

**Agenda
Monroe County Airport Authority
Regular Meeting
January 18, 2011
12:00 p.m.**

- | | |
|---|--------------------|
| 1. Pledge of Allegiance | Walsh |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from December 8, 2010 | Vazzana |
| 4. Appointment of Susan L. Walsh, Esq. as Administrative Director | Vazzana |
| 5. Appointment of Brett C. Granville as Assistant Secretary | Vazzana |
| 6. Approve and Adopt Business and Travel Expense Policy and Amend Credit Card Policy | Adair |
| 7. Require Annual Ethics and Policy Training for Members and Officers of the Monroe County Airport Authority | Taylor |
| 8. Governance Committee Report | Juskiw |
| 9. Audit Committee Report | Iacovangelo |
| 10. Approve and Adopt Change in Parking Rates | Veltre |
| 11. Authorize a Contract with Smarte Carte, Inc. to Provide Luggage Cart Concession for the Monroe County Airport Authority at the Greater Rochester International Airport | Veltre |
| 12. Annual Statement of Financial Disclosure | Granville |
| 13. Traffic Report | Haas |
| 14. Directors Report | Walsh |
| 15. Other Business | Vazzana |

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2011

APPOINTMENT OF SUSAN L. WALSH, ESQ. AS ADMINISTRATIVE DIRECTOR

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

Section 1. That Susan L. Walsh, Esq., as Acting Monroe County Director of Aviation, shall be appointed Administrative Director of the Monroe County Airport Authority effective January 18, 2011 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: January 18, 2011

Vote:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2011

APPOINTMENT OF BRETT C. GRANVILLE AS ASSISTANT SECRETARY

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

Section 1. That Brett C. Granville shall be appointed Assistant Secretary of the Monroe County Airport Authority effective January 18, 2011 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: January 18, 2011

Vote:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ___ OF 2011

**APPROVE AND ADOPT BUSINESS AND TRAVEL EXPENSE POLICY
AND AMEND CREDIT CARD POLICY**

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

Section 1. The Business and Travel Expense Policy is hereby adopted in the form attached hereto.

Section 2. The Credit Card Policy, as readopted March 24, 2010, is hereby amended in the form attached hereto.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 18, 2011

Vote:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2011

**REQUIRE ANNUAL ETHICS AND POLICY TRAINING FOR MEMBERS
AND OFFICERS OF THE MONROE COUNTY AIRPORT AUTHORITY**

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

Section 1. Members and Officers of the Monroe County Airport Authority shall receive Ethics and Policy Training prior to the 2011 Annual Meeting, and annually thereafter. All newly appointed Members and Officers shall receive Ethics and Policy Training within thirty (30) days of appointment

Section 2. The Administrative Director, or her designee, shall develop and implement Ethics and Policy Training that reviews all policies adopted by the Monroe County Airport Authority and all applicable ethics laws, rules and regulations.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 18, 2011

Vote:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. ____ OF 2011

**APPROVE AND ADOPT CHANGE IN PARKING RATES 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 approves and adopts the daily and or weekly changes to parking rates as follows:

A. Rate changes, effective November 11, 2010, are as follows:

- (1) Increase daily maximum rate by \$0.25 in the Red, White, and Blue Shuttle lots from \$5.50 to \$5.75; and in the Yellow Shuttle lot from \$6.00 to \$6.25
- (2) Increase the weekly maximum rate by \$11.00 in the weekly lot from \$55.00 to \$66.00
- (3) Eliminate the first 30 minutes free in the Short Term lot; and initiate a 15 minute grace period in all lots.

B. The following Rates remain unchanged:

- (1) The rates for valet parking are \$33.00 for the first day and \$13.00 per day thereafter
- (2) The daily maximum rate in the ramp garage is \$13.00

Section 2. This resolution shall take effect immediately

ADOPTION: Dated: January 18, 2011

Vote:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. _____ of 2011

**AUTHORIZE A CONTRACT WITH SMARTE CARTE, INC. FOR A LUGGAGE CART
CONCESSION 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 with Smarte Carte, Inc. for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Smarte Carte, Inc. was determined by a Selection Committee to be the most qualified proposer to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of three (3) years, commencing on January 1, 2011, with the option to extend for one (1) consecutive term of up to three (3) years, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive as revenue, 9% of Gross Sales.

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

Section 5. This resolution shall take effect immediately.

ADOPTION: Date:

Vote: