

**MINUTES**

**MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE**

Audit Committee Meeting

March 18, 2020

**Present:**

John H. Perrone Jr., Chairman

Hank Stuart

Hon. Stephen Brew (Non-Voting; Committee Recommendation/Resolution at Noon Meeting)

**Excused Absence:**

John Bringewatt, Esq.

Secretary

**Others Present:**

Andy Moore

Administrative Director

Bill Johnston

Deputy Director ROC

Jennifer Cesario

Treasurer

Maryanne Fedison

Assistant Treasurer

Donald L. Crumb Jr., Esq.

Assistant Secretary

Randy Shepard

Bonadio Group

Tom Niles

Stonebridge

Meeting was called to order by Member Perrone at 10:37 a.m.

**Approval of the Minutes from November 20, 2019**

A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

**Bonadio: Presentation of the 2019 Audit**

Mr. Randy Shepard of the Bonadio Group reported in detail the 2019 MCAA Audit. Suggestion was made to include a line with regards to the ongoing, new COVID 19 impact for 2020. All required communications were provided and will be posted in compliance with the terms of the NYSABO. A motion was made to approve the 2019 Audit by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

**Internal Audit Report & 2020 Internal Audit Plan**

Mr. Tom Niles, Stonebridge reported completed audits for Mapco Auto Parks and Paula Donuts d/b/a Dunkin Donuts. The Mapco audit covered calendar year 2018 with \$12.89M in revenue of which \$8.3M income to the Authority. The scope included revenues, expenses, payroll procedures and general controls. No material discrepancies and recommendations limited to purchase orders that were identified and already put in place by management. The Paula Donuts audit covered Jan – Dec. 2018 with revenues of \$1.4M of which \$113K is concession fees due to the Authority. No material discrepancies and recommendations to correcting hours of operation in the contract consistent with the daily hours of operation and meeting the recently proposed 4% ACDBE FAA requirement of Airport concessionaires.

Mr. Tom Niles also presented the planned 2020 Internal Audits: Mapco Auto Parks, National/Alamo, Uber/Lyft, Fuel Farm, SSP America, Lamar and Taste of Rochester. The 2020 proposed internal audit plan covers \$10.8M in airport revenue contracts.

**Annual Reporting & Resolution**

Assistant Treasurer Maryanne Fedison presented the Annual Public Authorities Report and PARIS Report for 2019. Pending approval by the full board at noon the standard reports required by the Authorities Budget Office (ABO) will be posted to the MCAA portion of the web [www.rocairport.com](http://www.rocairport.com) as required annually.

A motion was made to approve and recommend approval to the full board of the Annual Public Authorities Report and PARIS Report for 2019 along with Board Policies by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

**Litigation Report**

Assistant Secretary Crumb reported the annual litigation report to the audit committee. There is currently 1 active case and the county insurance agency is handling the matter. The new legal administration has reviewed the Normal Communications litigation matter and this is moving forward.

**Ethics Hotline Report**

Assistant Secretary Crumb reported that no calls came into the Ethics Hotline for the reporting period.


**Other Business**

No other business was presented.

Meeting was adjourned @ 11:38 a.m.

The next Audit Committee Meeting is May 20, 2020.

Respectfully Submitted,

  
Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 3-25-2020

MINUTES

MONROE COUNTY AIRPORT AUTHORITY - VIA TELECONFERENCE

Finance Committee Meeting

March 18, 2020

Present:

Hank Stuart, Chairman

James G. Vazzana, Esq.

Susan Keith

Excused Absence:

John Bringewatt, Esq.                      Secretary

Others Present:

Andy Moore                                      Administrative Director

Bill Johnston                                    Deputy Director ROC

Jennifer Cesario                                Treasurer

Maryanne Fedison                             Assistant Treasurer

Donald L. Crumb Jr. Esq.                    Assistant Secretary

Meeting was called to order at 10:01 am.

**Approval of Minutes from March 27, 2019**

A motion was made to approve by Member Vazzana and seconded by Member Keith. The motion passed 3-0.

**Discussion of Current Debt**

Treasurer Jennifer Cesario reported that the only debt the Airport Authority has is the \$2M bond issued in 2019 that puts the Authorities existence through 2023. Conversation ensued as to the current interest rate on that bond which is 1-2%.

**Update of Airport Capital Program**

Deputy Director Bill Johnston provided an overview of the 2020 ACIP projects. In summary approximately 10 projects totaling \$18M were covered. It was noted that some of these projects that are locally funded or funded with Passenger Facility Charge (PFC) monies may be postponed as the COVID 19 impact is truly understood.

**Other Business**

No other business was reported.

Meeting was adjourned @ 10:14 AM

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 3-28-2020

MINUTES  
MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE  
Governance Committee Meeting  
March 18, 2020

Present:

R. Thomas Flynn, Chairman

Susan Keith

Hon. Joshua Bauroth (Non-Voting; Committee Recommendation/Resolution at Noon Meeting)

Excused Absence:

John Bringewatt, Esq.

Secretary

Others Present:

Andrew Moore

Administrative Director

Bill Johnston

Deputy Director ROC

Donald L. Crumb Jr., Esq.

Assistant Secretary

Jennifer Cesario

Treasurer

Maryanne Fedison

Assistant Treasurer

Meeting was called to order by Chairman Flynn at 11:40 am.

**Approval of the Minutes from November 20, 2019 Governance Committee Meeting**

A motion was made to approve by Member Keith and seconded by Member Flynn. The motion passed unanimously 2-0.

**Annual Review of Mission Statement and Performance Goals & Measures**

Chairman Flynn presented the annual review of the mission statement and each performance goal and measure with the committee. A motion was made to approve each goal by Member Keith and seconded by Member Flynn. Conversation ensued with regards to rates & charges. Director Moore explained that the ROC Airport rates & charges are lower than our thruway airport competitors. The motion passed unanimously 2-0.

**Annual Review of Confidential Evaluation of Board Performance – Summary Results**

Assistant Secretary Crumb presented the annual review of confidential evaluation of board performance summary results. A motion was made to approve by Member Keith and seconded by Member Flynn. The motion passed unanimously 2-0.

**Ethics Hotline Report**

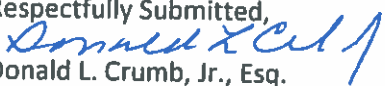
Assistant Secretary Crumb reported that there were no calls to the Ethics hotline for the reporting period. Conversation ensued that a call has not come into the hotline in the 5.5 years that Mr. Crumb has been taking calls as it relates to the Airport Authority.

**Other Business**

No other business was presented.

Meeting was adjourned @ 11:49 AM

Respectfully Submitted,

  
Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 03-28-2020