
NIAGARA FRONTIER TRANSPORTATION AUTHORITY

Monthly Board Meeting

December 10, 2020

Transcript of Video Recording
of Proceedings held at NIAGARA FRONTIER TRANSPORTATION
AUTHORITY, 181 Ellicott Street, Buffalo, New York,
stenographically transcribed by VALERIE A. ROSATI, Notary
Public.

1 MEMBERS IN THE BOARDROOM:

2 Commissioner Michael Hughes
3 Commissioner Adam Perry
4 Kimberley Minkel (Executive Director)
5 David State (General Counsel)
6 John Cox (Chief Financial Officer)
7 William Vanecek (Director, Aviation)
8 Tom George (Director, Public Transit)
9 Darren Kempner (Manager, Government Affairs)
10 Helen Tederous (Director, Public Affairs)
11 Lara Seniw (Assistant to Executive Director)
12 Patrick Dalton (Director, Internal Audit &
13 Corporate Compliance)

14 MEMBERS ON THE PHONE:

15 Commissioner LaVonne Ansari
16 Commissioner Joan Aul
17 Commissioner Anthony Baynes
18 Commissioner Margo Downey
19 Commissioner Jennifer Persico
20 Chair Sister Denise Roche
21 Commissioner Philip Wilcox
22 Vicky-Marie Brunette (Deputy General Counsel)
23 Steven Duquette (Chief Information Officer)
24 Karen Novo (Director, Human Resources)
25 John Schaefer (Director, Engineering)

26
27 MR. STATE: Commissioners, it's Dave State. We'll do
28 a roll call attendance. Looking for our quorum
29 number of six.

30 Commissioner Ansari?

31 COMMISSIONER ANSARI: Here.

32 MR. STATE: Commissioner Aul?

33 COMMISSIONER AUL: Here.

1 MR. STATE: Commissioner Baynes?
2 COMMISSIONER BAYNES: Here.
3 MR. STATE: Commissioner Blue?
4 MR. MINKEL: He's going to be absent, David.
5 MR. STATE: Commissioner Downey?
6 COMMISSIONER DOWNEY: Here.
7 MR. STATE: Commissioner Hicks?
8 Commissioner Hughes?
9 COMMISSIONER HUGHES: Here.
10 MR. STATE: Commissioner Perry?
11 COMMISSIONER PERRY: Present.
12 MR. STATE: Commissioner Persico?
13 COMMISSIONER PERSICO: Here.
14 MR. STATE: Commissioner Tucker?
15 MS. MINKEL: He's going to be late.
16 MR. STATE: Sister Denise?
17 CHAIR SISTER ROCHE: Here.
18 MR. STATE: And Commissioner Wilcox?
19 COMMISSIONER WILCOX: Present.
20 MR. STATE: Yes, we have a quorum, Mr. Chair.
21 COMMISSIONER HUGHES: Great. So with a quorum
22 accounted for here, I'd like to call the meeting
23 of December 10th, 2020 to order. With the chair,

1 Sister Denise, calling in remotely, I'm asking
2 for a unanimous consent to serve as chairman
3 pro tem in my role as vice chair of the board.

4 So looking for consent to serve as chairman
5 for today's meeting.

6 UNIDENTIFIED COMMISSIONERS: Yes.

7 COMMISSIONER HUGHES: Do we need to do a vote or not?

8 MR. STATE: Unless there's an objection.

9 COMMISSIONER HUGHES: Hearing no objections, I will
10 serve as chairman pro tem for today's meeting of
11 December 10, 2020.

12 With that, can I have a motion to approve
13 the minutes from the October meeting?

14 COMMISSIONER PERRY: So moved.

15 COMMISSIONER HUGHES: Do I have a second?

16 COMMISSIONER PERSICO: This is Jen. Second.

17 COMMISSIONER HUGHES: Motion by Commissioner Perry.

18 Second by -- who was it?

19 COMMISSIONER PERRY: Jen Persico.

20 COMMISSIONER HUGHES: Yes. Second by Commissioner
21 Persico.

22 All in favor?

23 UNIDENTIFIED COMMISSIONERS: Aye.

1 COMMISSIONER HUGHES: Do we need to take a roll on
2 that?

3 MR. STATE: For the minutes, we have been just doing
4 a verbal. We do need roll call votes for the
5 voted-on items, however.

6 COMMISSIONER HUGHES: Okay. Any other discussion on
7 the minutes? If not, we can move on to Kim's
8 report, the executive director report.

9 MS. MINKEL: Great. Thank you, Commissioner.

10 So it's the end of the year, and normally at
11 the end of the year, I like to provide highlights
12 at the December meeting, looking back over the
13 past year.

14 So this year it's been a challenge. The
15 year started with a water main break that flooded
16 our Delavan Station shutting down our light rail
17 service for days. It took over four days of
18 pumping the water around the clock and tremendous
19 work from our rail team to restore the service.
20 At the February board meeting, I indicated that
21 this was the worst disaster that Metro had to
22 respond to in their history. Those were my words
23 in February. That was until the pandemic.

1 In mid March we immediately established a
2 COVID-19 response and business continuity plan
3 that included enhanced cleaning, administrative
4 controls and engineering controls. We required
5 the use of personal protective equipment. Our
6 communication team was constantly working on
7 messaging and keeping the public informed of the
8 numerous protocols. It was critical that we do
9 everything we can to protect our employees and
10 the public we serve.

11 The financial effects of the pandemic were
12 evident, and we worked with our vendors and our
13 tenants reviewing bankruptcy protection and
14 flexibility to sustain all of us during this
15 difficult time. We established a forty-five
16 million dollar line of credit to help with cash
17 flow challenges and we renegotiated procurements
18 to save money.

19 Despite the pandemic, there's been
20 tremendous advancements on key projects. We
21 opened three new Fisher-Price play areas at the
22 Buffalo airport. We modernized the elevators and
23 parking garage area in Buffalo. We signed a new

1 fixed-space operator at the Buffalo airport and
2 opened flight schools at both airports. A new
3 food concession, The Market on Elmwood, opened in
4 the Buffalo terminal and we topped off the west
5 end expansion at the Buffalo airport and
6 completed the first baggage carousel five months
7 ahead of schedule.

8 In our Metro operations, the board approved
9 the draft environmental impact statement as we
10 advanced our light rail extension project through
11 the NEPA process. Today, we have twenty-six out
12 of twenty-seven railcars that have been rebuilt
13 and are in service. We advanced the track and
14 catenary work at the DL and W terminal and
15 started the design of a new station in this
16 facility. Working with the Albright-Knox, we
17 started a two-year public art campaign that
18 appears on the DL and W terminal wall.

19 Building on our blueprint for the future, we
20 advanced several key green initiatives. We
21 started expansion of our subsurface engineered
22 wetland use to treat spent de-icing fluid. We
23 also advanced our electric bus program supporting

1 the governor's initiatives for electric buses by
2 completing specifications for the charging
3 infrastructure within our Cold Spring facility
4 and issuing an RFP for electric buses.

5 New York State gave us an A plus rating on
6 our MWBE programs. We had over thirty-percent
7 MWBE participation, including almost ten million
8 dollars spent with fifty-eight different MWBE
9 suppliers. We created our diversity and
10 inclusion council and the board approved a naming
11 tribute to Robert T. Coles at our Utica Station.

12 Our employees have done an incredible job as
13 it relates to safety. We completed our public
14 transportation agency safety plan five months
15 ahead of the Federal Transit Administration
16 deadline, and we are on track to have one of the
17 best safety records ever. Our vehicle incidents
18 are down along with reportable accidents and days
19 away from work. And because of this work, we had
20 almost a six million dollar favorable Workers'
21 Compensation adjustment.

22 During this year, we settled two labor
23 agreements, we hired forty new operators and

1 twelve mechanics and we trained them in our new
2 Metro bus training and instruction facility. We
3 set up a process to work towards accreditation
4 for our police. We upgraded body cameras and we
5 reduced police overtime by twenty-four percent.
6 And, sadly, our first responders responded to
7 three suicide attempts, one homicide, a parental
8 kidnapping and one accidental death in our system
9 this year.

10 Our employees are recognized among the best.
11 Our airport field employees received first place
12 honors for the Balchen/Post Award for outstanding
13 achievement in snow and ice control at both our
14 airports, the FAA airfield inspection was the
15 highest rating we've received in seven years and
16 our communications team received three APTA
17 AdWheel Gold Awards and our light rail was
18 recognized with the coveted Safety Gold Award
19 from APTA.

20 We've provided thousands of N95 respirators
21 to health care workers and we continue to
22 transport thousands of meals to those in need
23 through various community food programs and

1 through the Buffalo Board of Education.

2 All that's been accomplished this year is
3 due to the support of our board and the
4 incredible work of our sixteen hundred employees
5 who always go above and beyond. I'm so very
6 proud to be a part of this organization, and I
7 want to take a moment to express my sincere
8 gratitude to our employees, especially my
9 leadership team. Transportation has always been
10 a dangerous job. Our employees are exposed to
11 all sorts of hazards that have been made even
12 more challenging with the coronavirus.
13 Nevertheless, these employees realize the
14 importance of the work they do and why our
15 service is so essential. So on behalf of all
16 staff, I wish to thank the board for your
17 continual support and I wish you all a very happy
18 holiday and a prosperous New Year and a much
19 better 2021, so thank you.

20 COMMISSIONER HUGHES: Well said. I think challenging
21 year is a bit of an understatement. But it is
22 good to hear some great news, despite all the
23 hurdles that you guys have faced this past year.

1 So on behalf of the board, we say thank you to
2 you, the team here and the sixteen hundred strong
3 that, you know, so adequately and well represent
4 the NFTA.

5 Any questions for Kim? Any other comments
6 on Kim's report?

7 Hearing none, we can move into the
8 governance and finance committee, John Cox, the
9 financials.

10 MR. COX: Yes. Thank you, Commissioner. And good
11 afternoon, commissioners. If you can refer to
12 the financials that are starting on page six.

13 For the month of October, 2020, we had a
14 negative variance to budget of nine hundred and
15 eighty-four thousand dollars, and a negative
16 variance to budget of nine hundred and thirty
17 thousand on a year-to-date basis.

18 Total operating revenues and assistance were
19 below budget by two point one million or nine
20 point nine percent for October, and ten million
21 or seven percent year to date. Our revenue
22 shortfalls were primarily due to Metro passenger
23 fares which had a negative variance to budget of

1 one point eight million or fifty-four percent for
2 the month of October, and fourteen point six
3 million or seventy-two percent on a year-to-date
4 basis. And that's due to the decreased ridership
5 both from the general public and also from the
6 Buffalo Schools this year of course because of
7 the pandemic.

8 We did see a twenty-seven and a half percent
9 reduction in STOA versus budget, which for the
10 month October is approximately one point four
11 million dollars; and on a year-to-date basis,
12 it's nine point eight million dollars.

13 BNIA revenues were down two million versus
14 budget or thirty-three point six percent for the
15 month of October, and thirteen point nine or
16 thirty-four and a half percent below budget on a
17 year-to-date basis.

18 NFIA revenues were a hundred thousand or
19 forty-five point four percent below budget for
20 October, and six hundred and eighty-six thousand
21 or forty-one point eight percent below budget on
22 a year-to-date basis.

23 These revenue shortfalls have been offset by

1 CARES Act funding from both FTA and FAA, and for
2 the month of October that funding was
3 approximately three point five million dollars;
4 and on a year-to-date basis, thirty point six
5 million dollars.

6 Our total operating expenses were below
7 budget by two point one million or eleven and a
8 half percent for the month of October, and eleven
9 point seven million or nine point four percent
10 year to date. And that's primarily being driven
11 by lower expenses across the board due to
12 reductions in costs via delayed purchases, vendor
13 discounts and various other cost controls. Of
14 course the exception being any operationally
15 critical or safety-sensitive expenditures. Those
16 still are all occurring. And a continued
17 favorable pricing for commodities such as diesel,
18 gasoline, natural gas and electricity.

19 Our transit fuel/power for the month of
20 October was a hundred and thirty-seven thousand
21 or thirty-three and a half percent below budget;
22 and on a year-to-date basis, we're nine hundred
23 and thirty-four thousand or thirty-four percent

1 below budget on a year-to-date basis.

2 Now, I know I've said this before, but I
3 think it's always important to remember just how
4 important the CARES Act has been to both Metro
5 and the two airports. It's been a financial
6 lifeline to us. And just to put it in
7 perspective, without it we would have recognized
8 a four and a half million dollar negative
9 variance to budget and a two point eight million
10 dollar deficit for the month of October. And on
11 a year-to-date basis, we would have seen a
12 thirty-one and a half million dollar negative
13 variance to budget and a twenty-three point seven
14 million dollar deficit on a year-to-date basis.

15 So unless there are any questions, that
16 concludes the consolidated financials for the
17 month of October.

18 COMMISSIONER HUGHES: Any questions for John?

19 Okay. Hearing none, I know there's a number
20 of corporate resolutions, so, Kim, do you want to
21 walk to us through them?

22 MS. MINKEL: Yes.

23 MR. STATE: Mr. Chair, just before we leave the

1 exciting topic of the minutes, I just want to
2 make sure that the record is clear. The minutes
3 included not only the October meeting, but we had
4 the November budget meeting as well. So just so
5 the record is clear, both packets were included
6 as part of the vote.

7 COMMISSIONER HUGHES: Got it. Okay. Thank you.

8 MS. MINKEL: Thanks. I'm going to have John talk
9 about the budget.

10 MR. COX: Sure. With the first resolution for your
11 consideration this month, I'm going to provide
12 you -- it has to do with our annual budget for
13 fiscal year ending 2022, so I'm going to provide
14 a budget summary and give you some of the
15 highlights of that budget that is for your
16 consideration this month.

17 So of course this budget contains a lot of
18 assumptions and estimations, and probably more
19 than we've ever had in any budget before just
20 given the current situation we're in. So we do
21 have cost control measures and various projects,
22 technology improvements and some operational
23 impacts included in there from the COVID-19

1 pandemic.

2 The overall budget is two hundred
3 forty-eight and a half million dollars, and that
4 is an increase of one point seven percent or four
5 point one million dollars from fiscal year ending
6 2021. Of course it's a balanced budget as
7 required by New York State, and we also have to
8 submit this budget to New York State by December
9 31st of this year.

10 And -- oh. Let me -- I left out that this
11 starts on page fourteen, excuse me for that, in
12 your packet, the summary starts.

13 Now, if you'll turn to page fifteen, I'll
14 touch on some of the key highlights and
15 assumptions that we have in this budget.

16 Our Metro base fare is remaining at two
17 dollars, and that is nine years that we haven't
18 increased the Metro base fares. We have New York
19 State operating assistance remaining flat at
20 approximately sixty-one million dollars. And
21 also included in there is total federal operating
22 assistance, we have an increase of approximately
23 forty-five million dollars. And that would be

1 dependent, of course, on additional funding from
2 the state -- I mean -- excuse me. From the
3 federal government and also a portion of some of
4 the FAA CARES Act funds that we received in the
5 initial CARES Act.

6 Erie County sales tax, we're anticipating
7 about a decrease of one point six million dollars
8 or seven percent, and that's based on Erie County
9 projections and recent trends. Mortgage tax we
10 see remaining flat. BNIA and NFIA are assuming
11 significantly decreased enplanements, and of
12 course that's caused by the ongoing impact of the
13 pandemic and that also ends up in lower
14 concessions and commissions revenue.

15 I'd like to point out that there are also no
16 new additional budgeted positions in this budget.
17 It does include any contractual or step increases
18 as a result of our labor agreements. Our Metro
19 fringe rate is at -- and that's our benefit rate.
20 That's at eighty-eight point two percent, and the
21 NFTA fringe rate is at fifty-seven percent.

22 We have our health insurance increasing
23 approximately five percent, and that's been

1 consistent with our forecast for last year's
2 budget and recent trends. Workers' Comp.
3 increasing five percent. We do have a decrease
4 of approximately one point eight million dollars
5 in our maintenance and repair costs, and also the
6 Metro transit fuel/power is decreasing by a
7 little over a million dollars or twenty-one point
8 nine percent, and that's because we've seen
9 decreased pricing in our energy prices and also
10 we will have lower usage is anticipated during
11 the course of the year, so those two factors.
12 And, also, general business is decreasing and
13 that's due to lower expenses at the airport, some
14 lower advertising expenses, and also lower costs
15 at NFIA parking lot operations. And that's just
16 due to anticipated decrease of operations at both
17 of the airports.

18 Now, if we can turn to page sixteen which is
19 the aviation section of the summary. This fiscal
20 year '22 budget assumes -- I had mentioned
21 earlier about decreases. We are assuming a
22 fifty-seven percent decrease in enplanements from
23 the fiscal year '21 budget, and of course that's

1 being caused by the pandemic. This will result
2 in lower concessions and commissions of about
3 thirteen point six million dollars. And we have,
4 to offset that, increased operating assistance of
5 approximately thirteen point five million
6 dollars. And that will be a portion of the
7 current FAA CARES Act and some additional federal
8 assistance that's -- it's still in the works at
9 this point.

10 Now, some key capital projects that are,
11 that are in this budget is the continuation of
12 the terminal enhancement project, aircraft
13 de-icing containment facility expansions and the
14 rehab of runway 5/23, which includes not just
15 improvements to the runway but also the lighting
16 and various other signage on that.

17 If we turn to page seventeen, we have
18 Niagara Falls, and there we expect a decrease in
19 revenue of approximately two million dollars,
20 which is sixty-nine point nine percent. And
21 enplanements are expected to decrease by
22 seventy-one percent. And, again, the key to
23 balancing this budget for NFIA is the assumption

1 of almost -- approximately four million dollars
2 in additional federal COVID relief funds.

3 Now, if we can turn to page eighteen.
4 Actually, it's best if we turn to page nineteen.
5 So this is the Metro consolidated budget. Metro
6 has no increases in the base fare, as I mentioned
7 before, for the ninth year. Revenues are
8 decreasing by about fifteen point four million,
9 and that's due to of course anticipated decreased
10 ridership. We have in there, again, assumptions
11 of additional federal assistance to offset that
12 loss in revenues, and, also, as I mentioned
13 before, decreased diesel fuel's budget an average
14 cost of one dollar and ninety-two cents.

15 And some of the key capital projects that we
16 have in the budget for Metro is continuation of
17 the DL and W design and construction. We'll be
18 purchasing new buses which will be a combination
19 of clean diesel and maybe some -- and a few
20 natural gas buses. We'll be upgrading our
21 infrastructure for electric buses, and we'll be
22 doing various other projects to improve the light
23 rail system which will include escalators and

1 various other items such as the fare collection
2 system which will affect the whole system.

3 And then if we can turn to page twenty.
4 Property development. Here we anticipate a
5 revenue increase of about a hundred and
6 twenty-five thousand. That's due to of course
7 the escalators that we have in our rent. So we
8 anticipate some increase there in the revenues.
9 Some of the key capital projects there are of
10 course various elevator and roof replacements and
11 various other enhancements to those properties.

12 And, finally, we have on page twenty-one,
13 central admin. And we have increases in our
14 operational expenses, and that's due to, you
15 know, standard typically higher contractual
16 salaries, higher fringe rates, just those things
17 that you typically see increase on a year-to-year
18 basis such as health insurance, Workers' Comp.
19 And also in there are some additional investments
20 in our, our MIS. That includes some upgrades to
21 some of our systems, our payroll and some of our
22 general financial operating systems. And also
23 there's some vehicles in there to replace some

1 older vehicles for the police.

2 So unless there are any questions, that
3 concludes the budget summary for the resolution
4 that you're about to consider.

5 COMMISSIONER HUGHES: Any questions for John? I know
6 there's a lot of variables and a lot of
7 uncertainty and you guys do what you can to try
8 and provide some of that certainty to probably a
9 very unusual budget process for you guys, but --
10 and I know we talked about a lot of this in
11 November.

12 Any other questions for John at this point
13 or anybody on the team?

14 MR. COX: If I could, too, I left one thing out.
15 Certainly, this is the December budget. I don't
16 want to leave this out. The -- of course right
17 now there is some, you know, some negotiations
18 happening at the federal level, so we don't know
19 at this point what additional federal assistance
20 we'll get. I think that will also -- one of the
21 things you're seeing is this -- that will also --
22 we don't know how that negotiation will affect,
23 will affect state -- potentially state and local

1 assistance, but at this point -- and based on
2 that, we also have the executive budget which
3 typically comes out the second or third week of
4 January.

5 So once all of those things come -- once
6 those things come out, I think we'll have a
7 better idea of where we're at and we'll take
8 another look at this budget and of course adjust
9 accordingly before the beginning of our new
10 fiscal year which start -- we would bring that
11 back to you at the March meeting with
12 adjustments, and that would be before the
13 beginning of our new fiscal year which starts on
14 April 1st.

15 COMMISSIONER HUGHES: Okay. Commissioner Perry, you
16 have a question?

17 COMMISSIONER PERRY: This anticipated increase in
18 rents. Have we had any delinquencies based on
19 pandemic related inability to pay and do we have
20 any reason to anticipate any defaults or
21 bankruptcies from any of our tenants which would
22 affect this assumption?

23 MS. MINKEL: Yeah, we have. But we've -- my property

1 group has done surprisingly well. Only three
2 point six percent, which is incredible. We have
3 a couple of amended leases that we're bringing to
4 the board to consider to work with our tenants
5 going forward because, because of that issue.

6 COMMISSIONER PERRY: Sure. I guess I was just -- the
7 only -- I think we're talking about a hundred and
8 twenty-three thousand dollars in increased rent.
9 I just wondered whether there was a, you know, a
10 partial or complete offset of that based on these
11 other factors, just so we can look at it in
12 context.

13 MR. COX: And, also, this year, one of the things --
14 and that's another factor that's also dependent
15 on what happens at the federal level. Because
16 one of the things we found this year which was
17 helpful were the PPP loans and various things of
18 that nature that actually allowed our tenants to
19 continue to pay their rent.

20 COMMISSIONER PERRY: Thank you.

21 COMMISSIONER HUGHES: Any other questions for John or
22 the team on the budget?

23 Okay. Hearing none, Kim, I don't know if

1 you need to give any other highlights on this or
2 we should go right to a vote.

3 MS. MINKEL: No. You know, I think we should take it
4 as a separate item. The only other thing that I
5 want to echo what John had said is we're asking
6 for a fair amount of federal assistance in this
7 budget. We're asking for almost fifty million in
8 federal assistance. Without that, it will have
9 an absolutely devastating impact on our
10 operation. We're not alone. Other transit
11 systems and airports in the nation, without
12 additional COVID relief funds, will find
13 themselves in a similar position. And without
14 this assistance, it will have a significant
15 impact on our community considering the
16 tremendous economic impact that the airports
17 provide and the critical service that Metro
18 provides to Western New York. So we will
19 continue to lobby and advocate for future funding
20 in the CARES Act and support this increase for
21 the state as well.

22 COMMISSIONER HUGHES: Great. Thank you. So with
23 that, we're looking for a motion for the

1 2021-2022 operating capital budgets.

2 CHAIR SISTER ROCHE: So moved. Sister Denise.

3 COMMISSIONER HUGHES: Sister Denise.

4 COMMISSIONER PERRY: Second.

5 COMMISSIONER HUGHES: Second by Commissioner Perry.

6 You want to do the roll call, Dave?

7 MR. STATE: So a roll call vote.

8 Commissioner Ansari?

9 COMMISSIONER ANSARI: Yes.

10 MR. STATE: Commissioner Aul?

11 COMMISSIONER AUL: Yes.

12 MR. STATE: Commissioner Baynes?

13 COMMISSIONER BAYNES: Yes.

14 MR. STATE: Commissioner Blue?

15 Commissioner Hicks?

16 Commissioner Hughes?

17 COMMISSIONER HUGHES: Yes.

18 MR. STATE: Commissioner Perry?

19 COMMISSIONER PERRY: Aye.

20 MR. STATE: Commissioner Persico?

21 COMMISSIONER PERSICO: Yes.

22 MR. STATE: Commissioner Tucker?

23 Sister Denise?

1 CHAIR SISTER ROCHE: Yes.

2 MR. STATE: And Commissioner Wilcox?

3 COMMISSIONER WILCOX: Yes.

4 COMMISSIONER HUGHES: Motion is approved.

5 Kim, I know there's a number of other
6 corporate resolutions here. Do you want to walk
7 through these?

8 MS. MINDEL: Yes. Starting on page twenty-six of
9 your packet is corporate resolution number two.
10 Staff is looking for a one-year agreement with
11 ClearSky for technical support of our Infor
12 Lawson application. We use this Authority-wide.
13 This supports many of our HR functions and other
14 enterprise systems.

15 The support will be provided at a rate of
16 twelve thousand four hundred per month for a
17 total cost of a hundred and forty-eight thousand.
18 And this would be a one-year term that will take
19 us through the end of 2021.

20 ClearSky is the vendor who is performing the
21 upgrade to our current Lawson system, and so
22 during this upgrade, ClearSky is considered a
23 sole-source provider because of the technical

1 support services that will be needed throughout
2 this process. So we consider them sole source as
3 part of this procurement.

4 The next resolution on page twenty-seven is
5 an authorization for a settlement with Richard
6 Schlueter in the amount of a hundred and ninety
7 thousand dollars. This goes back to a motor
8 vehicle accident that occurred three years ago
9 when both vehicles actually proceeded through a
10 solid red traffic light. There was a gap where
11 one party ran through a red light and the other
12 party jumped the red light on the other side and
13 collided. It was estimated, based on
14 reconstruction, that the light was red for one
15 point four seconds when this occurred.

16 The damage to the bus and to the car was
17 relatively minor in the amount of six thousand
18 and sixty-four hundred between the two different
19 vehicles. The plaintiff indicated that there
20 were cervical and shoulder surgeries that were
21 needed. They had an initial demand of five
22 hundred and twenty-five thousand dollars. We
23 engaged in mediation, and we were able to come to

1 an agreement of a hundred and ninety thousand to
2 resolve this, subject to board approval.

3 The next resolution following that, on page
4 twenty-nine, is also a settlement in the amount
5 of two hundred and fifty thousand dollars. This
6 was for an event that occurred in September of
7 2016. Our bus made contact while turning onto
8 the Galleria Mall property. It did minor damage
9 to the vehicle, but the Plaintiff days after the
10 event did seek treatment with a spine surgeon who
11 provided cervical decompression and fusion in
12 early of 2017. Fortunately, she made a decent
13 recovery.

14 The initial settlement demand was for nine
15 hundred and fifty thousand dollars. We were able
16 to negotiate favorable parameters with -- for
17 arbitration with a zero for a low, two hundred
18 and fifty thousand for a high. The arbitrator
19 issued a three hundred thousand dollar award
20 requiring the defendant, us, to issue payment for
21 the agreed high parameter of two hundred and
22 fifty thousand and so staff is recommending that
23 settlement.

1 The fifth resolution on page thirty-one is
2 for a term agreement. This is with Grove
3 Roofing. And this is for emergency repairs
4 throughout the Authority. The initial term of
5 the agreement would be one year with the option
6 of four additional one-year renewals at our
7 discretion. Typically, the average amount of
8 work is around three thousand dollars; and on an
9 annual basis, we don't spend much above sixty
10 thousand. Historically, our emergency roof
11 repairs have ranged, however, anywhere between
12 three thousand to a hundred and eighty thousand
13 per event. For larger roofing projects, we would
14 continue to go out and bid those separately as we
15 have in the past.

16 We did issue an RFP. We received two
17 proposals. Staff is recommending Grove Roofing.
18 We have experience with both and have done very
19 well with both of these vendors. The
20 MBE/WBE/SDVOB goals were set at seventeen
21 percent, thirteen percent and zero percent,
22 respectively. And they indicated that they would
23 establish percentages for each of the work

1 assignments to meet these goals.

2 The next resolution is on page thirty-four.
3 And the next three resolutions are in some ways
4 connected. So earlier I had mentioned as it
5 relates to our property and working out
6 resolutions to accommodate some of these leases.
7 Previously we had a large area of space that was
8 leased by RMS at our 485 Cayuga Road facility.
9 They have branched out and formed different
10 segments of their business in order to remain
11 compliant with the collection industry standards.
12 So that space is being divided up and adjusted
13 accordingly and extending the ultimate lease
14 agreement over a longer term, holding the lease
15 at the current rate but extending it and
16 increasing in years going forward.

17 So I'll take the first one on page
18 thirty-four. And this is with a company called
19 DIAL at 485. They are looking for a little over
20 three thousand square feet. Their current office
21 space lease would expire at the end of June of
22 2021. We would cancel that lease and enter into
23 a new five-year lease agreement for the same

1 space. It would be at a rate of ten dollars per
2 square foot or just under thirty-one thousand for
3 the year, with a total rental income over the
4 five-year period of just under a hundred and
5 sixty-four thousand dollars.

6 The next lease is on page thirty-five, and
7 this is with RMS who has been a tenant of ours
8 since November of 2016. They've expanded their
9 five lease amendments over multiple times during
10 that time. They are looking to start leasing
11 twenty-eight hundred square feet -- excuse me.
12 Leasing twelve thousand five hundred and
13 sixty-seven square feet. Their current rental
14 rate of nine dollars and eighty-five cents per
15 square foot would increase to ten forty-eight,
16 depending on the investment in upgrades and
17 space. The current lease would be canceled and
18 the new five-year lease would begin on January
19 1st of next year, and it would extend through
20 December 31st of 2025. They would continue to
21 lease the office space at ten dollars per square
22 foot or eighty -- just under eighty-six thousand
23 per year, with a three-percent annual increase.

1 The total income over the five-year period would
2 be just -- would be four hundred and fifty-five
3 thousand four hundred and seventy-one dollars.

4 So the branch-off from that lease is on the
5 next page, on page thirty-six, where a portion of
6 that space will now go to a company called
7 Accounts Interchange Group. They would take just
8 over thirty-six hundred square feet of office
9 space. It would also be the same term, five
10 years, at the same rate, ten dollars, or just
11 over thirty-six thousand for the first year. It
12 would also have the three-percent annual
13 escalator, so that the total rent over the
14 five-year period for that space would be just
15 under a hundred and ninety-two thousand dollars.

16 And then, finally, there is a new lease with
17 a Start-Up NY company also at 485 Cayuga. And
18 this appears on page thirty-seven in your book.
19 It's with JECA Energy Bar. They're requesting to
20 lease just under two thousand square feet of
21 kitchen space. This is on the second floor of
22 this facility in bay four. The initial term of
23 the lease would be two years starting in January.

1 They would have the option to renew with our
2 approval. The rent for this space would be seven
3 dollars and eighty-three cents per square foot or
4 just over fifteen thousand for the first year,
5 and a three-percent escalator after that. They
6 would be responsible for the maintenance and
7 repairs of the kitchen equipment that would be
8 available for them to use. Additionally, they
9 would have the right for a first refusal of just
10 over twenty-six hundred square feet of adjacent
11 space. And in the meantime, we would continue to
12 market that space to see if we could get a tenant
13 in it.

14 And then the final lease agreement is on
15 page thirty-eight. It's with Westmatic, also at
16 485 Cayuga. They've been a tenant of ours since
17 2009. They are looking to purchase a new
18 building and relocate their entire operation;
19 however, they've seen some delays in that process
20 so they've requested to extend their current
21 lease through June 30th of 2022, adding an
22 additional almost thirty-one hundred square feet
23 of storage space. And that would be on a

1 month-to-month basis for the storage space. So
2 the current lease would be cancelled upon
3 execution of this lease. And the new lease would
4 start January 1st and end on June 30th, 2022. So
5 eighteen months for that lease. The total annual
6 rent will be just under a hundred and sixty-four
7 thousand dollars. It would increase on January
8 1st for the next six months.

9 And those are the resolutions.

10 COMMISSIONER HUGHES: So it would be my goal to take
11 all nine as a batch here, barring any objection
12 to that.

13 COMMISSIONER PERRY: So moved.

14 COMMISSIONER HUGHES: Motion by Commissioner Perry.

15 Is there a second on that?

16 COMMISSIONER AUL: Joan Aul. Second.

17 COMMISSIONER HUGHES: Second by Commissioner Aul.

18 Okay. So motion to approve resolutions two
19 through ten. All in favor? Or, no. I need a
20 motion first.

21 COMMISSIONER PERRY: So moved.

22 COMMISSIONER HUGHES: Second?

23 MS. MINDEL: I think it was Joan Aul.

1 COMMISSIONER HUGHES: Yeah. Okay.

2 MS. MINKEL: Joan, did you second that?

3 COMMISSIONER AUL: I did. I did second.

4 COMMISSIONER HUGHES: Are there any abstentions?

5 Dave, do you want to call roll?

6 MR. STATE: Roll call votes.

7 Commissioner Ansari?

8 COMMISSIONER ANSARI: Yes.

9 MR. STATE: Commissioner Aul?

10 COMMISSIONER AUL: Yes.

11 MR. STATE: Commissioner Baynes?

12 COMMISSIONER BAYNES: Yes.

13 MR. STATE: Commissioner Hughes?

14 COMMISSIONER HUGHES: Yes.

15 MR. STATE: Commissioner Perry?

16 COMMISSIONER PERRY: Aye.

17 MR. STATE: Commissioner Persico?

18 COMMISSIONER PERSICO: Yes.

19 MR. STATE: Commissioner -- I'm sorry. Sister

20 Denise?

21 CHAIR SISTER ROCHE: Yes.

22 MR. STATE: And Commissioner Wilcox?

23 COMMISSIONER WILCOX: Yes.

1 MR. STATE: Item carries.

2 COMMISSIONER HUGHES: Great. Thank you.

3 With that, we'll move on to the aviation
4 group. Commissioner Perry?

5 COMMISSIONER PERRY: Consistent with our pandemic
6 practices, I'm going to turn to the presentation
7 of the agenda over to Mr. Vanecek. And I note
8 that Mr. Schaefer is not here, so as per usual, I
9 assume Mr. Vanecek is going to start with the
10 airport improvement project update.

11 MR. VANECEK: Yes. I'll just go over some of the
12 highlights. So we are getting very close to
13 opening our new administrative offices at BNIA
14 and we'll be moving at the end of either this
15 month or very early in January. So the carpeting
16 is all in, all the offices have been, you know,
17 lined with glass, the restrooms are ready.
18 Pretty much all we need to have to go now is to
19 get the rest of the furniture put in and we'll be
20 able to effectuate that move hopefully by the end
21 of the year here.

22 And so next year, and hopefully kind of
23 maybe mid summer or so, it's my thought that we

1 can bring the board out for a board meeting in
2 our brand-new conference rooms at the airport so
3 you're able to take a look and we'll get you out
4 there on that end.

5 The big news on the west side is the fact
6 that the escalators have been put in place now.
7 They're not operational yet, but they are put in
8 place. The elevators on the east side are
9 scheduled to arrive I believe in two weeks, and
10 they'll go in and they'll see the elevators on
11 the east side. And the terrazzo is almost
12 complete in the arrivals area on the east side as
13 well. So they're making great progress. They're
14 certainly on schedule and we look forward to a
15 successful completion of that project.

16 A quick note on the engineered wetlands
17 project, which is going to be an expansion. This
18 is where we treat all of our glycol runoff at the
19 airport. But we had a little bit of a hiccup
20 with some cabling that had to be relocated with
21 the FAA. They were stalling us. We were looking
22 at some pretty significant delay claims if we
23 couldn't get the project started. We were able

1 to convince someone higher up in FAA to put
2 pressure on the local group and we were able to
3 get that effectuated. So they'll be starting
4 that work to tie in the cables and reroute the
5 cables. They're actually already in place. They
6 just have to be spliced in on both ends. That
7 should happen within the next about four weeks
8 and then we'll be on time to open and start the
9 project for the expansion of the wetlands.

10 Let's see. What else is significant that we
11 can talk about. I did want to mention, though --
12 it's not in here. But, we worked very closely
13 with the 914th. They were doing a runway project
14 at our airport, and so we were, we were -- we
15 coordinated all the -- we actually shortened that
16 runway for a significant period of time. Still
17 able to accommodate all of our commercial flights
18 and they get that reopened in time for the winter
19 season, because we didn't want to -- we wanted to
20 have full length for our winter season. So that
21 has been accomplished and we're very happy on
22 that end.

23 So just a couple quick highlights. John

1 already went over the financials so I don't want
2 to necessarily repeat those. But, to give you an
3 idea of the activity levels that we're looking
4 at. So for the month of October, we had
5 enplanements of forty-seven thousand four thirty.
6 That's a seventy-eight percent decrease year over
7 year. And it's not -- we just really are not
8 seeing any sort of an upward trend on these.
9 They have been pretty stable. Year to date we
10 are one million three hundred and forty-seven
11 thousand below last year which is an eighty-six
12 percent drop. So the numbers are really
13 staggering and of course it's having significant
14 issues with respect to generating revenue, most
15 notably our parking revenues which are
16 nonexistent. It's a very, very small number.

17 So with respect to Niagara Falls, their
18 enplanements were down, they were down by seven
19 thousand, which is an eighty-one percent drop for
20 the month of October year over year, and year to
21 date they are just under sixty thousand down
22 which is an eighty-six percent decrease in
23 Niagara Falls. And, unfortunately, as you

1 recall, Spirit stopped flying. They only flew
2 two flights in October and then they have pulled
3 their service. They're looking forward as to
4 when they will return. They're pretty confident
5 they will, they just don't know when yet, so
6 we'll stay tuned for that.

7 To put it in some other real numbers, the
8 actual number of flights that were flown -- so at
9 Buffalo we were -- we had actual flights that
10 went out were nine hundred and six, compared to
11 2019 for the month of October which were almost
12 twenty-four hundred. So the seats are just not
13 there because people are not traveling. So that
14 was a sixty-two percent decrease in actual
15 flights.

16 At Niagara Falls, similar, similar numbers.
17 The actual flights flown were twenty-four versus
18 fifty-six the year before, so a fifty-seven
19 percent decrease. So, again, hurting out there
20 on the, on the activity levels at both airports.

21 So we are trending just almost exactly like
22 the rest of the airports around the country.
23 This is not unique to Buffalo. Our numbers that

1 are comparable really among all sizes of airports
2 as well. New York City is still down in that
3 eighty percent down numbers. You know, it's just
4 got to pass at some point and then we'll start
5 seeing activity come back up.

6 So I guess that will kind of go through my
7 comments for the aviation committee. If there
8 are any questions, I'd be happy to address them.

9 Yes, sir?

10 COMMISSIONER PERRY: So I assume that we have no
11 reason to believe that the Canadian, the Canadian
12 travelers will return? Nothing indicating like a
13 big market change is going to change that so --

14 MR. VANECEK: No. You know, until some of this
15 passes and the bridges open, you know, we're
16 going to get basically no Canadian travel.

17 COMMISSIONER PERRY: Right. But then -- and then
18 assuming, as soon as we have normal conditions,
19 we have no reason to believe that that won't
20 return to normal levels?

21 MR. VANECEK: I believe it will return to, yeah, some
22 sense of normalcy, but it will take, it will take
23 a while I'm sure to ramp up, but they'll come

1 back. I have no doubt about that.

2 COMMISSIONER PERRY: And in addition to Norwegian
3 which filed for bankruptcy, do we have any other
4 changes in low-cost or ultra-low-cost carriers
5 that is going to positively or negatively affect
6 our current enplanements?

7 MR. VANECEK: I don't believe so. You know, a lot of
8 those smaller carriers have actually filed for
9 bankruptcies and some have actually gone out of
10 business. Like you said, Norwegian. I don't
11 have a list of those. But, my guess is we're not
12 going to see any new entrants into the airport I
13 think for quite a while.

14 COMMISSIONER PERRY: And all the coverage on the 787
15 Max has been confusing to me.

16 MR. VANECEK: Yeah. You know, and I don't have much
17 to comment on it, other than the fact that, you
18 know, they've been authorized to go back into
19 service. And, you know, we'll see how it, how it
20 works out to be for some, particularly Southwest
21 and American. Those are the two largest buyers
22 of those planes.

23 COMMISSIONER PERRY: And just something that strikes

1 me, I keep hearing this and it's been repeated
2 now by just about everybody, that we won't have
3 herd immunity vaccine protection until, quote,
4 the end of the summer. So it just -- when I hear
5 that, it makes me feel like we're going to be
6 facing a big challenge in the high travel times
7 because of that. You know, certainly we'll start
8 to see an increasing number of enplanements, but
9 we're going to be facing a depressed demand into
10 the summer.

11 MR. VANECEK: Yeah. You know, as we all know, it's
12 an inbound market in the summer primarily, coming
13 up here to see the falls and the wonderful vistas
14 that you get in Western New York. And so that's,
15 you know, that's going to be a very challenging
16 time. It's going to be a huge issue on
17 businesses being able to generate revenue,
18 because I don't think -- it will be a trickle, I
19 think, and certainly early on, and who knows how
20 long it lasts. But you're right, I think we're
21 in for a pretty weak demand at Buffalo, both
22 inbound in the summer and then we've already had
23 it outbound (inaudible).

1 COMMISSIONER PERRY: Thanks, Bill.

2 MR. VANECEK: You're welcome.

3 COMMISSIONER PERRY: And, Mr. Chairman, if there's no
4 other questions, we do have a few resolutions.

5 MS. MINKEL: Thank you, Commissioner.

6 Starting on page forty-one, there are six
7 aviation resolutions. The first one is an
8 agreement with DiDonato in a lump sum amount of
9 three hundred sixty-seven thousand eight hundred
10 and thirty-seven dollars. This is for them to do
11 design services for our main runway at the
12 Buffalo airport, our 5/23 runway. The last major
13 rehab project was completed in 2006. So as part
14 of our airport pavement management study that was
15 done in the summer of 2019, it identified the
16 need to rehab and do some work on the main
17 runway.

18 We did go out with an RFP. The design
19 service contract was evaluated using FAA
20 guidelines and NFTA guidelines, so it's a
21 qualification-based RFP. DiDonato was selected
22 based on their presentation and their response to
23 the RFP. We did establish DBE goals of seventeen

1 percent. DiDonato has committed to exceeding
2 these goals and is proposing nineteen and a half
3 percent participation. Funding for this project
4 would be provided, seventy-five percent of it
5 from FAA, twelve and a half percent from New York
6 State Department of Transportation, and our
7 matching contribution would come from our airport
8 development fund to complete this design work.

9 The next resolution within aviation starts
10 on page forty-four. Staff is recommending a
11 supplemental agreement with JE Architects. This
12 would be in the amount of three hundred and
13 seventy-six thousand dollars two hundred and
14 eighteen, with a revised contract value of just
15 over three million.

16 This is for additional design support
17 services as part of our enhancement project at
18 the airport. This is to address three different
19 areas. One, unforeseen varying site conditions.
20 As we find with a lot of projects, sometimes
21 as-built drawings don't identify things
22 accurately and sometimes there is surprises when
23 you dig into the ground as well. So this is to

1 address those unforeseen varying site conditions
2 that we've uncovered as we continue on with the
3 project, but it's also for additional
4 enhancements when this project has developed,
5 staff is recommending going forward, and to also
6 address opportunities for cost reductions.

7 The engineer's estimate for this additional
8 work was three hundred and eighty-three thousand
9 eight hundred and four dollars, and the
10 consultant had proposed to do it for three
11 hundred and seventy-six thousand two hundred and
12 eighteen dollars.

13 The next resolution on page forty-six is a
14 change order. This is change order number
15 seventeen with Pike Company, also for the baggage
16 claim expansion project. Staff is recommending
17 as part of this change order a two hundred and
18 seventy-nine thousand one hundred and thirty-one
19 dollar increase to that contract. The total
20 contract increase since the beginning of the
21 project is now just under one and a half million
22 or a total increase for the total project of two
23 point seven five percent. By way of information,

1 we are approximately two thirds completed with
2 this project. Normally, you will see cost
3 overruns somewhere within five percent, so we're
4 doing a pretty good job of trying to keep those
5 within the normal range.

6 These are related in a couple different
7 categories. The first category representing just
8 over eighty-two thousand is due to unforeseeable
9 varying site conditions, similar to what I had
10 mentioned previously for the other resolution,
11 but also due to some design inconsistencies of
12 just under a hundred and ninety-seven thousand
13 dollars.

14 We have -- for those design inconsistencies,
15 we have negotiated and received credit for rework
16 of those. To date we have utilized around three
17 hundred thousand dollars of design credit to
18 address those design inconsistencies that have
19 been related to those additional charges.

20 We also have some enhancements that total
21 just over twenty-five thousand, and cost
22 reductions, where we take a credit, of
23 twenty-five thousand. So the enhancements are

1 coming at the expense of the cost reductions.

2 The next resolution on page fifty-two is an
3 authorization for amendment with ALD Development.
4 And this is for that common-use airport lounge at
5 the Buffalo airport that opened up just last
6 year. They need about three thousand passengers
7 a day in order to reopen. And they had proposed
8 a MAG, a minimum annual guarantee, based on
9 airport activities that certainly exceeded what
10 we have today. So they came to us, and staff is
11 recommending an agreement -- or, an amendment to
12 their existing agreement, that would provide for
13 an additional three years for them to operate the
14 common-use space. Their MAG would be reduced
15 slightly, we're in contract year two, by fifteen
16 thousand dollars a year, but then ramp up.

17 So the original agreement, the five-year
18 agreement, provided a MAG guarantee of eight
19 hundred and fifty-five thousand dollars to the
20 Authority. The new proposed amendment over a
21 longer term, over eight years, would provide one
22 million four hundred and five thousand dollars.

23 For those of you who have seen this space,

1 this new space that opened at the airport, it's
2 incredible. It's a wonderful space and we've
3 gotten a lot of positive feedback from folks who
4 have used it. But, once again, they really can't
5 open the space up until passenger levels get to
6 about three thousand a day. Currently, we're
7 around twelve hundred a day, so we're not where
8 it needs to be.

9 Additionally, as part of this agreement, ALD
10 will pay the minimum of the MAG or twelve percent
11 of the gross revenues for each of the contract
12 years. They were required to put in a little
13 over one point six million in capital
14 improvements. To date they've made just under
15 one point three million in capital improvements,
16 and they are proposing that that remaining
17 capital investment would occur around contract
18 year five.

19 MR. VANECEK: Kim, if I could add, they are current
20 on their minimum annual guaranteed payments.
21 They have not missed one.

22 MS. MINKEL: Thank you.

23 The next resolution on page fifty-four is an

1 operating agreement with OnCore Aviation. This
2 is for them to operate a flight school at the
3 Buffalo airport. Earlier this year we brought an
4 agreement to the board for them to operate a
5 flight school at the Niagara Falls airport. As
6 part of the agreement, they would provide five
7 percent of the gross revenues and the term would
8 be one year starting today with four optional
9 one-year renewals. And they have been operating
10 out of the Rochester airport for six years.

11 The next resolution on page fifty-five is a
12 license agreement with Independent Taxi
13 Association for taxi services at the Buffalo
14 airport. This would be a one-year term that
15 would start on January 1st with the option to
16 renew annually under the same terms and
17 conditions.

18 So previously we had a one-year agreement
19 with ITA that was -- that we could renew at our
20 option for four additional one-year terms. We
21 did renew that one-year agreement for this
22 calendar year, 2020, but then COVID broke out and
23 their business has plummeted and they've been

1 struggling to retain drivers. They are a group
2 of independent drivers, and they've lost a
3 significant number of drivers as part of this
4 COVID. They've asked that we not renew the
5 agreement and it certainly makes sense.

6 They are in arrears of six hundred and five
7 thousand that they owe the Authority, so what we
8 are proposing is that they pay a license fee of
9 three dollars per pickup and three dollars per
10 drop-off as part of this agreement. Fifty cents
11 would be applied to their arrears. By way of
12 comparison, the TMCs that operate at the airport,
13 both Uber and Lyft, pay two fifty per pickup and
14 drop-off. Additionally, they would pay a fee of
15 zero point one four per deplaned passenger and
16 they would continue to pay rent of just under
17 sixteen thousand for the taxi building.

18 They've provided wonderful service. One of
19 the nice things about having a dedicated taxi
20 business at the airport is to ensure that for
21 those late arrivals that there's someone there to
22 meet and greet passengers, and we get that
23 assurance by having this. It's important that

1 the board know this is not exclusive. So this
2 would be available to other taxi services as
3 well.

4 And those are the resolutions.

5 COMMISSIONER HUGHES: Any questions for Kim on the
6 six resolutions?

7 Okay. Hearing none, I'm looking for a
8 motion, if we can do it again, we'll move all
9 six. So motion to approve resolutions one
10 through six?

11 COMMISSIONER ANSARI: So moved. LaVonne.

12 COMMISSIONER HUGHES: Commissioner Ansari.

13 Second?

14 CHAIR SISTER ROCHE: Second. Sister Denise.

15 COMMISSIONER WILCOX: Second. Commissioner Wilcox.

16 COMMISSIONER HUGHES: Motion by Commissioner Ansari.

17 Second by Sister Denise.

18 All in favor?

19 UNIDENTIFIED COMMISSIONERS: Aye.

20 COMMISSIONER HUGHES: Or do you have to call the
21 roll? Do you have to call the roll?

22 MR. STATE: Yes.

23 I'll do the roll call vote.

1 Commissioner Ansari?

2 COMMISSIONER ANSARI: Yes.

3 MR. STATE: Commissioner Aul?

4 COMMISSIONER AUL: Yes.

5 MR. STATE: Commissioner Baynes?

6 COMMISSIONER BAYNES: Yes.

7 MR. STATE: Commissioner Hughes?

8 COMMISSIONER HUGHES: Yes.

9 MR. STATE: Commissioner Perry?

10 COMMISSIONER PERRY: I vote in the affirmative on two
11 through six, but abstain on number one.

12 MR. STATE: Commissioner Persico?

13 COMMISSIONER PERSICO: Yes.

14 MR. STATE: Sister Denise?

15 CHAIR SISTER ROCHE: Yes.

16 MR. STATE: And Commissioner Wilcox?

17 COMMISSIONER WILCOX: Yes.

18 MR. STATE: All items carry.

19 COMMISSIONER HUGHES: Great. Resolutions approved.

20 We will move on to surface transportation.

21 Similar to aviation, because of COVID-19 we did
22 not have a committee meeting today, but I would
23 ask Tom George to go over some highlights.

1 MR. GEORGE: Thank you and good afternoon. Just
2 fairly brief today. I'll talk about Metro
3 initiative status reports on page nine. I'm
4 pleased to say that we did receive bus
5 procurement proposals from suppliers and they are
6 currently under evaluation. So we are moving
7 forward with the bust -- the various bus
8 initiatives and we are pleased that we did
9 receive those (inaudible).

10 Also, on the Amherst-Buffalo light rail
11 extension, part of the process for advancing that
12 is to assist the Federal Transit Administration
13 with their review. We're in the process of
14 retaining a third-party consultant that would act
15 as a representative for NFTA in the review
16 process. We have gone through that selection
17 process and we do have those proposals in hand
18 and are in the evaluation process for that as
19 well. We should have a recommendation coming
20 forward shortly. That's all I had on the
21 initiatives report for today.

22 I would have a brief comment about
23 ridership. Again, ridership remains fairly flat.

1 It's a little challenging to see it this time of
2 year as we get into the holidays, but,
3 nonetheless, even with the -- I don't want to
4 call it the locking back down, but the reduction
5 of activities in the region, we are still seeing
6 a fairly flat ridership curve. So we're not see
7 a corresponding drop other than on paratransit.
8 And we anticipate that moving forward for quite
9 some time.

10 If there's any questions on any of the
11 metrics, I'd be glad to answer those. Otherwise,
12 I'll move forward into my reports on the
13 committees.

14 On November 19th, we had a citizens advisory
15 committee. We had previously done a survey on
16 service trade-offs. We've been talking to the
17 committee about as we look at modifying our
18 service moving forward, there's a number of
19 trade-offs that are required. And we've talked
20 before the board. Similar things as ridership
21 versus coverage, duration versus frequency,
22 weekends and evenings, and peak versus all-day
23 service. We did get a number of varying

1 responses from the committee, but at the end of
2 the day, it averages right in the middle of all
3 those categories, so much the same as we were
4 trying to do, there's a lot of balances they
5 would like us to see.

6 We updated them on the winter service
7 changes. I will let the board know that we are
8 reducing the frequency on the rail. We're
9 currently carrying on the order of between four
10 and five thousand passengers daily on our rail
11 system. Peak hour we traditionally run a
12 ten-minute headway. We're reducing that to a
13 twelve-minute headway. And off-peak, midday,
14 we're generally on a twelve-minute headway and
15 we're reducing that to a fifteen-minute headway
16 for some -- a couple of reasons. One is to
17 reduce cost of operation to respond to the fact
18 that the ridership is down, as well as we're
19 having some challenges with operator
20 availability.

21 We talked about mask outreach and
22 compliance. We're pleased to say, again, we've
23 been auditing the mask usage in the system, and

1 we've been creeping up on ninety-eight percent
2 compliance for mask usage on the system. We're
3 very pleased with that. We're working with our
4 marketing group. We've launched a positive
5 reinforcement campaign centering around thanking
6 people for using their masks and covering their
7 faces.

8 There was an app-based fare payment to
9 Moovit Transit, Token Transit and Transit. I'll
10 talk a little bit more about that later in the
11 meeting, but we did present that to the citizens
12 advisory committee as well. As well as we talked
13 about the independent cleaning and sanitizing
14 review. I'll present that later as well.

15 We provided them with an update on the fare
16 collection system and got some input on them --
17 from them on how to market and/or roll out the
18 system. Some very valuable input we received
19 that we're going to implement some of those
20 suggestions we got.

21 And then we had a membership discussion.
22 Each one of the members is on a three-year term,
23 so a third of the committee comes up every year

1 for renewal. We will be renewing a number of
2 those. We also look at people's attendance and
3 participation and look at opportunities. We've
4 polled the committee again to see if they had
5 suggestions about new membership and we're
6 working through that process right now.

7 A couple of other things just relative to
8 member and emerging agenda items. Concerns about
9 smoking in rail stations. You know, smoking has
10 always been a challenge for us as an agency. It
11 continues to be a challenge. We've done a number
12 of initiatives and we'll continue to try to
13 pursue ways to eliminate or reduce that.

14 And then we also annually do a
15 self-assessment of the committee. And we
16 completed the self-assessment -- we didn't
17 complete it. We asked them to fill it out. We
18 haven't got the results. We'll present those
19 results to them at the next meeting.

20 And then in the same period, because we did
21 not have a November meeting, we had two
22 accessibility advisory committee meetings, one on
23 October 29th. And we talked about the experience

1 in increase in ridership. At that point in time,
2 we were ramping up to about sixty-five percent of
3 ridership. Now we're back to about fifty percent
4 with the closing down of the community.

5 We also talked about Metro requiring
6 everyone to wear a mask when on Metro bus, rail
7 or in any of our facilities. And we talked a
8 little bit about the transit apps that I'm going
9 to discuss later.

10 We also had a meeting on November 19th. At
11 that meeting we updated the committee on the fare
12 collection system and engaging them on different
13 ways, again, to market it. So we're looking for
14 all -- input from all of our committees on ways
15 to make sure we reach the community, whether it's
16 a specific community such as the accessibility
17 community or just the general community at large
18 because we want to be very effective with that.

19 And then we -- once again, this is a common
20 theme. We emphasized the wearing of masks. And
21 then we also had a presentation on Magnusmode,
22 and we'll talk a little bit about that later. I
23 believe Helen is going to do a presentation in

1 the meeting on that as well.

2 And that was the end of my report today. If
3 there's any questions, I'd be glad to try to
4 answer those.

5 COMMISSIONER HUGHES: Any questions for Tom George?

6 Okay. Hearing none, we'll move into
7 resolutions. We have one resolution that needs
8 approval, Kim?

9 MS. MINKEL: Yep. Thank you. And it starts on page
10 fifty-nine. This is for an agreement with Erie
11 Radiator for diesel particulate trap cleaning.
12 The amount of this agreement is two hundred and
13 forty-two thousand six hundred and seventy
14 dollars and would run through December of 2023.
15 These filters are used to capture the soot that
16 comes from our engine exhaust and would -- they
17 require periodic cleaning. We did go out with an
18 RFP. Staff is recommending Erie Radiator based
19 on the response to the RFP. Empire State
20 Development has excluded this procurement from
21 MWBE requirements because there are no New York
22 State certified providers for this product. And,
23 similarly, NFTA has excluded this procurement

1 from SDVOB requirements because there are no
2 certified providers for this service.

3 And that's the resolution.

4 COMMISSIONER HUGHES: Okay. Any questions for Kim on
5 this resolution?

6 Hearing none, I'm looking for a motion to
7 approve.

8 COMMISSIONER PERRY: So moved.

9 COMMISSIONER HUGHES: Second?

10 COMMISSIONER AUL: Joan Aul. Second.

11 COMMISSIONER HUGHES: Motion by Commissioner Perry.
12 Second by Commissioner Aul.

13 Dave, do you want to call the roll?

14 MR. STATE: Motion -- Commissioner Ansari?

15 COMMISSIONER ANSARI: Yes.

16 MR. STATE: Commissioner Aul?

17 COMMISSIONER AUL: Yes.

18 MR. STATE: Commissioner Baynes?

19 COMMISSIONER BAYNES: Yes.

20 MR. STATE: Commissioner Hughes?

21 COMMISSIONER HUGHES: Yes.

22 MR. STATE: Commissioner Perry?

23 COMMISSIONER PERRY: Aye.

1 MR. STATE: Commissioner Persico?

2 COMMISSIONER PERSICO: Yes.

3 MR. STATE: Sister Denise?

4 CHAIR SISTER ROCHE: Yes.

5 MR. STATE: And Commissioner Wilcox?

6 COMMISSIONER WILCOX: Yes.

7 MR. STATE: Motion carries.

8 COMMISSIONER HUGHES: Great. The resolution passes.

9 Dave, we'll move on. General counsel. Any
10 general counsel report?

11 MR. STATE: Nothing to report today, Mr. Chairman.

12 COMMISSIONER HUGHES: Kim, I know you already did the
13 operational highlights. Anything else?

14 MS. MINDEL: Yes. We have a brief presentation. The
15 first thing I wanted to bring to the board is
16 normally at our audit, governance and finance
17 committee meeting, Pat Dalton will bring the
18 audit plans for 2021. And as a reminder to board
19 members and a word of information to new board
20 members, as the director of internal audit, he
21 has direct dotted-line responsibility to the
22 board, so I think it's important that you hear
23 the plan for the audit for next year. Certainly

1 he's available for any input or comments that you
2 might have to change that plan.

3 So, Pat, if you want to briefly go through
4 the audit plan. And this starts on page
5 sixty-three of your packet.

6 MR. DALTON: One of the items that's required as part
7 of our professional standards is that we provide
8 an audit plan to show the scope of work that the
9 audit department will be doing for the next
10 calendar year. And as such, I have the plan
11 before you. If you go to the executive summary,
12 we have four thousand seven hundred hours of
13 audit time scheduled. I have a staff of myself
14 and two people, two auditors. I have forty-four
15 hundred and fifty hours available to me,
16 approximately. I haven't calculated it out. I
17 generally do schedule a little bit more on the
18 plan than I have hours because oftentimes audits
19 get delayed and as such sometimes we get under
20 budget on the hours so -- but I generally try to
21 come as close as I can to the hours that are
22 available.

23 On the executive summary, you'll see the

1 first three categories. Those will be outlined
2 in the following pages. We do have a hundred
3 hours scheduled for -- in the plan for special
4 requests because, as we all know, life happens.
5 There may be an audit that may be required
6 throughout the year as a special request from the
7 committees or from the executive director or from
8 any member of the management team.

9 The next item we have is single bid. That
10 is part of our procurement guidelines. Whenever
11 we have a single-bid situation, the internal
12 audit does a cost and price analysis to determine
13 the price is fair and reasonable.

14 And the last item we have some
15 administrative and corporate compliance time. As
16 you know, I am in charge of the -- certifying
17 through PARIS, PARIS is the Public Authorities
18 Reporting Information System. For example, this
19 budget that you just approved will be uploaded
20 into PARIS at the end of the month and we'll do a
21 certification thereof. We also do a
22 certification in March which is the
23 five-year budget and five-year plan. And then we

1 do several certifications in the month of June,
2 which is a very large upload with all of our
3 financial and operating data.

4 So if you move on to the next page, I'll
5 just briefly review the revenue audits. We pick
6 revenue audits because we generate revenue.
7 Usually a lot of them are a percentage of gross
8 revenue and as such we have five audits that are
9 on the schedule.

10 Prime Flight handles the ground handling.
11 That is what we're currently working on and we're
12 going to wrap that up. We get five percent of
13 gross revenue there.

14 Niagara County Industrial Suites Incubator.
15 That is a rent sharing agreement with Niagara
16 County, and as such we'll be looking at the
17 financial statements ensuring that we get the
18 rent as well as looking at the deductions from
19 those rents to ensure they're in compliance with
20 the terms of the agreement.

21 The next one we're looking at is a new one,
22 Independent Taxi was a board action we just had,
23 and we'll be looking at the revenue sources there

1 to ensure they're reporting all the revenues.

2 TacAir replaced Prior Aviation. Since we
3 have a change of ownership, we're going to go
4 ahead and do an audit about six months down the
5 road to ensure that they're in compliance with
6 the terms of the agreement.

7 And, finally, DAL Global Services is much
8 like Prime Flight. They handle ground handling.
9 We get five-percent of the gross revenues.

10 On the next page, we have the internal
11 audits. The big one is the model governance
12 principles. That is our Sarbanes-Oxley testing.
13 That is part of our financial statement package.
14 The executive director, the CFO and myself, we
15 certify the financial statements. We also do a
16 certification of the internal controls, and this
17 is the body of work that supports that. Our
18 external auditors, Lumsden McCormick, also do a
19 certification of the internal controls. It's
20 called an attestation report. It's part of our
21 financial statement package, and as such they
22 look at the information we've done and they use
23 that as reliance on -- for their report.

1 We have certain compliance reviews and
2 process reviews throughout the year. And,
3 finally, we have a new fare collection system
4 that Tom George is going to be talking about, and
5 we'll be looking at that system, documenting it,
6 ensuring that we get the revenues.

7 And, then, finally, on the last page, we
8 have buy American and contract audits. The first
9 three on the report are buy America audits.
10 Federal regulation requires us to determine that
11 the components and subcomponents are American
12 made, seventy percent of which must meet the
13 rule. So we do both a pre-award as well as a
14 post-delivery audit on those. And that's Gorman
15 Enterprises, they do the small buses; Nova Bus
16 does the large buses and we have a vendor to be
17 determined for the electric buses.

18 The next five are all engineering-type
19 contracts. Those are cost plus fixed fee
20 contracts. What we do is we look at the labor
21 and the overhead and make the audited adjustment
22 thereof.

23 And, finally, we have Allied Universal BNIA

1 traffic control. That's the audit we're
2 currently working on. We need a hundred hours to
3 wrap that up. And they handle the traffic
4 control, and as such we're looking at the hours
5 that they're charging to us to ensure they are
6 supporting it with documentation.

7 So overall we have a good mix of audits. We
8 have eighteen audits scheduled for the calendar
9 year. And that is the plan that we have. So if
10 there's any questions.

11 COMMISSIONER HUGHES: Any question for Pat?

12 MR. DALTON: Thank you.

13 COMMISSIONER AUL: Pat, it's Joan Aul. I just want
14 to recognize you and your team. I don't know --
15 this program of work looks like it would be done
16 by many more than a staff of two and you. So
17 thank you for all that you do. These are --
18 they're excellent reports. Thank you.

19 MR. DALTON: Thank you.

20 COMMISSIONER HUGHES: Okay. Moving on?

21 MS. MINKEL: Yeah. Moving on. I'm going to ask
22 Darren Kempner to provide an update on our
23 federal advocacy priorities. We're calling him

1 Jerry Maguire because he's going to show us the
2 money.

3 MR. KEMPNER: Thanks, Kim.

4 This slide is on page sixty-eight in your
5 packet. I'm going to start with the middle
6 bullet there, the federal fiscal year 2021
7 budget. As it states here, funding from the
8 government expires tomorrow night at midnight.
9 And the second bullet is wrong. A little
10 humility in this environment is probably a good
11 thing. It looks like right now the House
12 yesterday passed, the Senate is -- could take up
13 as early as today, an extension through next
14 Friday, for funding to come to an agreement on a
15 federal fiscal year '21 budget. The top line
16 number is agreed to, one point four trillion.
17 And in my report in the audit and governance
18 packet, I've showed a list of House and Senate
19 proposals, both of which increased the core
20 capital programs that we are concerned with at
21 federal transit and at federal aviation. So
22 we'll see how that comes through next, next week
23 hopefully. It's still possible that it could

1 trickle into next year.

2 The other deadline that everybody is looking
3 at is the end of the year, as we've talked about,
4 for a lot of these programs related to the COVID
5 and CARES Act. And the first bullet there,
6 additional federal COVID relief. Both leaders
7 have said that they want to attach COVID relief
8 to the fiscal year '21 funding measures, but
9 despite some additional proposals as of late that
10 are bicameral and bipartisan (inaudible), it
11 appears negotiations are stuck as of today.
12 That's -- I'll leave it at that.

13 The bicameral and bipartisan proposal did
14 include funding for transit and aviation, fifteen
15 billion and four billion as shown there. I
16 haven't seen the discrete language on that. Just
17 by reference point, the CARES Act had twenty-five
18 billion for transit and ten billion for airports.

19 So all eyes are focused there. We've been
20 in regular communication with our Congressional
21 delegation and our associations to make sure our
22 priorities are known and communicated as much as
23 possible.

1 One more thing. Looking ahead, the last
2 bullet under federal infrastructure stimulus.
3 There has been momentum gathering for economic
4 stimulus, and infrastructure seems like a likely
5 proposal. The Biden administration had a two
6 trillion dollar infrastructure proposal that
7 covered transit and aviation. Obviously much
8 needs to be determined, including the makeup of
9 Congress for that, but we'll continue to track
10 that and let our congressional delegation know
11 that -- our project priorities.

12 COMMISSIONER HUGHES: Any questions for Darren?

13 Kim?

14 MS. MINKEL: Okay. Next, Helen Tederous is going to
15 talk about our Magnusmode partnership.

16 MS. TEDEROUS: Good afternoon, everyone. This is a
17 project that we've been taking part in for quite
18 some time. And with the help of the aviation
19 team and also Metro, this project is now complete
20 and we're very excited about it and very excited
21 to share with the board a project that is very
22 powerful and it will enable greater accessibility
23 for our community.

1 MagnusCards is a free app that will combine
2 specialized instructions from a behavioral
3 therapist. And it's meant for those who are
4 autistic and have cognitive challenges. As you
5 can imagine, going to an airport, going on a bus,
6 going on the rail is extremely difficult for
7 those with those challenges. And what this does,
8 this wonderful app takes them step by step to get
9 to where they're going. This app is going to be
10 available at the end of December. It's going to
11 be at the Buffalo airport and also on NFTA Metro
12 buses and rail.

13 The parent organization is really committed
14 to empowering people on the autistic spectrum and
15 those who have cognitive challenges. We're so
16 proud to be partnering with this group. They are
17 truly an inspiration. We're really happy to
18 support Nadia Hamilton. She's the founder. And
19 she created this company after her brother, who
20 is autistic, performed tasks through visual cues.
21 And what she did when they were growing up is she
22 would draw pictures for him to brush his teeth,
23 to go to the bus stop, and this provided him with

1 wonderful independence, and she wanted to bring
2 that to others so she created her company.

3 And she is a 43North winner. She is from
4 Canada. Unfortunately, she can't be here. She
5 would love to be because she's so passionate
6 about this. And when you talk to her, you just
7 want to -- you just are so inspired by her story
8 and turning something that was so important to
9 her into a business that is helping thousands of
10 people and their families.

11 We join many other large companies and
12 airports including San Francisco International
13 Airport, Tim Hortons and Kaleida Health. And we
14 will be the first upstate authority to provide
15 this service, and that is something we're very
16 proud of. And, again, we're very, very excited.
17 It's something that we went and we did it and
18 through very difficult circumstances, through
19 COVID, both teams, the NFTA team really gathered
20 together and really did -- as you can imagine,
21 this took a tremendous amount of detailed work,
22 so we're very excited about it.

23 MS. MINKEL: Great. Thanks, Helen.

1 MS. TEDEROUS: You're welcome.

2 MS. MINKEL: Any questions on Magnusmode?

3 If not, Tom, can you talk about our fare
4 payments and cleaning operations?

5 MR. GEORGE: Yeah. So there's two real prominent
6 travel planning or trip planning apps out there
7 in the transit industry that we had an
8 opportunity to partner with. One is Transit and
9 the other is Moovit. And when we partnered with
10 them, they would always work. They had access to
11 our data. So they were tools that were used by
12 the transit community in Western New York. But,
13 with the partnership that we've developed with
14 them, we've actually allowed the purchase of our
15 fare products with those apps.

16 So if you're out in the community and you
17 want to plan a transit trip, you go onto your
18 travel planning app, either Transit or Moovit and
19 you can plan that. And once you get done
20 planning that, it gives you the option to buy
21 your pass. So with one-stop shopping now, not
22 only do you get to use the trip planning
23 technology of these apps, but you also get to buy

1 your pass on those apps.

2 We previously had Google and NFTA Trip
3 Planner. Those are still available to use,
4 although they're not integrated with the Token
5 Transit. And the Token Transit, which is the
6 service that you can buy your passes on with
7 NFTA, is still a standalone option that you can
8 still go there and buy your transit passes.

9 When COVID came, we introduced the
10 thirty-day pass on -- when we reintroduced fares
11 in July. And then the usage of the Token Transit
12 and the mobile technology for transit for pass
13 purchase has continued to rise. There's a graph
14 on here that kind of demonstrates where ridership
15 was. When we were about two million passengers a
16 month, we were doing about eighty-five, ninety
17 thousand dollars worth of fare payment through
18 the pass. That dropped down through March. And
19 now that we're down closer to a million rides a
20 month, you can see that we're back up close to a
21 hundred and twenty thousand. We did some
22 stacking here. The orange and gray on the top of
23 those bars represents the folks that are using

1 those apps that I just referred to, the
2 integrated apps to buy their passes.

3 So you can see some uptake specifically on
4 those apps where more and more people are
5 actually using the trip planner and the apps. So
6 it's a couple things. One, it's a nice
7 opportunity for us to integrate into a trip
8 planning product, but it's also a nice
9 opportunity for us to give people options on how
10 to buy their passes without having to pay cash or
11 go through a regular process.

12 The other thing I wanted to talk about today
13 is when COVID hit, we reached out to a consultant
14 who was doing a lot of work in the industry for
15 cleaning and sanitizing and they were working
16 with a lot of major transit properties. So we
17 asked them to come and do an independent review
18 of our processes and what we were doing. We
19 looked at both the methods for cleaning and
20 sanitizing as well as the materials and evaluated
21 those. And we also looked at the general
22 cleaning. So, you know, the thought process is
23 if you sanitize and the inside of the railcars is

1 beautiful but it's filthy on the outside, the
2 perception is just not there of cleanliness, so
3 we wanted to look at that as well.

4 So we evaluated both of those and we looked
5 at both the recommendations based on their review
6 and best practice because they're doing this
7 across the country. We still have the consultant
8 onboard and they're reviewing things as they
9 evolve in our processes.

10 I will say that for the railcar, the
11 construction at the DL and W has been problematic
12 for cleaning the railcars because we've rebuilt
13 the entire track system that accesses our car
14 wash. And we're just now putting the catenary
15 back in place which will get our vehicles back in
16 the car wash. So we've been hand-washing our
17 railcars. We can't do it quite as often as we
18 would with the car wash, but we're trying to keep
19 up with it.

20 So we've been doing the high-touch cleaning
21 areas, wiping down. We took a section of our --
22 basically twenty-four of our paratransit
23 operators and we deployed them in two different

1 locations. We deployed them at the loops, both
2 at University and here at the loop here and
3 different locations to actually go onto the
4 vehicles when they come down and wipe them down.
5 We've also deployed them in the garages to double
6 our soap wash capacity in the garages, so we're
7 really upping that.

8 But, what we found is through the consultant
9 reviewing it, all of the traditional wiping and
10 spraying is effective. We've implemented the
11 ionized sprayers. And there's a photo here of
12 these ionized sprayers that we're using. We've
13 bought eight of these devices. They're employed
14 across our system. And we go in and we spray the
15 vehicles now, which is allowing us to bring those
16 operators back out of this cleaning situation and
17 putting them back into operation. So we're
18 finding this is more effective. And we do ATP
19 swabbing and testing. It's not directly related
20 to COVID, but it's more of a bacterial load. But
21 it still gives us a very clear indication of the
22 reduction of the bacterial load on the vehicles
23 before and after. We've been monitoring that and

1 we've found this process to be very effective.

2 And then I think the last thing I just want
3 to talk about is while the surface disinfection
4 is important, we're really finding through all
5 the research, and it's common, that most of the
6 COVID is through respiratory droplets is the
7 primary form of transmission, so we are looking
8 through our consultants. They've recommended
9 three separate antimicrobial filters that we are
10 going to be deploying in our railcar fleet so
11 that we can do some work with those. We'll be
12 testing that. We're unable to do that in the bus
13 fleet simply because the HVAC systems in those
14 buses is not capable of adding a more dense
15 filter in simple terms. Although it is -- the
16 bus vehicles are much more open and closed and
17 there's a lot more air transfer in a bus than
18 there is in a railcar and the environment is
19 different, so we feel good about that.

20 So at the end of the day, when I talked
21 earlier about the compliance with the mask
22 wearing, we feel real positive about how that's
23 going and, you know, just people washing their

1 hands and that. So the last thing I'll say, and
2 it's really not here on the slide, but all the
3 research that we've seen across the world and the
4 nation, really there's been no documented
5 situations where COVID has been documented to be
6 transferred in the public transit environment,
7 and we really need to continue to stress that
8 every time we can.

9 The other thing we wanted to do is to
10 promote the cleaning we've been doing and promote
11 that to our ridership to once again let them know
12 a level of comfort, so we partnered with Helen's
13 group and we did a video. And I think Helen is
14 going to show a quick video here of what we're
15 going to be putting out to the community.

16 (Whereupon, the following video was played.)

17 Metro Bus and Rail doesn't sit still. Not
18 out in the community and not in our garages.
19 Last spring we started heavy cleaning. Now we've
20 introduced electrostatic equipment for even more
21 efficient sanitization. We've added plenty of
22 well-placed liquid hand sanitizer and we won't
23 stop there. We'll keep looking for the best ways

1 to keep your buses and trains clean. Ride safe,
2 ride Metro.

3 COMMISSIONER HUGHES: That's great. Any questions
4 for Tom on his various initiatives?

5 Tom, from a budget standpoint, is this
6 something, you know, with the change in jobs and
7 things like that, the extra sanitizing, is that
8 like a six-month, is that a year-long for you
9 guys?

10 MR. GEORGE: The spraying type of thing? I think
11 that's going to be a new normal in transit. The
12 spray thing is really not much of an add-on for
13 our operation. There's certainly cost associated
14 with the materials. We did deploy hand sanitizer
15 on our entire fleet. There's a cost with that.
16 We are monitoring the usage of it. We were very
17 concerned upfront that it was going to have a
18 high usage, but the usage doesn't seem so bad
19 that we can't make that sustainable. We're going
20 to continue to track it. We're also going to
21 continue to track the transit to see really do we
22 want to continue these ongoing into the future or
23 is it really related to COVID. The hand

1 sanitizer is kind of a nice thing. When we
2 did -- just one last thing. When we did a survey
3 or our ridership to say, what would make you feel
4 comfortable riding transit, there was two things
5 that came strong to us, wearing of masks and hand
6 sanitizers. So we've deployed both of those
7 hoping again to try to appeal those folks.

8 COMMISSIONER HUGHES: That's great.

9 MS. MINKEL: Great. Thanks, Tom.

10 And then, finally, we wanted to end with an
11 update on our terminal enhancement progress, so,
12 Bill, if you could take us through that.

13 MR. VANECEK: You bet. So they're making great
14 progress and we're really starting to get excited
15 because you can see -- actually see it coming
16 into shape. Almost every day you see something
17 different going in.

18 So what you're looking at here is our east
19 side arrivals. And these light sticks up above,
20 that's actually going to be the lighting in
21 there. It's pretty cool. It will definitely be
22 a talking point for people as they're sitting
23 waiting for the travelers to come out, which is

1 coming out of this area over here. And you'll
2 see that there are lanes now set up in that area.
3 This is being put together by a company called
4 Dormakaba. And what it is is it's a -- it's
5 almost like a mousetrap exiting feature at the
6 airport so we don't have to staff a TSA person
7 there, because that drives costs for us when we
8 have to have the TSA monitor that.

9 So, basically, you'll enter one of the
10 three corridors that are there, the doors will
11 shut behind you, and then it will let you out in
12 the front. And the person behind you cannot get
13 back in and somebody can't go backwards and
14 backflow through into the terminal, so we're very
15 excited about that.

16 Again, another look here is -- this is as
17 you're exiting. This is what you will now see
18 when you come off a plane in Buffalo if you're
19 traveling on the east end of the airport. So if
20 it's Southwest, if it's Delta, if it's United, if
21 it's JetBlue, everybody will exit into this area
22 over here. Again you see the lights. You can
23 see on that back -- that big, brown rectangle,

1 that's going to be our living wall. We're going
2 to have actual live plants covering that whole
3 wall on that end. And down below it will be the
4 seating areas for people that have to hook into
5 computers, hook into electronics that they need.
6 Along the left side there will be some very cool,
7 low-level couch-type arrangements sitting up.
8 And then you will flow in down through on the
9 right end in this area, you'll actually go down
10 into an escalator which will bring you right down
11 into the baggage claim area.

12 Again, just again the exiting technology
13 that we just talked about.

14 This is as you're exiting. So, again,
15 you're walking in here, it shuts, you walk out
16 and you -- the doors open, you walk out, they
17 shut and then the doors open in the back.

18 This is the progress on our second baggage
19 carousel. We've already got number one, it's
20 operating, it's going great, it's getting really,
21 really good reviews. And so they're moving right
22 along, so we're happy with the progress they're
23 making on the carousels here.

1 On the west side we -- you'll see when you
2 go in now, there are construction walls. We had
3 to move the baggage service offices deeper to the
4 west so that we can accommodate all four of our
5 machines, and so they're making progress here on
6 that. Again, another look at those.

7 This is the west side escalator
8 installation. So they had one hanging -- they're
9 both hung now, but they were -- this was when the
10 first one was hung, we took an operation there.
11 So this is coming out from the -- if you know
12 where the blue zone is by the American Airlines
13 gates, people will be coming through this area to
14 get into the terminal and the baggage claim
15 areas. So this is coming from the west side.
16 There's another shot of the escalator.

17 And then this is the arrivals area. And
18 look how much more space we've now created for
19 pickup and drop-off. Right? This is going to be
20 great for the traveling public because you know
21 how congested it gets at our very small drop-off
22 and pickup areas today, so we're very happy about
23 being able to provide that.

1 This is a picture of our new conference room
2 at our new administrative offices. And so this
3 is one section, and then as you go towards
4 Commissioner Hughes, you have another section of
5 this. We can partition it off to create two
6 separate conferences to be held at the same time.
7 So like I said, we'll get you out there in due
8 time to come out and have a meeting out there.

9 These are going to be our offices. So
10 you'll see the glass windows in our main office
11 area. We inserted a skylight up above so we
12 could have some natural light coming in, because
13 one thing we lost from our offices is we don't --
14 we can't -- we couldn't see outside. So we
15 wanted to have some sort of natural light.
16 Natural light is good. It's good for your body
17 if you will. This is going to be the employee
18 break room in here.

19 And that's really where we're at with respect
20 to the updates on the project itself. So things
21 are moving fast. Like I said, every day now you
22 can actually see progress which is wonderful.

23 COMMISSIONER HUGHES: Great. Any questions for Bill?

1 MR. VANECEK: Thank you.

2 MS. MINKEL: And that's all we have for updates.

3 COMMISSIONER HUGHES: Great. Okay.

4 Dave, any need for a general counsel report?

5 MR. STATE: No. And no need for executive session.

6 COMMISSIONER HUGHES: No need for executive session?

7 Kim, any final comments as we wrap up here?

8 MS. MINKEL: No. Other than, you know, I just --

9 once again, I want to thank the board for your
10 support for this year and I wish you all a very
11 happy holidays.

12 COMMISSIONER HUGHES: Same to you and to the staff as
13 well. We live in uncertain times, so thanks to
14 the NFTA and employees like the NFTA employees, I
15 know we'll get through it, so thank you for all
16 that.

17 Looking for a motion to adjourn.

18 COMMISSIONER PERRY: Motion to adjourn.

19 COMMISSIONER HUGHES: Commissioner Perry.

20 Second?

21 COMMISSIONER AUL: Thank you all.

22 MS. MINKEL: Joan Aul.

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STATE OF NEW YORK)
SS:
COUNTY OF NIAGARA)

I, Valerie A. Rosati, a Notary Public in and for the State of New York, County of Niagara, DO HEREBY CERTIFY that the above transcript of a video recording was taken down by me in a verbatim manner by means of Machine Shorthand, and that the transcript was then reduced into writing under my direction.

I further CERTIFY that the above-described transcript constitutes a true and accurate and complete transcript of the video recording.

VALERIE A. ROSATI,
Notary Public.

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