

Minutes

**MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 20, 2023**

Present:

James G. Vazzana, Esq., Chairman
Hon. Stephen Brew
Hon. Howard Maffucci
John J. Perrone, Jr.
Hank Stuart
Susan Keith

Excused Absence:

John Bringewatt, Esq.	Secretary
Robert Franklin	Treasurer
Steve Barz	Sr. Staff Assistant

Others Present:

Andrew Moore	Administrative Director
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Maryanne Fedison	Assistant Treasurer
Dave Haas	Sr. Management Analyst

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

Approval of the Minutes from July 19, 2023

The minutes were approved without changes. A motion to accept the minutes was moved by Member Stuart and seconded by Member Perrone. The motion passed unanimously 6-0.

Treasurers Report

Assistant Treasurer Fedison reported due to Treasurer Franklin is away on vacation, that there are two (2) reports today to go before the Board. The statement for travel and business had eleven (11) items totaling \$1,901.13. The statement for credit card usage for the period of July-August 2023 had on it eight (8) charges totaling \$1,159.98. 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 Keith and seconded by Member Maffucci. The motion passed unanimously 6-0.

A motion to accept the report on credit card usage was moved by Member Brew and seconded by Member Keith . The motion passed unanimously 6-0.

Audit Committee Report

Member Perrone reported that Tom Niles from Stonebridge presented the results from AV Flight's audit, which focused on Gross Receipts and contract compliance. Tom Niles informed the committee that Taxi Companies are next to be audited.

A motion to accept the report of the Audit Committee was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 6-0.

Appointment of Governance Committee Chair of the Monroe County Airport Authority

Assistant Secretary Don Crumb announced the appointment of Governance Committee member Hon. Howard Maffucci as Chairman to the Governance Committee.

A motion to accept the resolution was moved by Member Perrone and seconded by Member Brew. The motion passed unanimously 6-0.

Approval and Adoption of the 2024 Monroe County Airport Authority Operating Budget

Assistant Treasurer Fedison reported that she had presented the proposed 2024 MCAA Operating Budget to the Audit Committee earlier today.

A motion to accept the resolution was moved by Member Stuart and seconded by Member Brew. The motion passed unanimously 6-0.

Approval and Adoption of the 2024 Monroe County Airport Authority Renewal and Replacement Budget

Assistant Treasurer Fedison also presented the 2024 MCAA Renewal and Replacement (R & R) Budget to the Audit Committee earlier.

A motion to accept the resolution was moved by Member Keith and seconded by Member Maffuci. The motion passed unanimously 6-0.

Authorize an Amendment with VMD Systems Integrators, Inc. to Provide Exit Lane Monitors for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport

Assistant Treasurer Fedison explained the associated costs with operating the Exit Lane Monitors, VMD could not afford the escalation fees that would be owed during the upcoming extension term. Finance staff verified the claims of increased expenses and developed the following plan, which resulted in a reduced rate for a reduced extension term. The reduced extension term will be from December to June 30, 2024, ending five (5) months earlier than the original proposed extension term. The Exit Lane Monitors, Employee Screening, and Badging contracts will be bid as one contract as opposed to three separate contracts in an effort to reduce associated costs.

A motion to accept the resolution was moved by Member Brew and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize an Amendment to the Operation of the Food & Beverage Concession Agreement with Taste of Rochester, LLC for the Monroe County Airport Authority at the Frederick Douglass-Greater Rochester International Airport

Assistant Treasurer Fedison explained the associated costs and expenses of food, beverages and wages have affected the vendor's business. Finance staff verified the increased costs and expenses. Then the proposed changes in minimum annual guarantee and the percentages of the annual Gross Sales of all food, non-alcoholic drinks, and products, excluding wine and beer and of the annual Gross Sales of all wine and beer sold by the vendor for the extended term.

A motion to accept the resolution was moved by Member Perrone and seconded by Member Keith. The motion passed unanimously 6-0.

Traffic Report

Mr. Dave Haas reported on year to date through August 2023 and submitted a detailed report.

Director's Report

Director Moore reported the following:

- 1.) Reinforced that larger planes are being used at ROC. There are more people per flights but less departures each day. ROC is discussing with the airlines, the need for increased frequency of flights.

- 2.) The USA Today 2023 Best Small Airport Nominees have been announced and the ROC made the list. ROC is now in eleventh (11th) place and everyone is encouraged to vote! The competition ends October 2nd.
- 3.) ROC team did a great job for the Air Show. Rich Wood and all of USAirports was thanked for its assistance with the Air Show weekend.
- 4.) ROC is requesting from the Blue Angels and the Thunderbird a 2025 or 2026 air show. Answers are expected in October or November 2023.
- 5.) ROC construction team is working on many projects and updates will be provided as the projects progress.

Other Business

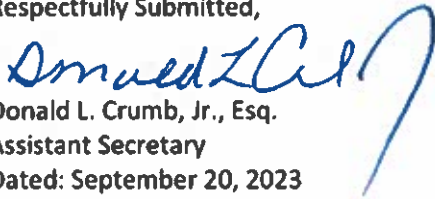
No other business was presented.

Meeting was adjourned @ 12:30 PM

A motion to adjourn the meeting was made by Member Stuart and seconded by Member Keith. The motion passed unanimously 6-0.

The next Board Meeting is November 15, 2023.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: September 20, 2023

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 of 2023

APPOINTMENT OF GOVERNANCE COMMITTEE CHAIR OF THE MONROE COUNTY AIRPORT AUTHORITY

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

Section 1. The Monroe County Airport Authority hereby appoints Governance Member Hon. Howard Maffucci to be the Governance Chair. Committees as follows:

Governance

Hon. Howard Maffucci, (*Chair*)

Susan Keith

Audit

John J. Perrone, Jr., (*Chair*)

Charles Henry Stuart

Hon. Steve Brew

Finance

Charles Henry Stuart, (*Chair*)

James G. Vazzana, Esq.

Susan Keith


Section 2. This resolution shall take effect immediately.

ADOPTION: Date: September 20, 2023

Vote: 6-0

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 20, 2023.

Dated: September 20, 2023


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 17 of 2023

**APPROVAL AND ADOPTION OF THE 2024 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

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

Section 1. The 2024 Budget, in the form presented to the Authority and
Attached hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: DATED: September 20, 2023

Vote: 6-0

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 20, 2023.

Dated: September 20, 2023


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 of 2023

**APPROVAL AND ADOPTION OF THE 2024 MONROE COUNTY AIRPORT
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

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

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2024 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 20, 2023

Vote: 6-0

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 20, 2023.

Dated: September 20, 2023


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 of 2023

**AUTHORIZE AN AMENDMENT WITH VMD SYSTEMS INTEGRATORS, INC. TO
PROVIDE EXIT LANE MONITORS 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 amendment (the "Amendment") to the contract with VMD Systems Integrators, Inc., authorized by Resolution 20 of 2020 and effective December 1, 2020 (the "Contract"), to provide exit lane monitors at the Frederick Douglass - Greater Rochester International Airport.

Section 2. The Amendment shall be amended to decrease the extension fee to an amount not to exceed \$276,519.60 for the term of December 1, 2023 through June 30, 2024.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither VMD Systems Integrators, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: September 20, 2023

Vote: 6-0

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 September 20, 2023.

Dated: September 20, 2023


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

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 20 of 2023

AUTHORIZE AN AMENDMENT TO OPERATION OF THE FOOD AND BEVERAGE CONCESSION AGREEMENT WITH TASTE OF ROCHESTER, LLC 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 amendment of the current operation of food and beverage concession agreement at the Frederick Douglass - Greater Rochester International Airport with Taste of Rochester, LLC.

Section 2. The Amendment shall change the concession fees as follows:

- Concession fees of the greater of either:
 - minimum annual guarantee of \$48,000 for each of the Concession Years, (the "MAG"), or
 - 9% of the annual Gross Sales for food, non-alcoholic beverages and products; and
15% of the annual Gross Sales for beer and wine.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Taste of Rochester, LLC, nor any of their principal officers, owe any delinquent Monroe County property taxes.

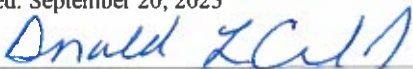
Section 4. This resolution shall take effect immediately.

ADOPTION: Date: September 20, 2023

Vote: 6-0

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 20, 2023.

Dated: September 20, 2023


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