

**MINUTES**

**MONROE COUNTY AIRPORT AUTHORITY - VIA TELECONFERENCE**

**Finance Committee Meeting**

**September 22, 2021**

**Present:**

Hank Stuart, Chairman

James G. Vazzana, Esq.

Susan Keith

**Excused Absence:**

Robert Franklin

Treasurer

John Bringewatt

Secretary

**Others Present:**

Andy Moore

Administrative Director

Maryanne Fedison

Assistant Treasurer

Don Crumb

Assistant Secretary

Steve Barz

Donna Schott

Meeting was called to order at 10:30 am.

**Approval of Minutes from May 19, 2021**

A motion was made to approve the minutes by Member James Vazzana and seconded by Member Hank Stuart. The motion passed 2 -0.

**Discussion of Airport Authority Status:**

Administrative Director Moore, reminded the committee that the Authority will cease in October 2023. He communicated with the Deputy County Executive, discussing the future status of the Airport Authority. It was decided they should rekindle the discussion late 2021 or early 2022.

Member Keith expressed support for extending the current Airport Authority structure another five years.

Chairman Stuart asked how many times Director Moore has spoken with the County Executive on this issue.

Director Moore responded that he has not yet met with the County Executive on this issue, only Deputy County Executive Jeff McCann, who is his direct report in the administrative structure.

Director Moore and Deputy County Executive McCann have met twice to discuss the future of the MCAA Authority (3/15/21 and 8/25/21). Discussions involved timeline for Authority, NYS Enabling Statue, and potential process for any decisions.

Chairman Stuart asked when he plans on meeting with the Deputy County Executive again.

Director Moore said he meets with him every two or three months, so he anticipates he will renew the discussion in January 2022.

Director Moore introduced Steve Barz, Assistant Airport Director, as the newest member of the airport team.

Chairman Stuart asked if Don Crumb had any updates for the Finance committee.

Don responded that he had no updates at this time.

Chairman Stuart recommended having another Finance Committee meeting in March 2022.

**Other Business**

No other business at this time.

A motion was made by Member James Vazzana and seconded by Member Susan Keith to adjourn the meeting.

Meeting was adjourned @ 10:40 AM

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 09-23-2021

## **MINUTES**

### **MONROE COUNTY AIRPORT AUTHORITY – Via Teleconference**

**Audit Committee Meeting**

**September 22, 2021**

#### **Present:**

<b>John Perrone, Jr.</b>	<b>Chair</b>
<b>Hank Stuart</b>	
<b>Steve Brew</b>	

#### **Excused Absence:**

<b>Robert Franklin</b>	<b>Treasurer</b>
<b>John Bringewatt</b>	<b>Secretary</b>

#### **Others Present:**

<b>Andy Moore</b>	<b>Administrative Director</b>
<b>Donald L. Crumb Jr., Esq.</b>	<b>Assistant Secretary</b>
<b>Maryanne Fedison</b>	<b>Assistant Treasurer</b>
<b>Tom Niles</b>	<b>Stonebridge</b>
<b>Steve Barz</b>	<b>Assistant Airport Director</b>
<b>Donna Schott</b>	<b>Secretary to Director</b>
<b>Stephanie Lucania</b>	<b>Contract Manager</b>

Meeting was called to order by Chairman Perrone at 11:09 a.m.

#### **Approval of the Minutes from July 21, 2021**

A motion was made to approve by Member Steve Brew and seconded by Member John Perrone, Jr. The motion passed unanimously 3-0.

#### **Internal Audit Report**

Mr. Tom Niles, of Stonebridge, reported on the completed audit for Subway Real Estate Corp., to review policies and procedures primarily related to adhering to the Gross Receipts reporting requirements related to their Concession and Lease Agreement. The complete audit report is attached to the meeting minutes.

Member Brew asked a clarifying question about the discrepancy in the report against the claims of the concessionaire believed requirements.

Mr. Niles clarified that the Board should clarify that information to ensure a higher standard of reporting is happening. Every concessionaire is required to submit this information to the Airport Authority.

Chairman Perrone asked if the Airport Authority or Airport Administration should send a formal letter clarifying.

Assistant Treasurer Fedison and Assistant Secretary Crumb responded that the Airport Administration would supply the follow up letter.

Stonebridge's upcoming audits will be on US Airports FBO and Budget car rental, which will be presented at the next Audit Committee meeting.

#### **2022 Authority Budget**

Assistant Treasurer Fedison presented the 2022 Authority Budget. A copy of the proposed 2022 Authority Budget is attached to the meeting minutes.

Ms. Fedison asked if any members had questions for this section of the budget.

Chairman Perrone and Mr. Brew responded that they have no questions at this time.

### **2022 Renewal & Replacement Fund Budget**

Assistant Treasurer Fedison presented the 2022 Renewal & Replacement Fund Budget. A copy of the 2022 Renewal & Replacement Fund Budget is attached to the meeting minutes.

Member Stuart asked about the need for a consultant for the upcoming car rental negotiations.

Assistant Treasurer Fedison responded that there is uncertainty surrounding changes to the car rentals due to COVID.

Director Moore additionally responded that a consultant is needed to help inform the Airport Administration on the current levels and status of car rentals at other airports across the country. A consultant will help provide value and insight into the current car rental environment.

Member Stuart asked if we have a consultant already on contract or would it need to go to RFP.

Director Moore state that Leigh Fisher is the Airport Consultant on contract and will be doing so again. They are a national firm that assists airports across the country.

### **Financials & Budget to Actual at August 31, 2021**

Assistant Treasurer Maryanne Fedison presented the financials for ROC. The accounts receivable balance is \$1.5 million; with 89 % thirty days or less.

Financials as of August 31, 2021 and Budget to Actual as of August 31, 2021 were supplied 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**

No other business was presented.

Meeting was adjourned @ 11:51 a.m.

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

The next Audit Committee Meeting is November 17, 2021.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 09-23-2021