

**MINUTES**  
**MONROE COUNTY AIRPORT AUTHORITY - VIA TELECONFERENCE**  
**Finance Committee Meeting**  
**March 23, 2022**

**Present:**

Hank Stuart, Chairman  
James G. Vazzana, Esq.  
Susan Keith

**Others Present:**

Andy Moore	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr. Esq.	Assistant Secretary
Steve Barz	
Donna Schott	
Michael Wall	
Bill Johnston	

Meeting was called to order at 10:02 am.

**Approval of Minutes from September 22, 2021**

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

**Discussion of Current Debt**

Treasurer Robert Franklin reported that the only debt the Airport Authority has is the bond issued in 2018 matures in October 2023.

**Discussion of Status of the Airport Authority**

The Authority will cease 6 months after the bond is paid leaving future options of: the Airport Authority ceases to exist, we add more debt or we form a new Authority. The committee decided to speak with the County Executive before proceeding.

Chairman Vazzana recommended that the issue be held for 60 days before reassessing and presenting options to the County Executive and County Administration.

Member Stuart asked a question about the schedule for reissuance of debt to keep the Authority in operation, if that is the direction decided upon.

Treasurer Franklin said the turnaround would be roughly three or four months to complete.

Member Stuart asked a question about the length of a possible extension and amount for future bonds.

Treasurer Franklin responded that is a discussion for the Airport Authority Board to consider.

**Update of Airport Capital Program**

Administrative Director Moore, provided an extensive overview of the 2021 ACIP projects. In summary approximately 5 projects totaling more than \$14M were covered.

Member Keith asked about the length of the roundabout project.

Director Moore responded it will take roughly three to four months for completion, and that the Airport is working to minimize traffic disruption during the construction period.

**Other Business**

None.

A motion was made by Member Stuart and seconded by Member Keith to adjourn the meeting.

Meeting was adjourned @ 10:25 a.m. The next meeting of the Finance Committee will be called at the discretion of Director Moore.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Donald L. Crumb Jr." with a stylized flourish at the end.

Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 04-07-2022

**MINUTES**

**MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE**

**Audit Committee Meeting**

**March 23, 2022**

**Present:**

John Perrone	Chair
Hank Stuart	
Steve Brew	

**Others Present:**

Andy Moore	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary
Randy Shepard	Bonadio Group
Tom Niles	Stonebridge
Steve Barz	
Donna Schott	

Meeting was called to order by Member Perrone at 10:31 a.m.

**Approval of the Minutes from January 19, 2022**

A motion was made to approve by Member Brew and seconded by Member Stuart. The motion passed unanimously 3-0.

**Bonadio: Presentation of the 2021 Audit**

Mr. Randy Shepard of the Bonadio Group reported in detail the 2021 MCAA Audit.

No questions from the members.

**Internal Audit Report of**

Tom Niles reported on the audit for the Operating Agreement in place with ridesharing service, Lyft.

Chairman Perrone asked if any issues found in the audit were related to the airport, other than staging areas for pickup and drop off.

Mr. Niles responded that most issues came from drivers offering cash services to customers, which is not allowed, and littering on Airport property.

Member Brew asked a question if the audit determined the number of transportation incidents provided by Lyft.

Mr. Niles responded just shy of 31,000 total pickups and drop offs.

Member Stuart asked a question about the prohibited activities performed by Lyft drivers on Airport property.

Mr. Niles responded that it is the responsibility of Lyft to inform their drivers of the policies.

Member Stuart asked if the policies should be written into their next contract or updated immediately.

Mr. Niles responded that these should be addressed immediately.

A motion was made to receive the 2021 Audit and the Internal Audit of Lyft by Member Brew and seconded by Member Stuart. The motion passed unanimously 3-0.

### **Annual Reporting & Resolution**

Assistant Treasurer Maryanne Fedison presented the Annual Public Authorities Report and PARIS Reports for 2021. 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 and filed with the ABO. The Audit Committee reviewed and approved all MCAA policies with only a name change revision to the Code of Ethics.

A motion was made to approve and recommend approval, to the full board of the Annual Public Authorities Report and PARIS Report for 2021 along with Board Policies, by Member Stuart and seconded by Member Brew. The motion passed unanimously 3-0.

No questions from the members.

### **Litigation Report**

Assistant Secretary Crumb reported the annual litigation report to the audit committee.

### **Ethics Hotline Report**

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

### **Other Business**

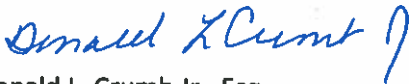
None.

A Motion was made to adjourn the meeting by Member Brew and seconded by Member Perrone. Unanimously passed 3-0.

Meeting was adjourned @ 11:05 a.m.

The next Audit Committee Meeting is May 18, 2022.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 04-07-2022

**MINUTES**  
**MONROE COUNTY AIRPORT AUTHORITY – VIA TELECONFERENCE**  
**Governance Committee Meeting**  
**March 23, 2022**

**Present:**

R. Thomas Flynn                      Chair  
Susan Keith  
Hon. Howard Maffucci (Non-Voting; Committee Recommendation/Resolution at Noon Meeting)

**Excused Absence:**

**Others Present:**

Andrew Moore                      Administrative Director  
John Bringewatt, Esq.              Secretary  
Donald L. Crumb Jr., Esq.        Assistant Secretary  
Robert Franklin                      Treasurer  
Maryanne Fedison                  Assistant Treasurer  
Steve Barz  
Donna Schott

Meeting was called to order by Chairman Flynn at 11:31 a.m.

**Approval of the Minutes from March 17, 2021 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**

Member Flynn presented the annual review of the mission statement and each performance goal and measure with the committee.

Director Moore gave a summary of the 2022 goals.

Member Maffucci asked a question about public authority board training.

Assistant Secretary Crumb responded that he can take some training online, and that he will work with Member Maffucci to ensure everything is completed.

A motion was made to approve each goal by Member Keith and seconded by Member Flynn. 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.

**Other Business**

No other business was presented.

A motion was made by Member Flynn and seconded by Member Keith to adjourn the meeting.

Meeting was adjourned @ 11:42 a.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Donald L. Crumb, Jr." with a stylized flourish at the end.

Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 04-07-2022