

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 Thrifty 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/Thrifty 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 I 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