Agenda
Monroe County Airport Authority
Audit Committee Meeting
February 15, 2012
11:00 a.m.

1.	Roll Call	Iacovangelo
2.	Approval of Minutes from September 28, 2011	Iacovangelo
3.	Audit Entrance Presentation by Bonadio & Co., LLP	Shepard
4.	Internal Audit 2012 Audit Plan – Stonebridge Business Partners	Marasco
5.	Directors Litigation Report	Veltre
6.	Ethics Hotline Report	Granville
7.	Other Business	Iacovangelo

Next meeting is March 21, 2012

SCHEDULE OF 2012 MONROE COUNTY
AIRPORT AUTHORITY AUDIT COMMITTEE MEETINGS

Listed below are the dates of the bi-monthly meetings of the Monroe County Airport Authority Audit Committee for 2012. The meetings are generally scheduled for the third Wednesday of every other month, with the exception of those dates marked by an asterisk (*), at 11:00 p.m. at the Greater Rochester International Airport Administration Office.

January 18, 2012

March 21, 2012 Annual Meeting and Regular Meeting

May 16, 2012

July 18, 2012

September 19, 2012

*November 28, 2012

Please mark your calendars accordingly. You will be notified in advance of any changes to this schedule.

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
February 15, 2012

Present:

Bernard J. Iacovangelo, Esq.	Chairman
Stephen Tucciarello	(excused tardiness – arrived at 11:07 am)
Don Johnson	

Others Present:

Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
Brett Granville	Assistant Secretary
Randy Shepard	The Bonadio Group
Jim Marasco	StoneBridge Business Partners
Tom Niles	StoneBridge Business Partners
Jennifer Hanrahan	

Meeting was called to order by the Chairman at 11:01 am.

Approval of the Minutes from September 28, 2011

A motion was made to approve by Chairman Iacovangelo and seconded by Member Johnson. The motion passed 2 -0.

Audit Entrance Presentation by Bonadio & Co., LLP

Treasurer Adair introduced Randy Shepard of The Bonadio Group. Mr. Shepard presented to the Audit Committee members the external audit approach for the Authority that is required annually. Mr. Shepard reported that preliminary audit work was completed in early December 2011. The Year-End audit work started Monday, February 13th. Draft financial statements will be made available to the Audit Committee at the scheduled March meeting in order for the Authority to meet its deadline. The Audit consists of four main scopes of services: audit of financial statements, schedule of passenger facility charges cash receipts and disbursements, investment compliance report and debt compliance report. Four separate reports will be issued to the Audit Committee for all areas. Mr. Shepard reviewed and defined tolerable misstatement, test scope and adjustment scope. Mr. Shepard noted that historically there have been very few if any adjustments relating to the Airport Authority. Considerations regarding the external audit process were presented to the committee. Mr. Shepard also pointed out that new GASB exist and may or may not affect the Authority. The timetable for the external audit was presented as well as the client service team contact information for committee members.

Chairman Iacovangelo asked questions concerning whether the work on this account is still subject to peer review. Mr. Shepard responded yes that each individual engagement is reviewed by a second partner for each of the four individual reports. Treasurer Adair noted that Bonadio and other national firms have added quality assurance partners internally so that accounts are double checked by a second partner. An outside firm comes in and audits Bonadio to make sure they are in accordance with current requirements this is known as a peer review.Treasurer Adair added that State law indicates all auditing firms are subject to peer review going forward and that the industry is making a concerted effort to make sure there are normalcy standards and objective reviews.

Member Johnson asked questions concerning the GASB changes and if they affect the Authority. Mr. Shepard answered that the GASB changes take effect January 1, 2012.

Member Tucciarello asked questions concerning the number of years the Authority can have the same engagement partner. Mr. Shepard noted that this was his last year as the Authority engagement partner ending December 31, 2012 and that the position is rotated every five years.

Internal Audit 2012 Audit Plan - StoneBridge Business Partners

Treasurer Adair reported that an RFP was issued last spring/summer to obtain an internal auditor for the Authority. The contract was awarded to StoneBridge Business Partners. Treasurer Adair and Assistant Treasurer Veltre had previously met with their representatives Jim Marasco and Tom Niles. Mr. Marasco presented to the committee the internal audit plan for the Authority.

Mr. Marasco provided the committee with the background of his company and the approach that would be taken. Assistant Treasurer Veltre and Dave Haas had provided an overview of airport operations, budgets and contracts to StoneBridge, priorto today's meeting.. Mr. Marasco presented that auditing of revenue contracts for parking, vehicle rental and food concessions will take place first. These contracts cover half of the non-airline revenue generated at the Airport.

Treasurer Adair noted that StoneBridge Business Partners experience is extensive. Treasurer Adair has the opportunity to meet with Southwest Airlines executives the week prior and keeping airline costs at the present level or below is critical for airlines and maximizing non-airline revenue is the way to do that. Treasurer Adair added that as the internal auditing process progresses ad hoc engagements will present themselves for the committee to consider should they choose. Mr. Marasco noted that draft reports for the committee will be presented in easy to read/follow formats to show areas where opportunities for recovery may exist.

Member Johnson asked questions concerning StoneBridge being required to sign non-disclosure statements and noted that Rotenberg is an auditor for one of his business accounts. Treasurer Adair responded that redaction of information for internal information would exist and clarified that procedural recommendations would be presented to the audit committee by StoneBridge but that anything requiring a full vote would go to the board.

Member Tucciarello asked if StoneBridge Business Partners was headquartered here in Rochester and Mr. Marasco answered yes. Conversation ensued; Treasurer Adair noted that StoneBridge is working on the audit committee's behalf and that concerns should be brought to their attention. Chairman Iacovangelo supported Treasurer Adair's statement noting the compliance focus of StoneBridge's auditing plan. Treasurer Adair added that internal auditing is "quasi new" and that as StoneBridge becomes more knowledgeable on Airport issues it will help to identify areas financially that can be brought to the committee. Assistant Treasurer Veltre added that the internal audit program is that of the audit committee and whatever they feel is most important at the time can be explored.

The audit committee approved the plan as presented by Stonebridge.

Directors Litigation Report

Acting Director Veltre stated that the lawsuit brought upon by concessionaire Taplo d/b/a Flower City Café is in the discovery phase. Monday, February 13th, a concession equipment firm sent by Banco Popular North America visited the Airport to assess the value of the 'moveable trade fixtures' that were named as collateral on the small business loan. Banco Popular will then determine if they will auction the equipment or supply the County with a release.

Member Johnson asked if the equipment is an asset of the County. Acting Director Veltre noted that it would only be a County asset if the County was supplied with a release from the bank.

Chairman Iacovangelo confirmed the location of the vacant space. Acting Director Veltre noted that the Airport will be issuing an RFP on Friday, February 17th, to fill that location with a food/beverage concession.

Member Johnson asked if anything new had transpired regarding Kodak Aviation. Acting Director Veltre responded that Kodak is discontinuing their aviation division and that Airport had not been contacted yet by Kodak regarding the land lease contract
Chairman Iacovangelo noted that if the hangar and office buildings became the Authority's that it could be bid for other tenants. Member Tucciarello asked about the useful life and condition of the hangar and office buildings at Kodak Aviation. Chairman Iacovangelo stated that they were well maintained and in good condition. Acting Director Veltre informed the committee that if we are notified of any change to the current status of Kodak Aviation that we would let the board know.

Ethics Hotline Report

Assistant Secretary Granville reported there were no calls to the hotline for December 2011 or January 2012.

Other Business

No other business presented

Meeting was adjourned @ 11:36 AM
The next Audit Committee Meeting will be March 28, 2012.

Respectfully Submitted,

Brett Granville
Assistant Secretary
Dated:

Agenda
Monroe County Airport Authority
Regular Meeting
February 15, 2012
12:00 p.m.

1. Pledge of Allegiance	Vazzana
2. Roll Call	Vazzana
3. Approval of Minutes from December 14, 2011	Vazzana
4. Audit Committee Report	Iacovangelo
5. Appointment of Vice Chairperson to the Monroe County Airport Authority Board	Vazzana
6. Appointment of Chairperson to the Monroe County Airport Authority Governance Committee	Vazzana
7. Amendment of Resolution No. 26 of 2011 to Assign the Lease of United States Postal Service to Westover Car Rental, LLC d/b/a Thrifty Car Rental for Premises located at 1135 Brooks Avenue	Veltre
8. Annual Ethics and Policy Training Requirement for Members And Officers of the Monroe County Airport Authority	Granville
9. Annual Statement of Financial Disclosure	Granville
10. Traffic Report	Haas
11. Directors Report	Veltre
12. Other Business	Vazzana

Next meeting is March 21, 2012

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
February 15, 2012

Present:

James G. Vazzana, Esq.	Chairman
Bernard J. Iacovangelo, Esq.	
Susan Keith	
Don Johnson	
Stephen Tucciarello	
Willie J. Lightfoot	
R. Thomas Flynn	

Others Present:

Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
William K. Taylor	Secretary
Brett Granville	Assistant Secretary
Andrew Moore	Assistant Director
Jennifer Hanrahan	
Dave Haas	

Meeting was called to order by the Chairman @ 12:01 p.m.

Chairman Vazzana introduced the newest member of the Authority R. Thomas Flynn, MCC President Emeritus to the board members.

Approval of the Minutes from September 29, 2011

Moved by Member Johnson and seconded by Member Lightfoot that the minutes be approved without changes. The motion passed unanimously 7-0.

Audit Committee Report

Presented by Member Iacovangelo.

Treasurer's Report

Treasurer Adair presented the Travel & Business Expense Report and the Credit Card statement with explanations for the period of December 2011 through January 2012. The travel and business expense report had three (3) items totaling approximately $2,100.00. The three (3) items comprised of a credit memo and two (2) credit card usages. The report was submitted in a timely fashion, in accordance with board policies and approved by the Treasurer. A motion to accept the travel and business expenses report was moved by Member Lightfoot and seconded by Member Keith. The motion passed unanimously 7 – 0. Treasurer Adair reported that the Credit Card in the name of the previous Administrative Director was suspended. A temporary card was issued to the Acting Director but was determined to be not necessary and was subsequently closed – there was no activity on that card. The Credit Card in the name of the County Executive was not used during that time period either. Member Lightfoot asked if the Airport was suffering business-wise in anyway by the Acting Director not being able to travel. Treasurer Adair answered no, that Acting Director Veltre's travel can be covered under the county's travel policy, which in turn would be reimbursed

under the Authority's Operating and Lease agreement, if necessary. Chairman Vazzana asked Member Lightfoot if that answered his question to which Member Lightfoot answered yes. A motion to accept credit card statements was moved by Member Iacovangelo and seconded by Member Keith. The motion passed unanimously 7-0.

Appointment of Vice Chairperson to the Monroe County Airport Authority Board

Chairman Vazzana reported to the board that previous board Vice-Chairperson Nicholas Juskiw resigned at the end of 2011 and is carrying out his commitment to serve on the Golisano Children's Hospital Board. Chairman Vazzana recommended to the board that Member Iacovangelo be named Vice-Chairperson to the Authority to replace Juskiw's role. There was no board opposition to the recommendation and all members voted unanimously 7-0 in favor of appointing Member Iacovangelo to Vice-Chairperson of the board.

Appointment of Chairperson to the Monroe County Airport Authority Governance Committee

Chairman Vazzana reported that also the board needed to appoint a member to the Authority's Governance Committee to replace a vacancy created when previous member Nichols Juskiw resigned at the end of 2011. Chairman Vazzana recommended, if willing, that new board member R. Thomas Flynn replace Juskiw on the Governance Committee. Member Flynn accepted the appointment. Member Lightfoot asked about his previous request to have a listing of current committee assignments sent out. Acting Director Veltre responded that the committee assignments are posted publicly on the Authority website, as had been previously mentioned at the last meeting. There was no board opposition to the recommendation and all members voted unanimously 7-0 in favor of appointing Member Flynn as Chairperson of the Governance Committee.

Amendment of Resolution No. 26 of 2011 to Assign the Lease of United States Postal Service to Westover Car Rental, LLC d/b/a Thrifty Car Rental for Premises located at 1135 Brooks Ave.

Acting Director Veltre presented the amendment. The amendment removes airfield access for the assignee Westover Car Rental, LLC d/b/a Thrify Car Rental as they do not require airfield access as did the current leaseholder United States Postal Service.. Acting Director Veltre also reported that language was added to the assignment requiring Westover Car Rental, LLC d/b/a/Thrify Car Rental to seek permission from the Department of Aviation, as well as any building permits required, should any changes to the structure or use be sought. Chairman Vazzana asked if the lease was a land lease. Acting Director Veltre answered yes, that the United States Postal Service constructed the building and the agreement is between Westover Car Rental, LLC d/b/a Thrifty Car Rental and the United States Postal Service to lease the building. Veltre added that there is no change to the current land lease amount; it allows Authority l to make changes to the land lease amount every three (3) years subject to an independent appraisal. Chairman Vazzana asked questions pertaining to land lease details. Acting Director Veltre reported that the lease ends in 2016, that the assignment refers to the initial term of the agreement with extension options, the extension is not mutual consent. The USPS is current on their rent payments. Member Tucciarello asked if the assignee would be physically cut off to airfield. Acting Director Veltre reported yes, by a fence. A motion to approve the amendment was moved by Member Keith and seconded by Member Iacovangelo. The motion passed unanimously 7-0.

Annual Ethics and Policy Training Requirement for Members and Officers of the MCAA

Assistant Secretary Granville reported that all board members and officers of the Authority will be required to complete an annual ethics and policy training. Assistant Secretary Granville would like to hold the training before or after the March 28th, 2012 regularly scheduled board meeting. The training will last ½ hour – 45 minutes in duration and once a time has been agreed upon by all board members a notice will be sent to all board members to confirm.

Annual Statement of Financial Disclosure

Assistant Secretary Granville reported that all board members are required by law to provide an annual statement of financial disclosure. Each board member has received two (2) forms to complete, one for the board member and another for the board member's significant other. Annual statement of financial disclosure forms must be returned to Assistant Secretary Granville by April 16th, 2012. Member Flynn is exempt from having to complete the annual statement as it pertains to last year, 2011, during which Member Flynn was not yet a board member. The form is the same as last year. If anyone has questions, please contact Assistant Secretary Granville.

Traffic Report

Mr. Haas reported that the traffic report represents traffic for the twelve (12) months of 2011. January 2012 is not included in the traffic report as the information is not yet available. Mr. Haas reported that enplanements for November and December 2011 were 97,839 and 92,275 respectively. Total enplanements for 2011 were 1,209,746 million a decrease of 4.6 % compared to total enplanements for 2010 at 1,268,792 million. Mr. Haas reported that total passenger boardings for 2011 were 2,409,454 down 4.9% as compared to 2010 total passenger boardings. Mr. Haas noted this decrease is related to the national economic conditions and that as the economic outlook improves, we expect our traffic to improve. Mr. Haas reported that all thruway airports are experiencing some degree of decrease. Nationwide air travel is only up 1.1% over the year previous. Mr. Haas reported that the yearly load factor for 2011 was 79.4% and is the highest load factor the Airport has had in the last 10 years. In terms of passenger share Delta has the highest with 21.14% - up slightly as compared to 2010, followed by United Airlines, AirTran Airways and US Airways. Mr. Haas reported that landing weights for 2011 were down, reflecting the modification of airline activity using smaller planes (20% large aircraft operations vs. 80% regional jet/prop operation), as compared to 2010 (35% large aircraft operation vs. 65% regional jet/prop operation). Scheduled departures are down, reductions in the number of trips however all aircraft operations were 104, 433. An increase over 2010 – air taxi and general aviation account for the majority of that increase, 4% of the aircraft operations were military. Member Lightfoot asked if we anticipate with Southwest coming as to how they will fall with the history of enplanements in other places. Mr. Haas reported that we are cautiously optimistic, a Southwest official stated that if people fly Southwest will adjust their flights accordingly. Member Lightfoot as if Southwest was up and running here. Mr. Haas answered that here they are still operating as AirTran Airways. Chairman Vazzana noted that Acting Director Veltre will cover a recent meeting with Southwest in her Director's report.

Directors Report

Acting Director Veltre reported that on Tuesday, January 10th, 2012 new board member orientation was completed by Member Flynn. The orientation included an overview of the airport operations, budget and rates & charges. Assistant Secretary Granville reviewed board policies and an ethics review with Member Flynn. The orientation ended with a tour of the airfield.

Acting Director Veltre noted that last Thursday, February 9th, 2012 – Southwest Airlines Vice-President and Chief Legal and Regulatory Officer Ron Ricks & Vice-President of Government Affairs Karen Judd Lewis visited Rochester and spent a day learning about the business community and quality of life in our area. The airport team planned a great day starting with breakfast with the County Executive and Mayor, George Eastman House tour and presentation by Greater Rochester Enterprise, Wegman's Pittsford store tour hosted by Danny and Colleen Wegman, National Strong Museum of Play tour and presentation by VisitRochester, a meeting with board Chairman Vazzana, Treasurer Adair and Secretary Taylor, AirTran employee and operations meeting and dinner with area business leaders hosted by Constellation Brands giving the business community an opportunity to speak with Southwest Airlines regarding their travel needs. Mr. Ricks and Ms.

Vazzana added that Mr. Ricks and Ms. Judd spent the following day as a guest of Congresswoman Louise Slaughter at a transportation meeting at the University of Rochester. Chairman Vazzana noted first hand that a positive impression was made up on the senior executives from the airline.

Acting Director Veltre reported that the FAA approved the Airports certification manual and emergency plan in accordance with FAA Title 14, part 139. Also reported was that the President signed into law a 63.4 billion dollar FAA reauthorization bill that runs through 2015. This is good news for the Airport as it helps us with our long range planning of capital projects. Part of this reauthorization bill includes the funds for the FAA to continue efforts to establish a new navigational system for commercial aircraft utilizing GPS technology known as NextGen.

Acting Director Veltre reported that a referral has gone to the County Legislature for design of a $1.5 million North Ramp rehabilitation capital project for ramp upgrades and pavement replacement.

Acting Director Veltre reported that the Airport will be issuing an RFP for food/beverage concession on Friday, February 17th, 2012 for the space left vacant by Flower City Café.

Lastly, Acting Director Veltre reported that Assistant Director Andy Moore and she met with the Vice-President of Corporate Real Estate from JetBlue as he was in town meeting with his airline staff here locally. Routes were discussed as well as business travel and the Airport is hopeful JetBlue is looking to add non-stop service between here and Boston.

Other Business

Chairman Vazzana proposed sending a letter on behalf of the board to Mapco Parking, the Airport parking contractor, acknowledging and congratulating them on the article featured in the Democrat and Chronicle highlighting the management style of Mapco Parking and how they have implemented communication processes to better serve their employees in the work place.

Acting Director Veltre proposed moving the March meeting forward one week, to March 28, 2012 to help us in the year-end process of finalizing financial statements etc. for board approval in accordance with the Public Authorities and ABO Deadlines. Conversation ensued and it was determined that the date will in fact be changed to March 28th, 2012 and that the governance committee meeting will take place before that.

Member Flynn asked questions pertaining to the temporary seasonal cancellation of the AirTran Airways Ft. Myers service as asked to him by members of the traveling public. Acting Director Veltre answered that this was a business decision by the airline, that airlines evaluate constantly and move routes to where they will yield the most profits. Chairman Vazzana noted schedule changes to JetBlue – JFK flights. Member Iacovangelo reiterated that as travel was down per Mr. Haas' report, that as the economy rebounds we should see corresponding travel numbers increase leading to more service. A motion to adjourn was moved by Member Iacovangelo and seconded by Member Tucciarello. The motion passed unanimously 7 - 0.

Meeting was adjourned @ 12:38 AM
The next Board Meeting will be March 28, 2012.

Respectfully Submitted,

William K. Taylor, Esq.
Secretary
Dated:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 OF 2012

APPOINTMENT OF VICE CHAIRPERSON TO THE MONROE COUNTY AIRPORT AUTHORITY BOARD

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

Section 1. That Bernard J. Iacovangelo, Esq., shall be appointed Vice Chairperson to the Monroe County Airport Authority Board effective February 15, 2012 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: February 15, 2012 Vote: 7-0

I, William K. Taylor, Esq., 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 February 15, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 OF 2012

APPOINTMENT OF CHAIRPERSON TO THE MONROE COUNTY AIRPORT AUTHORITY GOVERNANCE COMMITTEE

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

Section 1. That R. Thomas Flynn, shall be appointed Chairperson to the Monroe County Airport Authority Governance Committee effective February 15, 2012 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: February 15, 2012 Vote: 7-0

I, William K. Taylor, Esq., 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 February 15, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2012

AMENDMENT OF RESOLUTION No. 26 of 2011 TO AMEND AND ASSIGN THE GROUND LEASE BETWEEN THE UNITED STATES POSTAL SERVICE AND WESTOVER CAR RENTAL, LLC d/b/a THRIFTY CAR RENTAL FOR PREMISES LOCATED AT 1135 BROOKS AVENUE

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

WHEREAS, Monroe County authorized the execution of a Lease Agreement with the United States Postal Service on April 29, 1986 per Monroe County Resolution 150 of 1986; and

WHEREAS, the initial Lease term expires on April 28, 2016 and, Article 3 of the lease agreement contains a provision for renewal of the Lease for two (2) additional five (5) year periods; and

WHEREAS, the United States Postal Service is desirous of amending and assigning the lease to Westover Car Rental, LLC for use as a maintenance facility for its car rental concession at the Greater Rochester International Airport.

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to consent to the assignment of the United States Postal Service lease to Westover Car Rental, LLC d/b/a Thrifty Car Rental.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Westover Car Rental, LLC d/b/a Thrifty Car Rental nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: February 15, 2012 Vote: 7-0

I, William K. Taylor, Esq., 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 February 15, 2012.

Dated:

William K. Taylor, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
March 28, 2012
11:00 a.m.

1.	Roll Call	Iacovangelo
2.	Approval of Minutes from February 15, 2012	Iacovangelo
3.	Treasurer: Presentation of the 2011 Audited Financials	Adair
4.	Bonadio: Presentation of the 2011 Audit	Shepard
5.	Annual Reporting and Resolution	Adair/Veltre

- Annual Report
- Public Authorities Reporting Information System (PARIS) Report
- Policy Review and Update

6.	Deputy Directors Litigation Update	Veltre
7.	Ethics Hotline Report	Granville
8.	Adjournment	Iacovangelo

Next meeting is May 16, 2012

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
March 28, 2012

Present:
Bernard J. Iacovangelo, Esq., Chairman
Hon. Stephen Tucciarello
Don Johnson (excused absence)

Others Present:

Michael A. Giardino	Director of Aviation
Scott M. Adair, CPA	Treasurer
Angela Veltre	Assistant Treasurer
Brett Granville, Esq.,	Assistant Secretary
Randy Shepard	The Bonadio Group
Jennifer Hanrahan	

Meeting was called to order by the Chairman at 11:09 am.

Approval of the Minutes from February 15, 2012

A motion was made to approve by Chairman Iacovangelo and seconded by Member Tucciarello. The motion passed unanimously 2-0.

Treasurer: Presentation of the 2011 Audited Financials

Treasurer Adair presented the draft 2011 financial statements for the Airport reporting that Randy Shepard was present at the meeting representing external auditors, the Bonadio Group. Adair reported that Mr. Shepard presented an audit outline/plan at the last audit meeting. Adair also reported that a PFC audit and an Investment Agreed upon Procedures Report were completed as part of this year's audit. Treasurer Adair noted that there were no significant financial adjustments from the audit plan.

The reductions in overall operating expenses were directly related to controls set in place such as savings from green energy initiatives. Treasurer Adair ended his report by noting that the audit found no new disclosures to point out to board members.

Bonadio: Presentation of the 2011 Audit

Randy Shepard reported that the first document in the audit report is a required communications letter that discharges certain responsibilities to the Authority. Mr. Shepard noted that page two talks about corrected or uncorrected financial statements pertaining to the audit and Bonadio found there were none at all. The Audit Plan was executed as planned. Mr. Shepard reported that the audit outcome was an unqualified or clean audit opinion.

Treasurer Adair thanked Angela Veltre for her timeliness in keeping the audit process moving forward alongside additional Airport duties. Chairman Iacovangelo added he agreed and commended

Assistant Treasurer Veltre for putting in place the control measures in order to achieve these financial results. Assistant Treasurer Veltre thanked the Chairman and Treasurer and noted that the Finance staff is an excellent team that contributes greatly to this accomplishment.

The audit committee accepted the 2011 Audit as presented by Bonadio.

Annual Public Authority Report; PARIS Reporting; Policies

Assistant Treasurer Angela Veltre stated that the PARIS is in draft state and will be posted online as required by the ABO. Members were provided an unsubmitted format of the PARIS report. Also, reviewed was the Annual Public Authorities Report which contains all the requirements of the ABO.

Deputy Directors Litigation Report

No update on pending litigation from last meeting.

Ethics Hotline Report

Assistant Secretary Granville reported there were no calls to the hotline for month of February 2012.

Other Business

No other business presented

Meeting was adjourned @ 11:32 AM

The next Audit Committee Meeting will be May 16, 2012.

Respectfully Submitted,

Brett Granville, Esq.
Assistant Secretary
Dated:

Agenda
Monroe County Airport Authority
Governance Committee
March 28, 2012
11:30 a.m.

1.	Roll Call	Flynn
2.	Approval of Minutes from March 28, 2011 Governance Committee Meeting	Flynn
3.	Annual Review of Mission Statement and Performance Goals & Measures	Flynn
4.	Annual Review of Confidential Evaluation of Board Performance - Summary Results	Flynn
5.	Ethics Hotline Report	Granville
6.	Other Business	Flynn
7.	Adjournment	Flynn

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
March 28, 2012

Present:
R. Thomas Flynn, Chairman
James G. Vazzana, Esq.
Susan Keith
Willie Lightfoot (excused absence)

Others Present:

Michael A. Giardino	Director of Aviation
Scott M. Adair	Treasurer
Angela Veltre	Assistant Treasurer
Brett Granville	Assistant Secretary
Jennifer Hanrahan	

Meeting was called to order by the Chairman at 11:35 am.

Approval of the Minutes from March 28, 2011

A motion was made to approve by Member Vazzana and seconded by Member Keith. The motion passed 3-0 .

Annual Review of Mission Statement and Performance Goals & Measures

Governance Chairman Flynn asked Assistant Treasurer Angela Veltre to review the mission statement and performance goals/measures criteria. Assistant Treasurer Veltre stated that the ABO issued a policy guidance that requires the board to annually review mission statement & performance goals and measures. The mission statement has no suggested changes. A motion was made to approve by Member Keith and seconded by Member Vazzana. The motion passed 3-0.

Annual Review of Confidential Evaluation of Board Performance – Summary Results

Governance Chairman Flynn reported the summary results for the annual review of confidential evaluation of board performance according to guidelines issued by the ABO. The information is sent to the ABO and posted to the web. Discussion ensued, led by Chairman Flynn as to what is the procedure if members have varying levels of review on areas involving board performance. Secretary Granville reiterated that the board performance survey is confidential in nature therefore it would be the responsibility of the board members, per public authorities training, that if they are not fully versed on an particular issue – it is their responsibility to bring it to the proper Chairman's attention.

Each committee chair reports at the full board meetings what ensues during their respective committees so every board member has the opportunity to hear what goes on at a sitting committee if they are not a member on that committee. A motion was made to approve by Member Vazzana and seconded by Member Keith second . The motion passed 3-0.

Ethics Hotline Report

Assistant Secretary Granville reported there were no calls to the hotline for month of February 2012. Chairman Flynn asked what happens if a call comes into the hotline regarding a topic not listed on the general posting of topics that may prompt a hotline call. Assistant Secretary Granville explained that the hotline call

would be accepted and turned over to the appropriate department if the issue is not one of the items appropriately handled by the hotline, the general posting of topics list should be used a guideline.

Other Business
No other business presented.

Meeting was adjourned @ 11:52 AM
The next Governance Committee Meeting TBD.

Respectfully Submitted,

Brett Granville, Esq.
Assistant Secretary
Dated:

Agenda
Monroe County Airport Authority
Annual Meeting
March 28, 2012
11:55 p.m.

1.	Roll Call		Vazzana
2.	Appointment of Officers Proposed Slate:		Vazzana
	Vice Chairperson:	Bernard J. Iacovangelo, Esq.	
	Assistant Treasurer:	Angela Veltre	
	Assistant Secretary:	Brett C. Granville, Esq.	
3.	Other Business		Vazzana
4.	Adjournment		Vazzana

Minutes
MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING MINUTES
March 28, 2012

Present:

James G. Vazzana, Esq.	Chairman
Bernard J. Iacovangelo, Esq.	Vice- Chairman
Susan Keith	
Stephen Tucciarello	
R. Thomas Flynn	

Excused Absence:
Don Johnson
Willie Lightfoot

Others Present:

Michael Giardino	Director of Aviation
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
William K. Taylor	Secretary
Brett Granville	Assistant Secretary
Jennifer Hanrahan	

Meeting was called to order by the Chairman @ 11:57 am

Appointed of Officers
Proposed Slate:

Chairman Vazzana proposed the following appointed officers as annually required by the Authority By Laws: Bernard J. Iacovangelo as Vice – Chairperson, Angela Veltre as Assistant Treasurer and Brett C. Granville, Esq., as Assistant Secretary. Moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 5-0.

Other Business

No other business presented.

Meeting was adjourned @ 12:00 PM
The next Annual Meeting will be scheduled for March 2013.
Respectfully Submitted,

William K. Taylor, Esq.
Secretary
Dated:

Agenda
Monroe County Airport Authority
Regular Meeting
March 28, 2012
12:00 p.m.

1. Pledge of Allegiance	Vazzana
2. Roll Call	Vazzana
3. Approval of Minutes from February 15, 2012	Vazzana
4. Appointment of Michael A. Giardino as Administrative Director	Vazzana
5. Treasurers Report	Adair
6. Governance Committee Report	Flynn
7. Audit Committee Report	Iacovangelo
8. Approve Submission of 2011 Annual Report and Accept 2011 Audited Financial Report by Bonadio & Co., LLP	Iacovangelo
9. Authorize Assignment of Concession Agreement with Premier Billboards of Rochester, NY, Inc. to Lamar Advertising of Penn, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport	Veltre
10. Traffic Report	Haas
11. Other Business	Vazzana

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 28, 2012

Present:

James G. Vazzana, Esq.	Chairman
Bernard J. Iacovangelo, Esq.	Vice- Chairman
Susan Keith	
Stephen Tucciarello	
R. Thomas Flynn	

Excused Absence:
Don Johnson
Willie Lightfoot

Others Present:

Maggie Brooks	County Executive
Michael Giardino	Director of Aviation
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
William K. Taylor	Secretary
Brett Granville	Assistant Secretary
Jennifer Hanrahan	
Dave Haas	

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

Approval of the Minutes from February 15, 2012

Moved by Member Iacovangelo and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 5-0.

Chairman Vazzana welcomed Monroe County Executive Maggie Brooks to introduce new Airport Director Michael A. Giardino to the board members. County Executive Brooks noted that today Mike appears before the board to be named Administrative Director of the Airport Authority. She continued that Mike has had a laudable military career and has local roots in Rochester. County Executive Brooks continued that affordable and accessible air travel is part of the quality of life here in this area, and that it is the Authority board and their commitment that has made this a competitive facility. She congratulated Mike on beginning his first day at work and concluded by stating that she has gotten emails and letters from members of the community that thanked Angela Veltre for taking on the task of leading in good and difficult times with pride and honor; Brooks also thanked her for being a part of the team now and going forward.

Appointment of Michael A. Giardino as Administrative Director

Chairman Vazzana echoed County Executive Brooks' comments as Chair of the board and stated that his experience with working with Mike Giardino over the last month since the announcement of his appointment that Mike is an aviation professional who will continue to serve our airport well. Chairman Vazzana recommended to the board that Airport Director Michael A. Giardino be named Administrative Director of the Monroe County Airport Authority Board. Moved by Member Iacovangelo and seconded by Member Keith. The motion passed unanimously 5-0.

Treasurers Report

Treasurer Adair noted there were four transactions totaling approximately $155.00 in expenses that were all submitted timely and with proper documentation. Moved by Member Flynn & seconded by Member Keith. The motion passed unanimously 5-0.

Treasurer Adair reported there was no credit card usage during the month of February 2012. Moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 5-0.

Governance Committee Report

Member Flynn commented that all board members completed the required annual board evaluations. It is member's responsibility to meet with the Chairman of the board to address any concerns relating to the board's performance and make sure they are a good board working together. Member Flynn also stated that the Annual Review of the mission statement and performance goals and measures was completed.

Audit Committee Report

Presented by Member Iacovangelo.

Approve Submission of 2011 Annual Report and Accept 2011 Audited Financial Report by Bonadio & Co., LLP

Vice-Chairman Iacovangelo presented a motion to approve the submission of the 2011 Annual Report and accept the 2011 Audited Financial Report by Bonadio & Co., LLP. Moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 5-0.

Authorize Assignment of Concession Agreement with Premier Billboards of Rochester, NY, Inc. to Lamar Advertising of Penn, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Veltre said that Premier Billboards was approached by Lamar to take over the agreement – the terms and MAG will remain the same. Premier Billboards is in good financial standing with the Authority and management has found no reason not to consider the approval of this assignment. Moved by Vice-Chairman Iacovangelo and seconded by Member Flynn. The motion passed unanimously 5-0.

Traffic Report

Mr. Haas reported that the traffic reflects activity through January and February 2012. Year-to-Date we have had 2.3% decrease in enplanements as compared to year-to-date last year mainly due to the national economic recession. February's numbers were only down about 1% as compared to February 2011. Load factors for December, January and February are down from the numbers recorded last year at this time. Mr. Haas said that landing weights increased by 5% over a two-month period most likely due to the shift to larger equipment by JetBlue Airways and warmer weather. Mr. Haas concluded by saying that there were less cancellations in January 2012 compared to last January 2011, a net increase of 2.4% for the two-month period largely attributable to a mild winter and less cancellations.

Other Business

No other business was presented.

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

Meeting was adjourned @ 12:26 PM
The next Board Meeting will be May 16, 2012.

Respectfully Submitted,

William K. Taylor, Esq.
Secretary
Dated: 4-4-12

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 OF 2012

APPOINTMENT OF MICHAEL A. GIARDINO AS ADMINISTRATIVE DIRECTOR

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

Section 1. That Michael A. Giardino, as Monroe County Director of Aviation, shall be appointed Administrative Director of the Monroe County Airport Authority effective March 28, 2012 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: March 28, 2012 Vote: 5-0

I, William K. Taylor, Esq., 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 February 15, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 of 2012

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2011 AUDIT REPORT BY BONADIO & COMPANY, LLP

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

Section 1. The Annual Report for the Monroe County Airport Authority as presented to this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Angela Veltre, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (Exhibit 2)

APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2011 AUDIT REPORT BY BONADIO & COMPANY, LLP

Section 4. The Authority having reviewed the 2011 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 3)

ADOPTION: Dated: March 28, 2012 Vote: 5-0

I, William K. Taylor, Esq., 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 February 15, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 OF 2012

AUTHORIZE ASSIGNMENT OF THE CONCESSION AGREEMENT WITH PREMIER BILLBOARDS OF ROCHESTER NY, INC. TO LAMAR ADVERTISING OF PENN, LLC FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE 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 assignment of the concession agreement with Premier Billboards of Rochester NY, Inc. to Lamar Advertising of Penn, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. All terms and conditions of the existing lease remain the same.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: March 28, 2012 Vote: 5-0

I, William K. Taylor, Esq., 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 February 15, 2012.

Dated:

William K. Taylor, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
May 16, 2012
11:00 a.m.

NOTE: THIS MEETING WAS CANCELLED DUE TO BOTH IACOVANGELO & JOHNSON UNABLE TO ATTEND

1.	Roll Call	Iacovangelo
2.	Approval of Minutes from March 28, 2012	Iacovangelo
3.	Internal Audit Report	Marasco
4.	Financial Reporting Trial Balance at March 31, 2012 Budget to Actual at March 31, 2012	Veltre
5.	Banking Resolution	Veltre
6.	Directors Litigation Report	Giardino
7.	Ethics Hotline Report	Granville
8.	Other Business	Iacovangelo

Next meeting is July 18, 2012

Agenda
Monroe County Airport Authority
Regular Meeting
May 16, 2012

12:00 pm

1.	Pledge of Allegiance	Giardino
2.	Roll Call	Taylor
3.	Public Hearing	TBD
4.	Approval of Minutes from March 28, 2012 Meeting	TBD
5.	Treasurers Report	Adair
6.	Banking Resolution	Veltre
7.	Authorize Expenditure in an Amount not to Exceed $1,000 for Bronze Sponsorship of the 2012 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show	Giardino
8.	Authorize Expenditure in an Amount not to Exceed $2,500 as Co-Sponsor of Wings 2012	Giardino
9.	Authorize a Contract with _____ For Management Operation and Maintenance of Fuel Facility at the Greater Rochester International Airport	Veltre
10.	Authorize the Administrative Director to Negotiate a Sub-Lease With _____ for a Portion of the Freight Building at 1135 Brooks Avenue at the Greater Rochester International Airport	Veltre
11.	Authorize Monroe County to Grant an Easement to Frontier Communications Corporation for Property known as 1135 Brooks Avenue at the Greater Rochester International Airport	Granville
12.	Directors Report	Giardino
13.	Traffic Report	Haas
14.	Other Business	TBD

The next meeting will be July 18, 2012

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
May 16, 2012

Present:
Stephen Tucciarello
Willie Lightfoot
Susan Keith
R. Thomas Flynn

Excused Absence:

James G. Vazzana, Esq.	Chairman
Bernard J. Iacovangelo, Esq.	Vice- Chairman
Don Johnson	

Others Present:

Michael Giardino	Administrative Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
William K. Taylor	Secretary
Brett Granville	Assistant Secretary
Jennifer Hanrahan	
Dave Haas	

Meeting was called to order by the Secretary @ 12:00 p.m.

Election of a Chairperson pro tem
Secretary Taylor noted that a quorum was present and noted that due to the fact that both the Chairperson and Vice-Chairperson were not present at the meeting the board must elect a Chairperson pro tem to conduct the meeting. Member Tucciarello was nominated by Member Flynn and seconded by Member Keith. The board voted unanimously 4-0 for Member Tucciarello to be the Chairperson pro tem.

Approval of the Minutes from March 28, 2012
Moved by Member Keith and seconded by Member Flynn that the minutes be approved without changes. The motion passed unanimously 4-0.

Treasurers Report
Treasurer Adair reported there was one credit memo and a travel and business expense report for visits to various airlines, the FAA, and an aviation conference with all transactions totaling approximately $450.00 in expenses. The reports were all submitted timely and with proper documentation. Acceptance of the report was moved by Member Flynn & seconded by Member Keith. The motion passed unanimously 4-0.

Banking Resolution
Assistant Treasurer Veltre presented the banking resolution and noted that the resolution exists to list the current banks the Treasurer of the Authority deposits funds in. Assistant Treasurer Veltre added that HSBC had recently been taken over by First Niagara Bank and the resolution now lists First Niagara Bank as the Authority's account holder. The resolution passed unanimously 4-0.

Authorize Expenditure in an Amount not to Exceed $1,000 for Bronze Sponsorship of the 2012 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show

Administrative Director Giardino stated that the referral was in order to support the mission of NYAMA as a Bronze sponsor of the annual 2012 Fall Conference being hosted by The Niagara Falls International Airport and Buffalo Niagara International Airport. Administrative Director Giardino stated that it was in the best interest of ROC to maintain its membership and participation in NYAMA. The motion passed unanimously 4-0.

Authorize Expenditure in an Amount not to Exceed $2,500 as Co-Sponsor of Wings 2012

Administrative Director Giardino stated that the referral was to co-sponsor upcoming Rochester Wings 2012 as the event promotes aviation safety and offers an opportunity for those who may want to consider aviation as a career. It was reported that the event would be taking place June 8th & June 9th, 2012. It was noted that Wings typically attracts 1000-1500 participants. The motion passed unanimously 4-0.

Authorize a Contract with USAirports Flight Support, LLC for Management Operation and Maintenance of Fuel Facility at the Greater Rochester International Airport

Assistant Treasurer Veltre reported to the board that the Airport received 3 proposals for the Management Operation and Maintenance of the Fuel Facility at ROC. The proposals were reviewed by a panel and USAirports Flight Support, LLC was selected as the best proposer suited. The motion passed unanimously 4-0.

Authorize Monroe County to Grant an Easement to Frontier Telephone of Rochester, Inc. for Property known as 1135 Brooks Avenue at the Greater Rochester International Airport

Assistant Secretary Granville reported to the board that this would authorize an easement for Frontier Telephone of Rochester, Inc. to lay cable to connect the MRC3 building. The motion passed unanimously 4-0.

Directors Report

Director Giardino reported that the Airport was reviewing the airline use/lease agreement process and that ROC had been in touch with counsel with regards to that agreement as it expires at the end of 2012. Director Giardino added that there are functions that are airline specific however management does engage with the, airlines, on issues brought to our attention.

Director Giardino referred to an airfield map to show construction that is being planned to construct Taxiway "P" which will be located at the approach end of Runway 28. The Taxiway will allow for FedEx large aircraft to have better access eliminating back taxiing and spin maneuvers by the carrier. It was reported that this Taxiway construction is part of the Airport's Master Plan and construction will begin Summer 2012.

Director Giardino reported that the Airport is working to narrow the scope of work on the ROC Master Plan and staff is targeting items that are the most necessary as well as other options available to explore for improving service, safety, efficiency and ultimately increasing revenue streams which will make the airport more attractive to airlines.

Director Giardino will be attending a meeting regarding the 2013 PGA event and promoting publicity of the Airport as part of this event and also recently held a meeting with the Rochester Red Wings General Manager to explore future advertising opportunities there.

Director Giardino attended a NYAMA Board of Directors meeting. NYAMA is described as a consortium of airports from across New York State that gather and work on aviation and legislative issues as they pertain to airport management. Director Giardino was asked to be a member of the Board of Directors and has accepted that role.

Director Giardino reported that the Rochester Wings event would be taking place at ROC June 8th and 9th, 2012 – the event he noted is positive for the Airport and also offers an opportunity to members of public to have exposure to aviation experiences not normally available.

Director Giardino stated that the 13th Annual Airport 5K benefitting Lifetime Assistance Foundation, Inc. was being held at the Airport on Saturday, June 23rd. Director Giardino reported that the Airport would be having a mandatory Emergency Drill which is self-evaluated on September 15, 2012. Director Giardino, Fire Chief Todd Bane and Operations Manager Tim Woolston recently attended the Westchester Airport Drill. It was reported that a planning meeting is scheduled for June 6, 2012 for our airport partners and volunteers. Member Keith asked what impact the drill would have on the Airports regularly scheduled activity. Director Giardino noted that the drill would have little impact on the Airport's regular activity on drill day. Member Lightfoot asked if City Fire etc. would be part of the drill. Director Giardino noted that inclusion of all participants possible in order to conduct as realistic of a drill as possible would be warranted. Director Giardino noted that ROC plans to meet with City Fire, Gates Fire and Chili Fire. Director Giardino mentioned the upcoming Honor Flight that his staff at ROC supports Honor Flight fully and that Honor Flight Rochester has become a model for other Airports as they build their programs.

Director Giardino reported that the airlines recommend airport management meet with their planners at least once a year to discuss like topics. Director Giardino recently traveled to Phoenix to meet with US Airways Planners, spent time in Phoenix attending the American Association of Airport Executives (AAAE) conference and met with Airport Directors from all over the country. Director Giardino also met with Southwest Airlines planning executives in Dallas and will be meeting with the FAA in Washington DC May 17th, 2012.

Traffic Report

Mr. Haas reported that enplanements for March and April were 103,437 and 101,749 respectively. March 2012 enplanements exceeded March 2011 enplanements by .9% and April's enplanements were also up 1.9% from April 2011

Mr. Haas stated that year to date through April; ROC recorded 379,703 enplanements compared to 381,088 enplanements through the same period last year.

Mr. Haas noted that ROC passenger load factor for the first four months averaged 75%. The March Load Factor was 80.7% and the April Load Factor was 74.0%. The Load factor for the first four months of 2011 averaged 78.9%. Additional services include Delta's new LaGuardia service, Air Tran added an additional Baltimore trip, and American Eagle has added an additional Chicago trip to their schedule. As compared to the Thruway Airports, Mr. Haas noted that Buffalo is down about 1.3% and Syracuse down 4.8%; Albany did report an increase of 2.3% for the period through March 2012.

Mr. Haas reported aircraft landed weights increased by 3.7% over the four month period.

Other Business

No other business was presented.

A motion to adjourn was moved by Chairperson Tucciarello. The motion passed unanimously 4 - 0.

Meeting was adjourned @ 12:42 PM
The next Board Meeting will be July 18, 2012.
Respectfully Submitted,

William K. Taylor, Esq.
Secretary
Dated:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2012

BANKING RESOLUTION

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

Section 1. The Monroe County Airport Authority hereby authorizes the Treasurer to deposit the funds of the Authority in one or more of the following banking institutions:

Bank of America, N.A.
The Bank of New York Mellon Trust Co., N.A.
The Canandaigua National Bank and Trust Company
First Niagara Bank, N.A.
M&T Bank, N.A.

Section 2. The Monroe County Airport Authority authorizes the Treasurer to establish future relationships with other banking institutions, and/or discontinue current relationships, for deposit of the funds of the Authority when deemed to be in the best interest of the Authority to maximize earnings, reduce costs, or diversify investments.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: May 16, 2012 Vote: 4-0

I, William K. Taylor, Esq., 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 16, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2012

AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED $1,000 FOR BRONZE SPONSORSHIP OF THE 2012 NEW YORK AVIATION MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE AND EXHIBIT SHOW

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 $1,000 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the 2012 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 19 to September 21, 2012 hosted by Niagara Falls International Airport and Buffalo Niagara International Airport (NFTA).

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: May 16, 2012 Vote: 4-0

I, William K. Taylor, Esq., 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 16, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2012

AUTHORIZING EXPENDITURE IN AMOUNT NOT TO EXCEED $2,500 AS CO-SPONSOR OF "WINGS 2012"

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 $2,500 on behalf of the Monroe County Airport Authority as Co-Sponsor of "Wings 2012" event to be held June 8 to June 9, 2012.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: May 16, 2012 Vote: 4-0

I, William K. Taylor, Esq., 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 16, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2012

AUTHORIZE CONTRACT WITH USAIRPORTS FLIGHT SUPPORT, LLC FOR MANAGEMENT OPERATION AND MAINTENANCE OF THE FUEL FARM AT THE GREATER ROCHESTER INTERNATIONAL AIPORT

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 USAirports Flight Support, LLC for management, operation, and maintenance of the Fuel Farm at the Greater Rochester International Airport.

Section 2. USAirports Flight Support, LLC was determined by a Selection Committee to be the most qualified of the three respondents. The contract shall incorporate the requirements as outlined in the Request for Proposal dated March 30, 2012. 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 $78,500 plus reimbursable direct costs and reimbursable indirect costs as per Article 4 of the Agreement. The management fee will remain at $78,500 per year for the initial three year term; and shall increase 2.5% at each extension, should any extension be exercised.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither USAirports Flight Support, LLC, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: May 16, 2012 Vote: 4-0

I, William K. Taylor, Esq., 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 16, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 of 2012

AUTHORIZE MONROE COUNTY TO GRANT AN EASEMENT TO FRONTIER TELEPHONE OF ROCHESTER, INC. FOR THE PROPERTY KNOWN AS 1135 BROOKS AVENUE, CITY OF ROCHESTER, MONROE COUNTY, STATE OF NEW YORK, ALSO KNOWN AS PART OF TAX ACCOUNT NUMBER 135.130-1-1.002 OF THE ASSESSMENT AND TAXATION RECORDS, RECORDED IN THE MONROE COUNTY CLERKS OFFICE IN LIBER 3495 OF DEEDS AT PAGE 551

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

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to grant an easement to Frontier Telephone of Rochester, Inc., a New York Corporation, 180 Clinton Avenue South, Rochester, New York, its successor and assigns, the right, privilege, and authority to construct, reconstruct, relocate, lower, replace, increase, enlarge, repair, maintain, operate, protect, and remove, from time to time, a communication system including without limitation, such buried cables, conduits, manholes, terminals, markers, above ground pedestals, fixtures, and associated wires, and all related appurtenances and facilities as may be necessary or convenient to the operations of same, in upon, across and under the following premises:

Property known as 1135 Brooks Avenue, City of Rochester, Monroe County, State of New York, also known as part of Tax Account Number 135.130-1-1.002 of the Assessment and Taxation Records, recorded in the Monroe County Clerks' office in Liber 3495 of deeds at page 551.

Section 2. Grantee shall have the right to enter upon the premises of Grantor and utilize the same, whenever necessary or convenient for the exercise of the rights and privileges granted by said easement and the terms and conditions stated therein.

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

Section 4. This resolution shall take effect immediately.

ADOPTION: Date: May 16, 2012 Vote: 4-0

I, William K. Taylor, Esq., 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 16, 2012.

Dated:

William K. Taylor, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
August 8, 2012
11:00 a.m.

1.	Roll Call	Iacovangelo
2.	Approval of Minutes from March 28, 2012	Iacovangelo
3.	Internal Audit Report	Marasco
4.	Financial Reporting Trial Balance at June 30, 2012 Budget to Actual at June 30, 2012	Veltre
5.	Directors Litigation Report	Giardino
6.	Ethics Hotline Report	Granville
7.	Other Business	Iacovangelo

Next meeting is September 19, 2012

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
AUDIT COMMITTEE MEETING
August 8, 2012

Present:
Bernard J. Iacovangelo, Esq. Chairperson
Hon. Stephen Tucciarello

Excused:
Don Johnson

Others Present

Michael Giardino	Director of Aviation
Andrew Moore	Assistant Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
Brett C. Granville, Esq.	Assistant Secretary
Thomas Niles	StoneBridge Business Partners

Meeting was called to order by the Chairman @11:00 a.m.

Approval of the Minutes from March 28, 2012

Moved by Member Tucciarello and seconded by Chairperson Iacovangelo that the minutes be approved without changes. The motion passed unanimously 2-0.

Internal Audit Report

The internal audit of MAPCO Auto Parks, Ltd. was conducted by the StoneBridge Business Partners. It was determined that there were no significant findings with the audit and that adequate controls are in place. It was determined that the Authority effectively monitors the revenue and deposits of the concessionaire. It was also noted that MAPCO Auto Parks, Ltd. were PCI compliant safeguarding the security of personal information. The recommendations from the audit were determined to be procedural in nature and most are already in place. It was recommended that the internal audit of MAPCO Auto Parks, Ltd. should be conducted annually.

Financial Reporting

Assistant Treasurer Veltre presented the financial report. It was noted that expenses are down from this period last year by 2.5% mainly due to the mild winter. Through July of 2012, it was noted that the airport has expended approximately 43% of the budget (operations & maintenance – excluding debt); without encumbrances. A question was posed from the Vice Chair Iacovangelo regarding the potential for the refinancing of the debt of the Authority. Treasurer Adair noted that this option was being discussed with bond counsel and will continue to be explored.

Director's Litigation Report

Director Giardino represented that there is no new litigation and no update to pending issues.

Ethics Hotline Report

Assistant Secretary Granville reported that there was one call to the Hotline in May 2012 that involved a personnel issue with a concessionaire that was handled by the concessionaire. There were no calls for the months of March, April, June and July 2012.

Other Business

No other business presented.

Meeting was adjourned @ 11:59 a.m.
The next Audit Committee Meeting will be September 19, 2012.

Respectfully Submitted,

Brett C. Granville
Assistant Secretary

Agenda
Monroe County Airport Authority
Regular Meeting
August 8, 2012
12:00 p.m.

1.	Pledge of Allegiance	Vazzana
2.	Roll Call	Vazzana
3.	Approval of Minutes from May 16, 2012	Vazzana
4.	Treasurers Report	Adair
5.	Audit Committee Report	Iacovangelo
6.	Authorize a Concession Agreement with _____ to operate a food and beverage concession known as _____ _____ for the Monroe County Airport Authority at the Greater Rochester International Airport	Veltre
7.	Authorize Contract with CHA Consulting, Inc for design services relating to the construction of the Fuel Farm building for the Monroe County Airport Authority at the Greater Rochester International Airport	Veltre
8.	Authorize Consent to a the sublease of a portion of the Eastman Kodak Company hangar to Bausch and Lomb Inc by the Monroe County Airport Authority at the Greater Rochester International Airport	Giardino
9.	Traffic Report	Haas
10.	Directors Report	Giardino
11.	Other Business	Vazzana

Next meeting is September 19, 2012

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
August 8, 2012

Present:

James G. Vazzana, Esq.	Chairperson
R. Thomas Flynn	
Bernard J. Iacovangelo, Esq.	
Susan Keith	
Hon. Willie J. Lightfoot	
Hon. Stephen Tucciarello	

Excused:
Don Johnson

Others Present

Michael Giardino	Director of Aviation
Andrew Moore	Assistant Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
William Taylor, Esq.	Secretary
Brett C. Granville, Esq.	Assistant Secretary
David Haas	Senior Management Analyst

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

Approval of the Minutes from May 16, 2012

Moved by Member Lightfoot and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 6-0.

Treasurer's Report

Treasurer Adair presented the Business and Travel Expense Report and the Credit Card statement with explanations for the period of June 2012 thru July 2012. The Credit Card statement had eight (8) transactions total. All expenses were submitted in a timely fashion and approved by the Treasurer. All transactions were on the Director's card. Motion to accept credit card charges was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 6-0. Treasurer Adair certified the Business and Travel Expense report submitted by Director Giardino which contained seventeen (17) items. A motion to approve the report was moved by Member Iacovangelo and seconded by Member Keith. The motion passed unanimously 6-0.

Audit Committee Report

Presented by Member Iacovangelo.

Authorize Concession Agreement with Flour City Bagels, LLC for a food and beverage concession at the Greater Rochester International Airport

Assistant Treasurer Veltre reported that a Request for Proposals was issued and five (5) responses were submitted. Of the five, Flour City Bagels, LLC was selected. Veltre noted the concession

fee will be the greater of either a minimum annual guarantee of $60,000. or 10% of the concessionaire's annual gross revenue. The term of the contract is for five years commencing on or before October 1, 2012 with the option to renew for one consecutive five (5) year term at the sole discretion of the Authority. Chairman Vazzana noted that the concessionaire was also proposing a capital investment. A motion to approve the contract for the food and beverage concessionaire was made by Member Keith and seconded by Member Lightfoot. The motion passed unanimously 6-0.

Authorize Contract with CHA Consulting, Inc. to provide Design Services Relating to the construction of the Fuel Farm Building at the Greater Rochester International Airport

Assistant Treasurer Veltre presented the resolution seeking approval to award a contract for design services with CHA Consulting, Inc. Veltre noted that a Monroe County Legislature Resolution authorized contracting with CHA Consulting, Inc. and also contained a provision authorizing funding from the Airport Authority. The contract is for an amount not to exceed $37,500 on a cost plus fixed fee basis. A motion to approve was made by Member Tucciarello and seconded by Member Keith. The motion passed unanimously 6-0.

Authorize Consent to the sublease of a portion of the Eastman Kodak Company hangar to Bausch & Lomb, Inc.

Director Giardino presented the sublease and request for it to be approved. It was noted that consent could not be unreasonable withheld per the original lease with Eastman Kodak Company. A motion to approve was made by Member Flynn and seconded by Member Iacovangelo. The motion passed unanimously 6-0.

Traffic Report

Senior Management Analyst David Haas presented the report. There was approximately a .44% decrease in enplanements for the month of June 2012 and overall, approximately a .75% decrease when comparing year-to-date traffic for 2011 and 2012, as of June. It was noted the Thruway airports were all down in enplanements through June, except for a slight increase for Albany. It was also noted that Departures for the year-to-date had increased 1.25 %.

Director's Report

Director Giardino reported on the status of the Airline Use Agreement. The Director gave credit to Senior Management Analyst Haas and Deputy Director Veltre for their contribution to the process. The Director also provided an update on the construction projects ongoing at the airport. It was also reported that remediation is complete on the site of the former fuel farm. The Director also spoke of the marketing opportunities implemented at the airport.

Meeting was adjourned @ 12:55 p.m.
The next Regular Meeting will be September 19, 2012.

Respectfully Submitted,

William K. Taylor
Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 OF 2012

AUTHORIZE A CONCESSION AGREEMENT WITH FLOUR CITY BAGELS, LLC TO OPERATE A FOOD AND BEVERAGE CONCESSION KNOWN AS BRIOCHE DORÉE BAKERY & CAFÉ FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE 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 a concession agreement with Flour City Bagels, LLC, 585 Moseley Road, Fairport, New York, to provide a food and beverage concession known as Brioche Dorée Bakery & Café for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Flour City Bagels, LLC was determined by a Selection Committee to be the most qualified of the five proposals to a Request for Proposal (RFP) advertised by the Monroe County Airport Authority. The contract will be for a period of five (5) years, commencing on or before October 1, 2012 with an option to extend for one (1) consecutive term of five years, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive as revenue, the greater of 10% of Annual Gross Sales or a Minimum Annual Guarantee of:

Year 1: $60,000
Year 2: $62,500
Year 3: $65,000
Year 4: $67,500
Year 5: $70,000

Flour City Bagels, LLC has proposed a capital investment of $580,267 for construction of the Brioche Dorée Bakery and Café, with an estimated completion of 45 days.

If the option to extend is granted, the Minimum Annual Guarantee and percentage will be at least 3% greater than in Year 5 of the initial term.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Flour City Bagels, LLC, nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: August 8, 2012 Vote: 6-0

I, William K. Taylor, Esq., 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 August 8, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 of 2012

AUTHORIZE A CONTRACT WITH CHA CONSULTING, INC FOR DESIGN SERVICES RELATING TO THE CONSTRUCTION OF THE FUEL FARM BUILDING FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, the Monroe County Legislature authorized a contract with CHA Consulting, Inc for Airport Consultant Services for the period of January 1, 2012 through December 31, 2012, with the option to renew for two (2) additional one-year periods by Resolution 241 of 2011, adopted on October 11, 2011; and

WHEREAS, Resolution 241 of 2011 contained a provision authorizing funding from Monroe County Airport Authority Accounts established for such services.

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 with CHA Consulting, Inc, 16 West Main Street, Rochester, New York, 14614 to provide Design Services relating to the construction of a Fuel Farm Building to replace the trailer currently housing fuel facility staff and equipment for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. The contract with CHA Consulting, Inc. is to be executed at an amount not to exceed $37,500 on a cost plus fixed fee basis, along with any amendments necessary to complete the project within the total appropriation for this project.

Section 3. Funding for this contract is in the Fuel Farm Reserve Account established for Capital Improvements to the Fuel Facility.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither CHA Consulting, Inc, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: August 8, 2012 Vote: 6-0

I, William K. Taylor, Esq., 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 August 8, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 of 2012

AUTHORIZE CONSENT TO THE SUBLEASE OF A PORTION OF THE EASTMAN KODAK COMPANY HANGAR LOCATED AT 1205 SCOTTSVILLE ROAD TO BAUSCH AND LOMB, INC BY THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT

WHEREAS, by a certain Lease dated June 30, 1987, as amended, states in Section 13 that the tenant may not transfer, assign, or sublet any of the premises, nor any part thereof, without written consent of the Landlord; and

WHEREAS, the tenant has requested approval of a short term license agreement to allow use of a portion of its hangar to Bausch and Lomb, Inc. on a 60-day to 60-day basis to provide short term storage and occasional use by a secondary aircraft owned by Bausch and Lomb, Inc.; and

WHEREAS, such consent shall not be unreasonably withheld.

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

Section 1. The Monroe County Airport Authority hereby approves the license agreement on a 60-day to 60-day basis between Eastman Kodak Company and Bausch and Lomb, Inc. to provide short term storage of its aircraft and occasional use by a secondary aircraft.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Bausch and Lomb, Inc., nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: August 8, 2012 Vote: 6-0

I, William K. Taylor, Esq., 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 August 8, 2012.

Dated:

William K. Taylor, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 19, 2012
11:00 a.m.

1.	Roll Call	Iacovangelo
2.	Approval of Minutes from August 8, 2012	Iacovangelo
3.	Financial Reporting 2013 Authority Budget 2013 Renewal & Replacement Fund Budget Trial Balance at August 31, 2012 Budget to Actual at August 31, 2012	Veltre
4.	Directors Litigation Report	Giardino
5.	Ethics Hotline Report	Granville
6.	Other Business	Iacovangelo

Next meeting is November 28, 2012

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
September 19, 2012

Present:
Bernard J. Iacovangelo, Esq. Chairman
Stephen Tucciarello

Others Present:

Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
Brett Granville	Assistant Secretary
Andrew Moore	
Jennifer Hanrahan	

Meeting was called to order by the Chairman at 11:03 am.

Approval of the Minutes from August 8, 2012

A motion was made to approve by Chairman Iacovangelo and seconded by Member Tucciarello. The motion passed 2-0.

Financial Reporting

Treasurer Adair introduced the 2013 Authority Budget and the 2013 Renewal & Replacement fund budget. It was reported that the County Airport Operations and Maintenance is projected to be reduced by approximately $900,000. Treasurer Adair reported that operational expenses were also expected to be reduced for the 2013 budget. Treasurer Adair further reported reductions in utility reports, in glycol treatments from pure waters, and reductions in overall cost controls. In addition, Treasurer Adair reported that the Monroe County Sheriff's K-9 unit received a $50,000 grant that is being passed to the Airport as a reduction in the chargeback from the Sheriff's department since the K-9's are used here at the Airport.

Treasurer Adair reported the transfer of Renewal and Replacement is projected to be down $900,000. Treasurer Adair made note to the professional services line – last year this was an increase due to the airline use & lease negotiation. Finally, Treasurer Adair noted that debt service is relatively flat.

Chairman Iacovangelo noted that the information includes major reductions which is positive - on the renewal & replacement budget he said that the savings are now starting to be seen on the investment in the projects that have been going on over the years to improve the facility. Assistant Treasurer Veltre added that the renewal & replacement funds are allocated for the local share of projects that are not funded by AIP money for anticipated projects in 2013.

Member Tucciarello asked how the Airport been able to save money since health care costs are rising? Treasurer Adiar noted that through Human Resources we have been able to work with Blue Corss/Blue Shield towards savings in the 2012 budget process. Member Tucciarello asked have we fully refunded the replacement & renewal fund? Assistant Treasurer Veltre reported that in the CIP – the Airport Authority was able to reduce the annual allocation by having the Airport Engineers fine tuning and reducing the overall size of the CIP six-year program.

Assistant Treasurer Veltre - presented the balance sheet showing no significant changes since last report – expenses are about 2.5% lower than August 21, 2011 YTD.

Assistant Treasurer Veltre reported that the Airport had expended approximately 67% of the budget. Depreciation is not a budget item and principle on the bonds is a liability on the budget sheet so it is not listed as an an actual expenditure.

Deputy Directors Litigation Report

Deputy Director Veltre stated that there are no updates to our litigation matters.

Ethics Hotline Report

Assistant Secretary Granville reported there were no calls to the hotline for month of August 2012.

Other Business

No other business presented.

Meeting was adjourned @ 11:25 AM
The next Audit Committee Meeting is moved to Monday, December 10th, 2012.

Respectfully Submitted,

Brett C. Granville
Assistant Secretary
Dated: 9/26/12

Agenda
Monroe County Airport Authority
Regular Meeting
September 19, 2012
12:00 p.m.

1. Pledge of Allegiance	Vazzana
2. Roll Call	Vazzana
3. Approval of Minutes from August 8, 2012	Vazzana
4. Treasurers Report	Adair
5. Audit Committee Report	Iacovangelo
6. Approval and Adoption of the 2013 MCAA Operating Budget	Iacovangelo
7. Approval and Adoption of the 2013 MCAA Renewal and Replacement Budget	Iacovangelo
8. Amendment of Resolution 3 of 2012 to Consent to an Assignment of a Ground Lease at the Greater Rochester International Airport with the United States Postal Service to Westover Car Rental , LLC d/b/a Thrifty Car Rental for Premises Located at 1135 Brooks Ave.	Veltre
9. Authorize License Agreement with TUG Technologies, Inc. to utilize a portion of the premises at 1135 Brooks Avenue consisting of office and warehouse space to be used solely as a ground support equipment maintenance business.	Veltre
10. Authorize Assignment of McNeil Security, Inc. lease to VMD-MT, LLC, a joint venture between VMD Integrators, Inc. and McNeil Security, Inc. for office space located at 1200 Brooks Ave.	Veltre
11. Traffic Report	Haas
12. Directors Report	Giardino
13. Other Business	Vazzana

Next meeting is November 28, 2012

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 19, 2012

Present:

James G. Vazzana, Esq.	Chairman
Bernard J. Iacovangelo, Esq.	Vice- Chairman
Susan Keith	
Stephen Tucciarello	
R. Thomas Flynn	

Excused Absence:
Don Johnson
Willie Lightfoot

Others Present:

Michael Giardino	Director of Aviation
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
William K. Taylor	Secretary
Brett Granville	Assistant Secretary
Jennifer Hanrahan	
Dave Haas	

Meeting was called to order by the Chairman @ 12:01 p.m.

Approval of the Minutes from August 8, 2012

Moved by Vice Chairman Iacovangelo and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 5-0.

Treasurers Report

Treasurer Adair reported that the travel and business expense totaled $575. All expenses were submitted within the required 10 days and with appropriate documentation. A motion to approve the report was moved by Member Keith and seconded by Vice Chairperson Iacovangelo.
The motions passed unanimously 5-0.

Treasurer Adair reported no credit card usage -in August. A motion to approve the report was moved by Member Keith and seconded by Chairman Vazzana. The motion passed unanimously 5-0.

Audit Committee Report

Presented by Vice Chairman Iacovangelo.

Approval and Adoption of the 2013 MCAA Operating Budget

Vice Chairman Iacovangelo presented that 2013 budget is 6% below 2012 at the same time. Savings comes from different areas: health care savings, employee head count savings, reduction in interdepartmental back charges, reduction in utility costs, reduction in glycol treatment at Pure Waters, cost controls and grant for Sheriff's K-9 unit. Vice Chairman Iacovangelo further noted reductions in the- Renewal & Replacement fund and Professional Services Contracts. Vice Chairman Iacovangelo noted this was great work on behalf of the Airport and County budgeting group. Chairman Vazzana commended the Audit Committee and Treasurer Adair/ Assistant Treasurer Veltre on their efforts to reduce the overall 2013 budget. A motion to approve and adopt was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 5-0.

Approval and Adoption of the 2013 MCAA Renewal and Replacement Budget

Vice Chairman Iacovangelo reported to the board that the transfer amount of the Renewal and Replacement budget is reduced, allocations for the local shares of future projects has been reduced. A motion to approve and adopt was moved by Member Keith and seconded by Member Flynn. The motion passed unanimously 5-0.

Amendment of Resolution 3 of 2012 to Consent to an Assignment of a Ground Lease at ROC with the US Postal Service to Westover Car Rental, LLC d/b/a Thrifty Car Rental for premises located at 1135 Brooks Ave.

Assistant Treasurer Veltre presented that in February in 2012 the Airport Authority Board approved this assignment. The actual commencement date is June 15th, 1987 – this amendment is being presented to the Board to correct the clerical error. A motion to amend was moved by Vice Chairperson Iacovangelo and seconded by Member Keith.
The motion passed unanimously 5-0.

Authorize License Agreement with TUG Technologies, Inc. to utilize a portion of the premises at 1135 Brooks Ave. consisting of office and warehouse space to be used solely as ground support equipment maintenance business.

Assistant Treasuer Veltre presented that Tug Technologies approached the Airport to see if space was available to utilize a portion of the premises to perform this service for United Airlines. They will pay approximately $21,000 annually and will pay pro-rated taxes and utilities for this facility. Assistant Treasurer Veltre added that the authorization is contingent on Tug presenting us with an executed copy of their contract to perform these services for United. ; The value of a license agreement is that it gives the landlord the discretion to use the building for another purpose if another opportunity presented itself to the Airport. A motion to authorized was moved by Member Flynn seconded by Vice Chairman Iacovangelo.
The motion passed unanimously 5-0.

Authorize assignment of McNeil Security, Inc. least to VMD-MT, LLC, a joint venture between VMD Integrators, Inc. and McNeil Security, Inc. for office space located at 1200 Brooks Ave.

Assistant Treasurer Veltre reported that McNeil is forming a joint venture with VMD Integrators, Inc. to become VMD-MT, LLC. Currently McNeil leases space, this is an assignment of that lease for this joint venture. All other terms and conditions of the contract remain the same. A motion to authorize was moved by Member Keith seconded by Vice Chairman Iacovangelo.
The motion passed unanimously 5-0.

Traffic Report

Mr. Dave Haas reported traffic statistics through August 2012. Enplanements (passenger boardings) for July and August were 115,190 and 119,662 respectively. Both July and August showed increases over the

same period last year. July was up 0.24% over 2011 and August was up 5.1% over August 2011. These increases helped push ROC's year to date (YTD) enplanements to 823,931 and surpass the 2011 YTD by 0.2%. YTD 2011 January through August enplanements are 822,305.

Mr. Haas also reported that the passenger load factor for the first eight months averaged 76.5%. The July load factor was 81% and the August load factor was 81.2%. The load factor for both July and August of 2011 was approximately 85% each month. As discussed at the last board meeting in August, more seats are being offered out of Rochester during these months than during the same monthly period last year. In 2011, the approximate number of seats out of Rochester in July and August 2011, were 136,000 and 133,000 respectively compared to 142,000 and 147,000 this year.———Mr. Haas reported aircraft landed weights increased by 2.8% over the eight month period most likely due to some of the service enhancements.

Director's Report

Airport Director Michael Giardino noted that he just reported here from the NYAMA event currently being held in Niagara Falls and that members of the executive staff will be attending tomorrow. The Airport is continuing to work on airline use & lease agreement, the next meeting with the airlines is scheduled for Oct. 10th –ROC is working with counsel on a final document with goal to have an agreement in place signed by December.

Airport Project Manager Bill Johnston provided an update to the airline ticketing lobby project. Mr. Johnston has met with each airline so that our project of providing new counters will fit each of the airlines specific needs.

Airport Engineer Gary Gaskin reported on safety & efficiency improvement to Taxiway P, on schedule for completion in October. South side design project to refresh FBO area of the 700 ramp -slated for summer 2013 and the project costs $1 million dollars. Director Giardino added that we are working closely to meet the needs of the south side passengers.

Airport Fire Chief Todd Bane reported that ROC took aspects of the disaster drill (EMS, Fire) and activated them to drill our Airport Emergency Plan. Volunteers were moulaged, identified with wristbands and injuries, and presented a safety briefing. The drill begin at 9:50 am, interagency response was activated, First Student Transportation donated busses to simulate air frames, placed victims in the bus and extricated victims as part of the drill. Incident command post and AEOC were operational. Volunteer victims were evaluated, triaged on site and transferred to area hospitals for treatment. The AEOC was used, visibility and communication to the outside were good. Monroe County Public Safety Communications took part in the drill-. Field Operations, Airport Administration and Building Services were all activated as part of the drill. Drill was considered a success; interagency cooperation was excellent; AEOC worked well – incident critique will be scheduled soon. Chairman Vazzana noted that he was able to attend the drill and observe the Airport Emergency Plan functioning.

Director Giardino reported that it was his intent to include all facets of the Airport Emergency Plan to drill family response, communications, Fire/EMS response and that all of our partners: McNeil, TSA, Airlines, Public Safety worked well as part of the drill.

Other Business

Chairman Vazzana prompted the discussion of moving the next date of the December Board meeting to December 10th, 2012.

Meeting was adjourned @ 12:37 PM
The next Board Meeting is moved to Monday, December 10, 2012.

Respectfully Submitted,

William K. Taylor, Esq.
Secretary
Dated:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 OF 2012

APPROVAL AND ADOPTION OF THE 2013 MONROE COUNTY AIRPORT AUTHORITY OPERATING BUDGET

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

Section 1. The 2013 Budget, in the form presented to the Authority and attached hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 19, 2012 Vote: 5-0

I, William K. Taylor, Esq., 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 19, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY
2013 Budget and Analysis

Proposed Budget:

	2012 BUDGET	2013 PROPOSED BUDGET	Increase (Decrease)	% Change
COUNTY OPERATION & MAINTENANCE	$ 18,596,823	$ 17,678,674	$ (918,149)	-4.9%
COUNTY SUBORDINATED DEBT-PRINCIPAL	1,729,881	1,764,372	34,490	2.0%
COUNTY SUBORDINATED DEBT-INTEREST	958,553	891,873	(66,680)	-7.0%
REVENUE & REFUNDING BOND DEBT SERVICE	8,634,562	8,629,874	(4,688)	-0.1%
AMORTIZATION OF BOND ISSUANCE COSTS	570,775	501,341	(69,434)	-12.2%
TRANSFER TO RENEWAL & REPLACEMENT FUND	3,094,167	2,155,452	(938,715)	-30.3%
PROFESSIONAL SERVICES	855,255	754,520	(100,735)	-11.8%
OTHER EXPENSES	552,500	552,500	0	0.0%
TOTAL	$ 34,992,516	$ 32,928,606	$ (2,063,911)	-5.9%

THE ATTACHED WORKSHEET PROVIDES SUPPORT FOR THE LINE ITEMS ABOVE.

AT THIS DATE THE COUNTY BUDGET HAS NOT BEEN APPROVED.

MONROE COUNTY AIRPORT AUTHORITY
2013 BUDGET REQUIREMENT

OPERATION & MAINTENANCE RESERVE FUND:			
AIRPORT ENTERPRISE FUND BUDGET	20,414,119		
LESS: DEBT SERVICE	-2,735,445		**17,678,674**
RENT TO COUNTY:			
PRINCIPAL	1,764,372		**1,764,372**
INTEREST	971,073		
LESS: AMOUNTS FUNDED PFC		(79,200)	**891,873**
MCAA DEBT SERVICE:			
TERMINAL		6,896,050	
AUTO PARKING		1,727,004	
AIRFIELD		6,820	
FREIGHT SERVICE		0	
GENERAL AVIATION		0	**8,629,874**
AMORTIZATION OF MCAA DEBT:			**501,341**
RENEWAL & REPLACEMENT FUND:			
2013 AUTHORIZED SPENDING			**2,155,452**
PROFESSIONAL SERVICES:			
AVIATION PLANNING & CONSULTANTS		557,920	
FINANCIAL AUDIT		37,300	
COUNTY ATTORNEY		75,000	
INTERNAL AUDIT		75,000	
TRUSTEE AND OTHER SERVICES		9,300	**754,520**
OTHER EXPENSES:			
PUBLIC EVENTS		2,500	
BOARD EXPENSES		2,500	
TRAVEL AND MEETING EXPENSE		22,500	
EXIT LANE SECURITY COSTS		525,000	**552,500**
TOTAL AUTHORITY EXPENSES			**32,928,606**

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 of 2012

APPROVAL AND ADOPTION OF THE 2013 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 2013 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.

ADOPTION: Dated: September 19, 2012 Vote: 5-0

I, William K. Taylor, Esq., 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 19, 2012.

Dated:

William K. Taylor, Esq., Secretary

Monroe County Airport Authority
Greater Rochester International Airport
2013 Renewal and Replacement Fund Budget
Approval Date: September 19, 2012

Anticipated Uses of Funds:

Terminal and Parking Facility Projects: $1,625,000

Allocation of funding for green energy initiatives, facility improvements, build-outs and maintenance equipment related to the terminal and landside facilities which support the terminal. Projects include but are not limited to replacement and/or repair of structural systems, roofs, hvac systems, fire/sprinkler systems, electrical systems, communication and video systems, passenger loading bridges, furnishings, pavement systems and lighting.

Field Maintenance Projects: 505,452

Allocation of funding for capital improvement projects to include buildings, hangars, taxiways, aprons, roadways, and vehicles. Green energy initiatives and environmental projects are also anticipated for implementation. Projects include but are not limited to replacement and/or repair of structural systems, roofs, hvac systems, fire/sprinkler systems, electrical systems, furnishings, pavement systems, lighting, vehicles and drainage system improvements. Allocation of funding for local share of FAA Grants issued during Federal Fiscal Year 2013. This need of approximately $505,452 for the local share (5.0%) is computed based upon funding with Entitlement and Cargo funds of $4.6M and Discretionary funds of approximately $4.0M.

Property Acquisition: 25,000

Allocation of funding for property acquisition as outlined in the Airport Master Plan

Total: $2,155,452

Any de minimis unencumbered funds or adjusted funds from the final year end allocation (as required by the airline agreement formula) will impact current year allocations or be an additional purchase to meet 2013 requirements.

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 17 OF 2012

AMENDMENT OF RESOLUTION No. 3 of 2012 TO CONSENT TO AN ASSIGNMENT OF A GROUND LEASE AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT WITH THE UNITED STATES POSTAL SERVICE TO WESTOVER CAR RENTAL, LLC d/b/a THRIFTY CAR RENTAL FOR PREMISES LOCATED AT 1135 BROOKS AVENUE

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

WHEREAS, the Monroe County Legislature scheduled and held a public hearing relating to the resolution; and

WHEREAS, the Monroe County Legislature adopted Resolution No. 106 of 2012 unanimously by a vote of 29 – 0 on April 17, 2012; and

WHEREAS, the ground lease with the United States Postal Service expires 30 years from June 15, 1987, with the option to renew for two (2) additional five (5) year periods; and

WHEREAS, the United States Postal Service is desirous of amending and assigning the lease to Westover Car Rental, LLC for use as a maintenance facility for its car rental concession at the Greater Rochester International Airport.

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to consent to the assignment of the United States Postal Service lease to Westover Car Rental, LLC d/b/a Thrifty Car Rental.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Westover Car Rental, LLC d/b/a Thrifty Car Rental nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: September 19, 2012 Vote: 5-0

I, William K. Taylor, Esq., 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 19, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 OF 2012

AUTHORIZE LICENSE AGREEMENT WITH TUG TECHNOLOGIES, INC. TO UTILIZE A PORTION OF THE PREMISES AT 1135 BROOKS AVENUE CONSISTING OF OFFICE AND WAREHOUSE SPACE TO BE USED SOLELY AS A GROUND SUPPORT EQUIPMENT MAINTENANCE BUSINESS

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

WHEREAS, the Greater Rochester International Airport has a portion of the premises at 1135 Brooks Avenue, known as the air freight facility, available for sublease; and

WHEREAS, the TUG Technologies, Inc. has been selected by at least one Signatory Airline as it's vendor to supply ground support equipment maintenance.

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a license agreement with TUG Technologies, Inc. for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. TUG Technologies, Inc. will utilize approximately 3,600 square feet of office and warehouse space in an 'as is' condition and agrees to pay an annual sum of $20,880; in twelve equal installments of $1,740; and also agrees to pay a pro rata share of utilities and taxes.

Section 3. TUG Technologies, Inc. must provide to the Authority within 45 days of the commencement of this agreement, an executed agreement with one or more signatory airlines currently operating at the Greater Rochester International Airport, or this license agreement will be terminated.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither TUG Technologies, Inc. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 5.. This resolution shall take effect immediately.

ADOPTION: Dated: September 19, 2012 Vote: 5-0

I, William K. Taylor, Esq., 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 19, 2012.

Dated:

William K. Taylor, Esq., Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 OF 2012

AUTHORIZE THE ASSIGNMENT OF MCNEIL SECURITY, INC LEASE TO VMD-MT, LLC, A JOINT VENTURE BETWEEN VMD INTEGRATORS, INC. AND MCNEIL SECURITY, INC. FOR OFFICE SPACE LOCATED AT 1200 BROOKS AVENUE

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

WHEREAS, the Monroe County Airport Authority authorized the execution of a Lease Agreement with McNeil Security, Inc. on December 12, 2007 per Resolution 18 of 2007; and

WHEREAS, the initial Lease term automatically renews each year on its anniversary date of January 1, until such time as the contractual arrangement between TSA and the lease for services at the Airport shall terminate; and

WHEREAS, McNeil Security, Inc. is desirous of assigning the lease to VMD-MT, LLC, a joint venture between VMD Integrators, Inc. and McNeil Security, Inc.

Section 1. The Monroe County Airport Authority hereby authorizes the Director of Aviation to consent to the assignment of the McNeil Security, Inc. lease to VMD-MT, LLC, a joint venture between VMD Integrators, Inc. and McNeil Security, Inc.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither VMD-MT, LLC nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: September 19, 2012 Vote: 5-0

I, William K. Taylor, Esq., 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 19, 2012.

Dated:

William K. Taylor, Esq., Secretary

Agenda
Monroe County Airport Authority
Audit Committee Meeting
December 10, 2012
11:00 a.m.

1.	Roll Call	Iacovangelo
2.	Approval of Minutes from September 19, 2012	Iacovangelo
3.	Audit Entrance Presentation by Bonadio & Co, LLP	Pink
4.	Internal Audit Report	Marasco
5.	Financial Reporting Trial Balance at October 31, 2012 Budget to Actual at October 31, 2012	Veltre
6.	Directors Litigation Report	Giardino
7.	Ethics Hotline Report	Granville
8.	Other Business	Iacovangelo
9.	Schedule of 2013 Audit Committee Meetings	Veltre

Next meeting is January 16, 2013

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
December 10, 2012

Present:
Bernard J. Iacovangelo, Esq. Chairman
Stephen Tucciarello

Others Present:

Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
Ken Pink	Bonadio & Co, LLP
Heidi Bresler	Bonadio & Co, LLP
Tom Niles	Stonebridge Business Partners
Jennifer Hanrahan	

Meeting was called to order by the Chairman at 11:04 am.

Approval of the Minutes from September 19, 2012

A motion was made to approve by Chairman Iacovangelo and seconded by Member Tucciarello. The motion passed 2-0.

Audit Entrance Presentation by The Bonadio Group

Ken Pink, Engagement Partner along with Heidi Bresler, Engagement Manager presented the audit entrance scope of services for the 2012 audit engagement to include: audit report, schedule of PFC charges, investment compliance report and debt compliance report. The Auditor will offer their opinion on the financial statements, showing that the Authority is in compliance and consistent with their policies. The report will focus on a selected sampling of audited materials. Mr. Pink noted that The Bonadio Group has close to 30 Public Authorities that they have done work for.

Mr. Pink reported that the Government Accounting Standards Board has issued several new accounting procedures that will be reviewed and followed.

Preliminary work on the audit began last week. Year-end Audit work will happen February 11-22, 2013 with the final financials being presented to the Audit Committee at the March meeting. Treasurer Adair and Assistant-Treasurer Veltre will prepare the draft financial statements. Mr. Pink added that Treasurer Adair and Assistant-Treasurer Veltre always prepare these diligently.

Internal Audit Report

Tom Niles of StoneBridge Business Partners presented two internal audit reports for vendors with concession agreements with the Authority - Patrick Giuliano d/b/a Gusto's and ARA management operator of Mrs. Fields/TCBY/Pretzelmaker. The format of the reports are focused on validating the reported sales and corresponding concession fees and add a little more insight into secondary items.

Gusto's audit period was June 2010 to December 31, 2011. A summary of the audit findings: first, it appears as though Gusto underreported sales by more than 2% in 2010; this underreporting did not affect the concessionaire's payment to the Authority as the required payment would have still remained at the minimum

annual guarantee and second, that the concessionaire does not keep accurate and complete records as required by Article 9 of the concession agreement. Mr. Niles recommended that the Authority may want to consider strengthening contract language for such agreements pertaining to record keeping. The owner did say he planned to implement a point of sale (POS) revenue system and it may be good to review that in the future once that system is in place.

ARA's audit period was May 2010 to December 31, 2011. Main audit findings included the refusal of the concessionaire to provide financial statements – as required by the contract. Delay in supplying the Annual Certified gross sales and delays in monthly payments and paying in a lump sum. The bank statements that were provided and quarterly tax returns allowed StoneBridge to complete their test work. The national franchising requirement of the POS system is positive. The franchisee will be vacating the premises at the end of the year since the franchisor is not seeing the revenue they require; therefore they are not allowing ARA to extend their lease agreement. Director Giardino added that the airport worked with ARA on signage, location and other proposals to encourage and help the concessionaire.

Mr. Niles added that National and Thrifty Car Rental are up next for internal audits.

Financial Reporting

Assistant Treasurer Veltre presented the Trial Balance at October 31, 2012 showing $27.7 million dollars in cash. On the P&L side, revenues to date continue to be up over the previous fiscal year 3.7%, attributable to increased landing fees/landed weights and the fact that the landing fee is slightly higher than it was in 2011. Terminal rental is up due to an increase in the average terminal rental rate. The car rental concession is down for the year, the MAG for the new contract is lower than it was over the previous contract. Net parking revenue is up for the year. Expenses are down for the year – due a reduction in O&M expenses.

Assistant Treasurer Veltre presented the Budget to Actual at October 31, 2012. Of the 2012 Budget of $35.0 million- we have expended $26.6 million.

Directors Litigation Report

Director Giardino stated that there are no updates to our litigation matters. There is one lawsuit that that is moving into the deposition phase – TAPLO Enterprises d/b/a Flower City Café.

Ethics Hotline Report

Assistant Secretary Granville reported there were no calls to the hotline for months of September and October2012.

Other Business

No other business presented. The Audit Committee meetings planned for 2013 were presented as follows:

January 16, 2013
*March 27, 2013 (Annual Meeting & Regular Meeting)
May 15, 2013
July 17, 2013
September 18, 2013
November 20, 2013

Meeting was adjourned @ 12:03 PM
The next Audit Committee Meeting is moved to January 16, 2013.

Respectfully Submitted,

Brett Granville
Assistant Secretary
Dated: 12-17-12

Agenda
Monroe County Airport Authority
Regular Meeting
December 10, 2012

1.	Pledge of Allegiance	Vazzana
2.	Roll Call	Vazzana
3.	Public Hearing on Approval of Execution of Airport Use and Lease Agreements with Airlines Operating at the Greater Rochester International Airport	Vazzana
4.	Approval of Minutes from September 19, 2012	Vazzana
5.	Treasurer's Report	Adair
6.	Authorize Execution of Airport Use and Lease Agreements with Airlines Operating at the Greater Rochester International Airport	Giardino
7.	Approval and Adoption of the 2013 Rates and Charges at the Greater Rochester International Airport	Veltre
8.	Authorize Use of Appropriation from the Surplus Fund for the 2012 General Obligation Debt Payment relating to the Parking Garage Addition	Veltre
9.	Approval and Adoption of Change in Shuttle Lot Parking Rates at the Greater Rochester International Airport	Veltre
10.	Authorize a New Concession Agreement with Red Osier Food Products, LLC for a a Food Kiosk located in the Terminal, Post Security, of the Greater Rochester International Airport	Veltre
11.	Authorize an Amendment to Sub-Lease with Monroe Security & Safety Systems Local Development Corporation	Veltre
12.	Traffic Report	Haas
13.	Director's Report	Giardino
14.	Annual Board Evaluation	Granville
15.	Schedule the dates for the 2013 Authority Meetings	Veltre
16.	Other Business	Vazzana

Minutes
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
December 10, 2012

Present:

James G. Vazzana, Esq.	Chairman
Bernard J. Iacovangelo, Esq.	Vice- Chairman
Susan Keith	
Stephen Tucciarello	
R. Thomas Flynn	

Excused Absence:
Don Johnson
Willie J. Lightfoot

Others Present:

Michael Giardino	Director of Aviation
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
William K. Taylor	Secretary
Brett C. Granville	Assistant Secretary
Jennifer Hanrahan	
Dave Haas	

Meeting was called to order by the Chairman @ 12:04 p.m.

Public Hearing on Approval of Execution of Airport Use and Lease Agreements with Airlines Operating at the Greater Rochester International Airport

Chairman Vazzana reported that the public hearing was advertised in the Daily Record and Rochester Business Journal on November 30, 2012. The Public Hearing was called to Order at 12:04 p.m. No speakers were present and the Public Hearing closed at 12:06 p.m.

Approval of the Minutes from September 19, 2012

Moved by Member Keith and seconded by Vice-Chairman Iacovangelo that the minutes be approved without changes. The motion passed unanimously 5-0.

Treasurers Report

Treasurer Adair reported that the travel and business expense totaled $1,800; none of the expenses were rejected; all expenses were submitted within the required 10 days and with appropriate documentation. A motion to approve the report was moved by Member Flynn and seconded by Member Keith. The motions passed unanimously 5-0.

Audit Committee Report

Presented by Vice Chairman Iacovangelo.

Authorize Execution of Airport Use and Lease Agreements with Airlines Operating at the Greater Rochester International Airport

Director Giardino presented that at the direction of the Authority; the Airport negotiated a new airline use & lease agreement with the airlines. A letter from Amy Weaver, Southwest Airlines Property Manager was read to the Authority by Director Giardino, citing the productive manner with which the negotiations were carried out. To date, Director Giardino reported that United Airlines & Southwest Airlines have signed their agreements with Delta Air Lines having signed but the signed document has not arrived at ROC. Director Giardino thanked Assistant Treasurer Veltre and David Haas for their assistance throughout this process. He also thanked counsel from the County and outside counsel for the work done to accomplish this task. A motion to authorize execution was moved by Vice Chairman Iacovangelo and seconded by Member Keith. The motion passed unanimously 5-0. Chairman Vazzana thanked the Director and his staff for their work.

Approval and Adoption of the 2013 Rates and Charges at the Greater Rochester International Airport

Assistant Treasurer Veltre reported to the Authority that a great deal of the negotiation for the Airport Use and Lease agreement focused on financials and ultimately the rates/charges. The airlines have all been briefed on the rates/charges they will incur for 2013. A motion to approve and adopt was moved by Member Flynn and seconded by Member Keith. The motion passed unanimously 5-0.

Authorize Use of Appropriation from the Surplus Fund for the 2012 General Obligation Debt Payment relating to the Parking Garage Addition

Assistant Treasurer Veltre presented that since 2009 the Authority has been paying from the surplus fund the annual debt payment for the parking garage, the 2012 appropriation is approximately $1 million. Member Tucciarello asked if this part of the normal payment process. Assistant Treasurer Veltre explained that the airport negotiated a phasing out process for this single annual payment. Chairman Vazzana asked how it compared to 2011 dollars and Assistant Treasurer Veltre responded it was about the same. A motion to authorize use of appropriation from the surplus fund for the 2012 general obligation debt payment relating to the parking garage addition was moved by Vice Chairman Iacovangleo and seconded by Member Flynn. The motion passed unanimously 5-0.

Approval and Adoption of Change in Shuttle Lot Parking Rates at the Greater Rochester International Airport

Assistant Treasurer Veltre presented proposed parking rate increases to the red, white, blue and yellow shuttle parking lots at ROC. The proposed increase to the rate will increase parking rates in those lots by $0.50 per day. Chairman Vazzana noted that 2010 was the last rate increase to those lots. Director Giardino noted that the airport did the research and the parking costs will still be below the comparable competitors and thruway airport competitors following the proposed increase. A motion to approve and adopt the change to Shuttle Lot Parking Rates was moved by Vice-Chairman Iacovangelo seconded by Member Keith. The motion passed unanimously 5-0.

Authorize a New Concession Agreement with Red Osier Food Products, LLC for a Food Kiosk located in the Terminal, Post Security, of the Greater Rochester International Airport

Assistant Treasurer Veltre reported that this kiosk is located post security the contract expires December 31, 2012. An RFP was issued in October and two proposals were received. A selection committee met and Red Osier was the successful proposer. The proposal includes the greater of the percentage of Annual Gross Sales or a Minimum Annual Guarantee for each year of the initial three year term. Red Osier is

current with all payments to the Authority. Assistant Treasurer Veltre also noted that Red Osier will keep the current location they are in. A motion to authorize was moved by Member Keith seconded by Member Flynn. The motion passed unanimously 5-0.

Authorize and Amendment to Sub-Lease with Monroe Security & Safety Systems Local Development Corporation

Assistant Treasurer Veltre reported that on March 28th, 2011 the Board authorized the lease with Monroe Security & Safety Systems – Public Safety Director Steve Bowman at that time gave the board a presentation detailing the selection process for the site. The lease amendment includes a change in the date the facility will be operational as well as a change in the location of the access easement. A motion to authorize and amend was moved by Member Keith and seconded by Vice-Chairman Iacovangelo.
The motion passed unanimously 5-0.

Traffic Report

Mr. Dave Haas reported traffic statistics through past 10 months of 2012. November data is not available as of the report. Enplanements for September and October 2012 were 94,295 and 104,760 respectively. September traffic was up by 0.7% and October traffic was up 1%, both over 2011 numbers.

Mr. Haas reported that year-to-date enplanements through October are 1,022,986 up 3.354% over 2011 for the same period. July – October 2012 ROC has experienced an increase over 2011 numbers.

As compared to thruway Airports ROC and ALB have increased passenger traffic through the 10 month period of 2012, while BUF and SYR have experienced a decrease in passenger traffic through the 10 month period of 2012. Passenger load factors for ROC are at 76.1% through October 2012. Mr. Haas reported there have been no major changes in the market share with the top four carriers comprising the passenger share at ROC. Aircraft landed weights remain 3% over 2011's numbers through October 2012. Scheduled departing trips are 1.44% over 2011 numbers.

Mr. Haas noted that due to Hurricane Sandy's impact on the Northeast, ROC experienced the following cancellations: Monday, October 29th 55-60% of flights were cancelled, Tuesday, October 30th 64% of flights were cancelled, Wednesday, October 30th 20% of flights were cancelled. Flights travelling to unaffected cities resumed as normally scheduled.

Director's Report

Airport Director Michael Giardino noted that the Airline Use and Lease Agreement was the top priority on the agenda.

Airport Engineer Gary Gaskin reported on four projects on Airport: public circulation roadway paving, drainage swale piping for safety improvements near the US Airports office building, general aviation ramp project to include demolition of two buildings which are no longer in use and the fuel farm building replacement.

Airport Project Manager Bill Johnston reported that the LED lighting project in the ramp garage has NYSERDA visiting later this week so that we can receive our rebate for completion of that project. Ticketing counter millwork has been completed for AirTran/Southwest. United Airlines will take place this week – with one airline per week until we are complete. Departure level signage is progressing and should be completed within a week. Director Giardino noted that amount of paperwork that needs to be completed for grants etc. is managed well by Mr. Gaskin and added that Mr. Johnston has been here late night/early morning to supervise the improvements ongoing.

Director Giardino reported that the United States Air Force Thunderbirds have indicated interest in having an airshow here in ROC June 1 & 2, 2013, therefore an RFP is being drafted to contract an airshow promoter for such an event. We are working on verbal commitments from civilian acts to compliment the

military airshow. Director Giardino added that the Holiday Open House with our business partners will be hosted in late December and provides an opportunity for the Authority members to meet with business partners. Director Giardino commented on the pleasure he has working with the staff here at ROC.

Annual Board Evaluation

Assistant Secretary Granville reported that all Board Members have to fill out the Annual Board Evaluations and should send them completed and signed to Assistant Secretary Granville for tabulation. This is required and reported at the Annual Meeting in March. Also, the ethics review will take place at the beginning or end of the January Board Meeting.

Schedule the dates for the 2013 Authority Meetings

Assistant Treasurer Veltre presented the 2013 MCAA meeting dates as follows:

January 16, 2013
*March 27, 2103 (Annual Meeting & Regular Meeting)
May 15, 2013
July 17, 2013
September 18, 2013
November 20, 2013

Other Business

The ABO issued a memo regarding "Recommended Practice" governing the use of Authority Discretionary Funds. Please review and it will be covered again during the January ethics training.

Meeting was adjourned @ 12:51 PM
The next Board Meeting is January 16, 2013 at 12 noon.

Respectfully Submitted,

William K. Taylor, Esq.
Secretary
Dated: