

## **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 8<sup>th</sup> & June 9<sup>th</sup> 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 8<sup>th</sup> and 9<sup>th</sup>, 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 13<sup>th</sup> Annual Airport 5K benefitting Lifetime Assistance Foundation, Inc. was being held at the Airport on Saturday, June 23<sup>rd</sup>. 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 17<sup>th</sup>, 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.

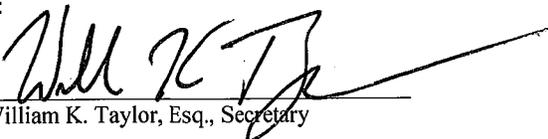
Section 3. This resolution shall take effect immediately.

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:

  
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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).

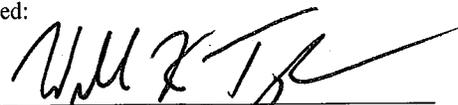
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: May 16, 2012

Vote: 4-0

I, William K. Taylor, Esq., Secretary,  
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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 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 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.

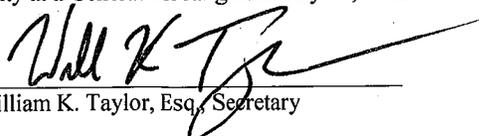
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: May 16, 2012

Vote: 4-0

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Dated:

  
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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.

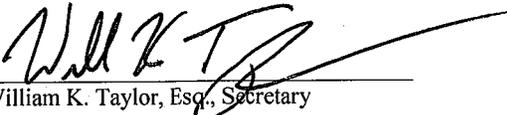
Section 4. This resolution shall take effect immediately.

ADOPTION: Date: May 16, 2012

Vote: 4-0

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Dated:

  
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