contractually required but they did have proof that NYS compliance requirements were met.

Stonebridge recommends that future contracts be amended to expand the scope of audits to include more than financial audits. Tom Niles informed the committee that US Airports FBO and Subway are next to be audited.

Administrative Director Andy Moore introduced Ken Stavalone as the Airports new Fire Chief. Chief Stavalone gave a brief description of himself.

## **No Resolutions**

## **Traffic Report**

Mr. Dave Haas reported, year to date through June 2021, enplanements were at 262,480 (-3.5% from the same six month period of 2020). Enplanements continue to grow each month steadily where May was 61,985 and June was 68,336.

ROC is consistent with the other thruway airports traffic. Load factors for May and June 2021 were the highest they have been since 2008 with May being 87.9% and June was 85.8%. Available seats continued to increase as well.

Landed weights continue to increase each month but still are down 24.3% from the same six-month period of 2020. Trips continue to increase as well with the year to date through June 2021 being 4,293 compared to the same six month period of 2020 which was 5,245 (decrease of 21%).

## **Director's Report**

Director Moore opened with having Mike Wall and Bill Johnston report on their respective Capital & Construction projects.

1. Mike Wall presented the following updates on current airfield construction projects:
  - a) Taxiway H- on track to finish in September 2021
  - b) Taxiway F- on track to finish in October 2021
  - c) Snow Removal Equipment Building- Design stage complete. Director Moore thanked Mike Wall and Bill Johnston for obtaining FAA Discretionary grant funding
  
2. Bill Johnston presented the following updates on current (inside) terminal projects:
  - a) Bathrooms completed
  - b) Escalators are being repaired
  - c) Looking at new projects to be addressed with the new NYS Grant competition.

Director Moore discussed the need to reactivate Board Members TSA badges and confirmed staff will request activation. Director Moore will inform Board members on the steps to renew their, expired or about to expire, TSA badges.

Director Moore has met with potential new airlines and with existing airlines to increase frequency and capacity.

He has discussed plans for competing in the Governor's newest competition for another Airport Project Grant. One area would be to have an enhanced service area for soldiers and veterans.

The annual FAA Inspection has been completed and the Airport received an "Excellent" grading.

Administrative Director Moore is monitoring increase and response times for Taxis, Uber, and Lyft. These vendors are having issues finding employees, which creates longer passenger wait times. ROC is no different from other airports as far as this issue is concerned.

Honor Flight will return September 11-12 with Mission #70 with approximately 54 Veterans.

More parking lots have opened with the Red, Blue and White lots still closed.

## **Other Business**

No other business was presented.

Meeting was adjourned @ 12:49 PM

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

The next Board Meeting is September 22, 2021.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Donald L. Crumb, Jr.", written in a cursive style.

Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 07-28-2021