

**Minutes**

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

May 15, 2013

Present:

James G. Vazzana, Esq., Chairman  
Bernard J. Iacovangelo, Esq., Vice- Chairman  
Susan Keith  
Don Johnson  
R. Thomas Flynn  
Stephen Tucciarello

Absent:

Willie J. Lightfoot

Others Present:

Maggie Brooks	Monroe County Executive
Michael Giardino	Director of Aviation
Bob Franklin	Treasurer
Merideth H. Smith, Esq.	Secretary
Brett Granville, Esq.	Assistant Secretary
Jennifer Hanrahan	
David Haas	
Gary Gaskin	
Andrew Moore	
John Perrone Jr.	

Meeting was called to order by the Chairman @ 12:02 p.m.

**Presentation of Certificates**

Monroe County Executive Maggie Brooks presented certificates thanking MCAA Board Vice-Chairman Bernard J. Iacovangelo, Esq. and Don Johnson for the years of service to the MCAA Board. County Executive Brooks stated that the Board, made up of volunteer citizens, works very hard and acts as ambassadors of the Airport within the community. County Executive Brooks also announced the appointments of two talented individuals who will be joining the MCAA board: John Perrone Jr. and Charles Stuart. County Executive Brooks further stated that Mike Giardino has done an incredible job leading the Airport, and highlighted recent announcements – all good that have contributed to the overall vitality of the community. County Executive Brooks concluded saying that our airport is at the forefront of the activities – as an economic engine.

**Public Hearing on the Proposed Resolution Authorizing the Director of Aviation to Enter into a License Agreement**

Chairman Vazzana called the public hearing to order at 12:05 PM regarding authorizing the Director of Aviation to enter into an agreement with regards to 2.14 acres of land at 1185 Scottsville Road. Chairman Vazzana stated that the public hearing was advertised Friday, May 3, 2013 in the *Daily Record* and the *Rochester Business Journal*. No speakers were present. Public Hearing was adjourned at 12:06 PM.

### **Approval of the Minutes from March 27, 2013**

Moved by Member Flynn and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 6-0.

### **Audit Committee Report**

Presented by Vice-Chairman Iacovangelo.

### **Treasurers Report**

Treasurer Franklin reported that there are two reports today to go before the Board. The March & April credit card usage by the Director had on it eleven (11) charges for the reporting period, the credit card issued to County Executive had no items on it. All charges were reviewed by Treasurer Franklin and incurred according to procedure.

Treasurer Franklin reported the travel and business expense statement since March 2013 and reported that fourteen (14) items appeared on it. All were submitted within the appropriate 10 days and with appropriate supporting documentation. A motion to accept the credit card report and report on travel and business expenses was moved by Vice-Chairman Iacovangelo and seconded by Member Johnson. The motions passed unanimously 6-0.

### **Authorize Expenditure in an Amount not to exceed \$1,000 for Bronze Sponsorship of the 2013 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show**

Presented by Director of Aviation, Michael Giardino that each year the New York Aviation Management Association (NYAMA) hosts an annual conference, this year's being held in Albany in September. Each year sponsorships are sought from private organizations and other Airports. ROC has been asked to be a sponsor at the Bronze level. Director Giardino stated that he is an active board member of NYAMA and that NYAMA has spoken out on number of issues related to aviation and therefore he would recommend that the Authority sponsor this fall conference.

A motion to approve was moved by Member Iacovangelo and seconded by Member Keith. The motion passed unanimously 6-0.

### **Authorize a New Concession Agreement with Paula Donuts, Inc. d/b/a Dunkin Donuts to Develop and Operate a Food Kiosk located in the Terminal, Pre-Security, at the Greater Rochester International Airport**

Presented by Director of Aviation, Michael Giardino that for some time we have been looking for concession/food vendor on the public side since Mrs. Fields vacated. ROC has moved the kiosk to another location in the ticketing lobby and accepted a proposal from current vendor Dunkin Donuts.

A motion to approve was moved by Vice-Chairman Iacovangelo and seconded by Member Flynn. The motion passed unanimously 6-0.

### **Authorize a License Agreement with Crane Hogan Structural Systems, Inc. for Approximately 2.14 Acres Located at 1185 Scottsville Road at the Greater Rochester International Airport**

Presented by Director of Aviation, Michael Giardino that the property at 1185 has been vacant for some time and has been RFP'd twice; in 2006 and 2009. The Airport was approached by Crane Hogan for a NYSDOT project they are working on for their need to store barrels and cones on the property. Director Giardino stated that no improvements are being made to the property. Use is limited to the public side of the property with no access to the airfield. Director Giardino added that the contract states that should an aeronautical use be found for the property there is a termination clause in the contract as recommended and approved by the FAA. Member Flynn clarified that the contracting does not allow for hazardous waste on that property and asked for a description of the property location. Director Giardino stated that the property is located between the County fueling facility and FedEx Express.

A motion to approve was moved by Member Keith and Seconded by Member Flynn. The motion passed unanimously 6-0.

**Authorize Monroe County to Execute a License Agreement with Frontier Telephone of Rochester, Inc. to place certain facilities for the benefit of the County of Monroe (the Grantor) in, upon, under and across 1135 Brooks Avenue (MRC Building)**

Assistant Secretary Granville stated that this is to allow Frontier telephone to use ROC conduit to allow them access to go underground in order to wire up the MRC building.

A motion to approve was moved by Vice-Chairman Iacovangelo and seconded by Member Keith. The motion passed unanimously 6-0.

**Traffic Report**

Mr. Dave Haas reported the traffic report activity through March 2013. Mr. Haas presented enplanements through March 2013 were a 6% increase over March 2012. Year-to-Date (YTD) enplanement data shows 2013 at a 3.73% increase over 2012 YTD.

Mr. Haas reported that all other thruway Airports also recorded increased enplanement data through March 2013: Buffalo 2.2%, Syracuse 3.8%, Albany 0.4%.

**Director's Report**

Director of Aviation Michael Giardino asked his staff to provide an update to the board. Mr. Gary Gaskin, Airport Engineer explained the project going on between Wilmorite and the Bausch & Lomb hanger where the replacement of two acres of apron is on schedule for completion in June 2013. Director Giardino added that this will allow for more GA parking of aircraft. Mr. Bill Johnston, Airport Project Manager provided the board with a sketch of the proposed Dunkin Donuts kiosk and appropriately proposed branding. Mr. Johnston stated that the tunnel relighting project will be ready for public bid in the near future. Ms. Jennifer Hanrahan, Marketing & PR Coordinator provided a copy of the 2012 Annual Report and Southwest Airlines *Spirit Magazine* to each board member. *Spirit Magazine* featured an ad ROC and VisitRochester collaborated on highlighting all that Rochester has to offer as one of the newest cities Southwest serves. Ms. Hanrahan also invited the board to join the Airport on June 22, 2013 for the 14<sup>th</sup> Annual Airport 5K event which benefits Lifetime Assistance Foundation.

Mr. Andy Moore, Assistant Director presented ROC airfares for 4<sup>th</sup> Quarter 2012 according to USDOT and provided a brief summary of how ROC compares to the thruway airports and other similar sized airports across the country. Mr. Moore stated that the ROC average cost of airfare for 4<sup>th</sup> Quarter 2012 as compared to 4<sup>th</sup> Quarter 2011 is below national average and below Albany and Syracuse. ROC held the 7<sup>th</sup> largest decrease in airfare of the nation's top 100 airports and held the largest decrease in airfare as compared to thruway airports decreasing 3.9%.

Mr. Moore concluded that ROC 2012 airfare was less than 2011. According to the Eastern region, ROC stands in the top 16 as the 13<sup>th</sup> largest airport in the seven state regions based on enplanements and are the 4<sup>th</sup> largest small hub airport.

Chairman Vazzana expressed that ROC should consider a press release on the topic that Mr. Moore presented and what ROC has accomplished in terms of average cost of airfare.

Director Giardino reported that the current rental car contract expires September 30, 2013 and that ROC has received notification from each car rental agency that they would like to extend the contract for a year. Director Giardino stated that the County Executive held press event here last week addressing grant funding from the FAA on projects being potentially shifted from AIP over to Operation & Expense side of the FAA to pay for furloughed staff. The County Executive brought this to the attention of the media and public and quickly the FAA went ahead to fund controllers through the end of the year. The Airshow for this year has been postponed due to sequestration, however team Oracle & Sean Tucker will come on June 1<sup>st</sup> to do a modified show for the media. Director Giardino stated that Eastman Kodak had listed their hangar for sale

and that Monroe County did make an offer and was not successful however ROC has yet to hear from Eastman Kodak on who was the successful bidder. The Authority can expect that there will be a request from Eastman Kodak to assign that lease and there are fifteen years left on the lease then the hangar would revert back to the Authority.

Director Giardino concluded by thanking the board for their support of the new Southwest Airlines service, that ROC is seeing a bump in bigger planes, more passengers and that folks are coming into ROC and spending time, like a hub, hopefully spending money here while waiting for connecting Southwest flights.

#### **Other Business**

Chairman Vazzana commented that the net parking revenue for month of April grossed revenues over \$1 million for second month in a row and  $\frac{3}{4}$  of million dollars is net to the Authority. Chairman Vazzana also asked for a change in the July 17<sup>th</sup> meeting date to the week after July 24<sup>th</sup> at 12 noon.

Meeting was adjourned @ 12:58 PM

The next Board Meeting is July 24, 2013 at 12:00 noon.

Respectfully Submitted,



Brett C. Granville, Esq.

Assistant Secretary

Dated: 6/27/13

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 8 of 2013**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR BRONZE SPONSORSHIP OF THE 2013 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 2013 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 18 to September 20, 2013 hosted by the Albany International Airport.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: May 15, 2013

Vote: 6-0

I, Merideth Smith, 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 15, 2013.

Dated:

  
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Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 9 OF 2013**

**AUTHORIZE A NEW CONCESSION AGREEMENT WITH PAULA DONUTS, INC. D/B/A DUNKIN DONUTS TO DEVELOP AND OPERATE A FOOD KIOSK LOCATED IN THE TERMINAL, PRE-SECURITY, 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 Paula Donuts, Inc. d/b/a Dunkin Donuts, 2100 Empire Blvd., Webster, NY 14580, to develop and operate a food and beverage concession for the Monroe County Airport Authority at the Greater Rochester International Airport

Section 2. Paula Donuts, Inc. d/b/a Dunkin Donuts was determined by a selection committee to be the most qualified proposer in response to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of three (3) years with an option to extend for one additional three (3) year term.

Section 3. The Monroe County Airport Authority will receive as revenue:

2% of Monthly Gross Sales up to \$8,000; and  
5% of Monthly Gross Sales over \$8,000

for each month of the initial three year term. Should the extension be exercised the percentage of Annual Gross Sales for the extended term will be at least 3% higher than the percentage in year three of the initial term.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Paula Donuts, Inc. d/b/a Dunkin Donuts nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 2013

Vote: 6-0

I, Merideth Smith, 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 15, 2013.

Dated:



Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 10 OF 2013**

**AUTHORIZE A LICENSE AGREEMENT WITH CRANE HOGAN STRUCTURAL SYSTEMS, INC.,  
FOR APPROXIMATELY 2.14 ACRES LOCATED AT 1185 SCOTTSVILLE ROAD AT THE  
GREATER ROCHESTER INTERNATIONAL AIRPORT**

WHEREAS, the Greater Rochester International Airport has a premises at 1185 Scottsville Road available for sublease; and

WHEREAS, Crane Hogan Structural Systems, Inc. has approached the Airport regarding utilizing this premises in conjunction with work being performed for the State of New York Route 390/Kendrick Road project.

THEREFORE, 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 license agreement and any amendments thereto, with Crane Hogan Structural Systems, Inc. at the Greater Rochester International Airport, for use solely by Crane Hogan Structural Systems, Inc., for construction site trailers, storage of construction equipment and vehicles only in conjunction with work being performed for the State of New York Route 390/Kendrick Road project and no other purpose.

Section 2. Crane Hogan Structural Systems, Inc. will utilize approximately 2.14 acres in an 'as is' condition and agrees to pay an annual sum of \$21,400 , in twelve equal installments, and also agrees to pay all utilities, taxes, assessments or special charges levied on the premises. The initial term will be for one year commencing July 1, 2013 and will include the option to renew for up to two (2) one year terms.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Crane Hogan Structural Systems, Inc. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: May 15, 2013

Vote: 6-0

I, Merideth Smith, 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 15, 2013.

Dated:



Merideth Smith, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 11 of 2013**

**AUTHORIZE MONROE COUNTY TO EXECUTE A LICENSE AGREEMENT WITH FRONTIER TELEPHONE OF ROCHESTER, INC. TO PLACE CERTAIN FACILITIES FOR THE BENEFIT OF THE COUNTY OF MONROE (THE GRANTOR) IN, UPON, UNDER AND ACROSS 1135 BROOKS AVENUE (MRC BUILDING)**

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 execute a License Agreement with 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 place, attach, replace and maintain its communications cables, terminal boxes, wires, cables, conduits, fixtures and related appurtenances as may be necessary or convenient to the operation of same.

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 agreement and the terms and conditions stated therein. Grantee will place underground cables through customer provided conduit to the building to provide telephone service, more specifically shown in "Exhibit A".

Section 3. The term of this Agreement is for one (1) year and shall automatically renew unless terminated by either party upon sixty (60) days written notice.

Section 4. 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 5. This resolution shall take effect immediately.

ADOPTION: Date: May 15, 2013

Vote: 6-0

I, Merideth Smith, 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 15, 2013.

Dated:

  
Merideth Smith, Esq., Secretary