

**MINUTES**

**MONROE COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
September 28, 2011**

**Present:**

James G. Vazzana, Esq.                      Chairperson  
Don Johnson  
Susan Keith  
Willie J. Lightfoot - excused  
Stephen Tucciarello  
Bernard J. Iacovangelo, Esq.  
Nick Juskiw – excused

**Others Present**

Susan L. Walsh, Esq.                      Administrative Director  
Andrew Moore                              Assistant Director  
Scott Adair                                  Treasurer  
Angela Veltre                              Assistant Treasurer  
David Van Varick                          Secretary  
David Haas                                  Senior Management Analyst  
Neha S. Stowe

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

**Approval of the Minutes from July 20, 2011**

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

**Treasurer's Report**

Treasurer Adair presented the Business and Travel Expense Report and the Credit Card statement with explanations for the period of July 2011 thru September 2011. The Credit Card statement had eleven (11) transactions total; July 12 for Airshow tent expenses, July 29 for New York Aviation Management services and conference expenses (including hotel expenses), August 10 for hotel expenses for a rental car meeting and August 11 for travel expenses for an airline meeting. All expenses were submitted in a timely fashion and approved by the Treasurer. All transactions were on the Director's card and no activity was reported for the County Executive's credit card. Motion to accept credit card charges was moved by Member Keith and seconded by Member Johnson. The motion passed 5-0. Treasurer Adair certified the Business and Travel Expense report submitted by Director Walsh which contained thirteen items. The total Business and Travel expenses were approximately \$3,800 for the reporting period. A motion to approve the report was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 5-0.

**Audit Committee Report**

Presented by Member Iacovangelo.

### **Approval and Adoption of the 2012 MCAA Operating Budget**

Presented by Member Iacovangelo. Specifically, Member Iacovangelo noted the increase in professional services contract for 2012, due in large part to a contract for services relating to legal and financial consulting for the upcoming Air Lease and Rental Agreements. Member Iacovangelo further noted the increase in County Operation and Maintenance is at 1.7%, less than the inflation rate and this included an increase of retirement benefits. Member Iacovangelo stated overall there is a decrease in the budget as compared to 2011 and recommended approval. A motion to approve the Operating Budget was moved by Member Keith and seconded by Member Johnson. The motion passed 5-0.

### **Approval and Adoption of the 2012 MCAA Renewal and Replacement Budgets**

Member Iacovangelo presented the Budgets of approximately three (3) million dollars. These funds are used for improvements to the terminal and airfield and use of these funds allows the necessary maintenance and improvement work to be done without borrowing funds. Member Iacovangelo noted these funds are the result of signatory agreement revenues. Member Iacovangelo recommended approval of the Budgets. A motion to approve was made by Member Johnson and seconded by Member Keith. The motion passed 5-0.

### **Authorize Contracts for Car Rental Concessions at the Greater Rochester International Airport**

Director Walsh reported the current five-year agreements will expire at the end of September 2011. A Request for Proposals was done and seven responses were submitted. Of the seven, six were selected. Director Walsh noted the concession fee will be the greater of either a minimum annual guarantee or a 10% the concessionaire's annual gross revenue. The term of the contracts are two-years commencing October 1, 2011 and expiring September 30, 2013 with the options to renew for two (2) successive one (1) year terms at the sole discretion of the Authority. Chairman Vazzana asked what the seventh bid was and Director Walsh replied it was from Alamo and was rejected as it was the lowest of the seven. Chairman Vazzana also noted an increase in the rent to \$75.00 per square foot. A motion to approve the contracts for car rental concession was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 5-0.

### **Authorize Contract with Lovell Consulting, LLC to provide Consultant Services Relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport**

Director Walsh presented the resolution seeking approval to award a contract for air service development with Lovell Consulting, LLC. Director Walsh noted a Request for Proposals was conducted and six responses were obtained. Lovell Consulting, LLC was selected as the most qualified. The contract term is one year for an amount not to exceed \$25,000 with the option to extend the contract for two additional one-year terms. Chairman Vazzana asked if the Airport has previously worked with Lovell Consulting, LLC; Director Walsh stated a recent contract of under \$5,000 was done and despite the company's location in Dallas, communication was open and helpful. A motion to approve was made by Iacovangelo and seconded by Member Keith. The motion passed 5-0.

### **Authorize Expenditure in an Amount Not to Exceed \$1,000 for a Bronze Sponsorship of the Fall New York Aviation managers Association (NYAMA) Conference**

Director Walsh requested the yearly contribution be approved. Member Johnson questioned if this contribution was above and beyond the standard membership fee, which Director Walsh stated it was. Chairman Vazzana asked if this was the same amount contributed in prior years. Director Walsh stated it was and further noted last year Rochester hosted the conference. A motion to approve was made by Member Johnson and seconded by Member Keith. The motion passed 5-0.

**Director's Report**

Director Walsh reported on her recent trip to Dallas to meet with the Executives of Southwest Airlines. Director Walsh also discussed a mid-year review conducted with Property Managers from the signatory Airlines in August to update them as to current expenses and revenues, as well as ongoing projects and cost control initiatives. Director Walsh noted there has been no rate change and she is hopeful to enhance communications with the air partners. Director Walsh further noted major construction was completed on the intersection of the two major runways during the week of September 12<sup>th</sup> without affecting air travel.

**Traffic Report**

Senior Management Analyst David Haas presented the report. There was approximately a 4% decrease in enplanements when comparing year-to-date traffic for 2010 and 2011, as of August 31<sup>st</sup>. This is largely due 57 cancellations occurring in the last weekend of the month as a result of Hurricane Irene. It was noted the Thruway airports were all down in enplanements through August, again due in large part to recent weather events.

**Other Business**

Chairman Vazzana noted he recently received a call concerning the cancellation of the 6 am Jet Blue flight from Rochester to JFK. Chairman Vazzana stated there has been a request to help reinstate this flight as several regular commuters rely on its service. Director Walsh stated she has spoken with Jet Blue executives concerning this report. Member Iacovangelo and Chairman Vazzana further praised Director Walsh and her team for their efforts to continue to provide the best service to the Rochester area despite the current economic times and other challenges presented.

Chairman Vazzana further asked Secretary VanVarick to comment on the question raised by Member Lightfoot concerning absences of Board members. Secretary VanVarick responded that absences are deemed excused when the member has called or otherwise communicated in advance of the meeting that they have a conflict; members who fail to appear to the scheduled meetings without prior notice are deemed absent.

Meeting was adjourned @ 12:40 p.m.  
The next Regular Meeting will be November 16, 2011.

Respectfully Submitted,



David VanVarick  
Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 15 OF 2011**

**APPROVAL AND ADOPTION OF THE 2012 MONROE COUNTY AIRPORT  
AUTHORITY OPERATING BUDGET**

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

Section 1. The 2012 Budget, in the form presented to the Authority and attached  
hereto is adopted.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 28, 2011

Vote: 5 - 0

I, David VanVarick, 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 28, 2011.

Dated: 9/29/11

  
\_\_\_\_\_  
David VanVarick, Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 16 OF 2011**

**APPROVAL AND ADOPTION OF THE 2012 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  
2012 Renewal and Replacement Budget as presented at this meeting and appended  
hereto and made a part hereof.

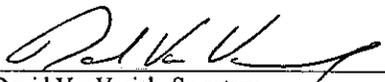
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 28, 2011

Vote: 5 - 0

I, David VanVarick, 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 28, 2011.

Dated: 9/29/11

  
\_\_\_\_\_  
David VanVarick, Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 17 of 2011**

**AUTHORIZE CONTRACTS FOR CAR RENTAL CONCESSIONS 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 contract, and any amendments thereto, for the operation of a car rental concession and for lease of office, counter, and ready return area space at the Greater Rochester International Airport. The concession contracts are hereby awarded to: The Hertz Corporation; Avis Rent A Car System, LLC; SNORAC, LLC d/b/a National Car Rental; Budget Rent A Car System, Inc.; Westover Car Rental, LLC d/b/a Thrifty Car Rental; and SNORAC, LLC d/b/a Enterprise Rent-A-Car. The contracts provide the following:

A. A concession fee which is the greater of either:

(1) A minimum annual guarantee with the individual concessions as follows:

	<b>Year 1</b>	<b>Year 2</b>	<b>Total</b>
The Hertz Corporation	\$748,400.00	\$778,400.00	\$1,526,800.00
Avis Rent A Car System, LLC	\$584,000.00	\$604,000.00	\$1,188,000.00
SNORAC, LLC d/b/a National Car Rental	\$440,012.00	\$435,012.00	\$875,024.00
Budget Rent A Car System, Inc.	\$417,000.00	\$431,004.00	\$848,004.00
Westover Car Rental, LLC d/b/a Thrifty Car Rental	\$360,582.74	\$361,582.74	\$722,165.48
SNORAC, LLC d/b/a Enterprise Rent-A-Car	\$350,012.00	\$345,012.00	\$695,024.00

(2) Percentage of rent of 10% of concessionaire's annual gross revenue.

B. Rent of \$75.00 per square foot per year for terminal space and an allocation per block in the ready return area for each year of the agreement as follows:

	Terminal Rent	Ready Return Rent	Total
The Hertz Corporation	\$38,850.00	\$114,000.00	\$152,850.00
Avis Rent A Car System, LLC	\$40,425.00	\$95,000.00	\$135,425.00
SNORAC, LLC d/b/a National Car Rental	\$40,275.00	\$80,000.00	\$120,275.00
Budget Rent A Car System, Inc.	\$31,650.00	\$52,000.00	\$83,650.00
Westover Car Rental, LLC d/b/a Thrifty Car Rental	\$38,925.00	\$38,000.00	\$76,925.00
SNORAC, LLC d/b/a Enterprise Rent-A-Car	\$33,075.00	\$22,000.00	\$55,075.00

C. A two (2) year term commencing October 1, 2011 and expiring September 30, 2013 with options to renew for two (2) successive one (1) year terms at the sole discretion of the Authority.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither The Hertz Corporation; Avis Rent A Car System, LLC; SNORAC, LLC d/b/a National Car Rental; Budget Rent A Car System, Inc.; Westover Car Rental, LLC d/b/a Thrifty Car Rental; and SNORAC, LLC d/b/a Enterprise Rent-A-Car, nor any of their principal officers, owe any delinquent Monroe County property taxes.

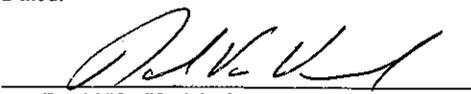
Section 3. This resolution shall take effect immediately.

ADOPTION: Date: September 28, 2011

Vote: 5 - 0

I, David VanVarick, 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 28, 2011.

Dated: 9/29/11

  
 \_\_\_\_\_  
 David VanVarick, Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 18 of 2011**

**AUTHORIZING A CONTRACT WITH LOVELL CONSULTING, LLC TO PROVIDE  
CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT 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 contract, and any amendments thereto, with Lovell Consulting, LLC to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Lovell Consulting, LLC was determined by a Selection Committee to be the most qualified of the six respondents. The services to be provided include but are not limited to the development of new or expanded air service with existing carriers and attracting new air service providers to the Greater Rochester International Airport. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$25,000.

Section 3. Authorize an amendment to the 2011 Monroe County Airport Authority Budget to increase professional services by \$25,000 for this purpose.

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

Section 5. This resolution shall take effect immediately.

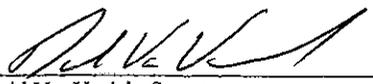
ADOPTION: Date: September 28, 2011

Vote: 5 - 0

I, David VanVarick, 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 28, 2011.

Dated:

9/29/11

  
\_\_\_\_\_  
David VanVarick, Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 19 of 2011**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR A  
BRONZE SPONSORSHIP OF THE FALL NEW YORK AVIATION MANAGERS  
ASSOCIATION (NYAMA) CONFERENCE**

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 fall New York Aviation Managers Association (NYAMA) Conference held September 21 to September 23, 2011 in Watkins Glen, NY and hosted by the Elmira Corning Regional Airport.

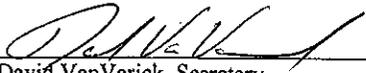
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: September 28, 2011

Vote: 5 - 0

I, David VanVarick, 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 28, 2011.

Dated: 9/29/11

  
\_\_\_\_\_  
David VanVarick, Secretary