

## **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.

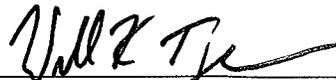
Section 5. This resolution shall take effect immediately.

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.

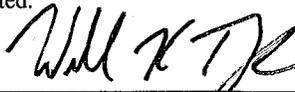
Section 5. This resolution shall take effect immediately.

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