

MINUTES

MONROE COUNTY AIRPORT AUTHORITY – In Person

Audit Committee Meeting

July 21, 2021

Present:

John Perrone, Jr.	Chair
Hank Stuart	
Steve Brew	

Excused Absence:

John Bringewatt, Esq.	Secretary
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Others Present:

Andy Moore	Administrative Director
Donald L. Crumb Jr., Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Tom Niles	Stonebridge

Meeting was called to order by Chairman Perrone at 11:00 a.m.

Approval of the Minutes from May 19, 2021

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

Internal Audit Report

Mr. Tom Niles, of Stonebridge, reported on the completed audit for Uber whose primary objective was to audit fees and the secondary to audit contract compliance on non-financial terms. Uber's monthly revenue reporting and underlying documents were acceptable. Pickup and drop-off numbers were in line with the airport's data. Insurance and driver criminal records were not provided and contractually they did not have to be supplied.

Stonebridge will send the operation standards to the audit committee. Uber's attorney sent a letter stating NYS compliance requirements were met.

Stonebridge is recommending that future contracts be amended to expand the scope of audits to include more than financial audits.

Stonebridge's upcoming audits will be on US Airports FBO and Subway.

Financials & Budget to Actual at May 31, 2021

Assistant Treasurer Maryanne Fedison presented the financials for ROC. The accounts receivable balance is \$1,300,00; with 91% thirty days or less.

Financials as of June 30, 2021 and Budget to Actual as of June 30, 2021 were supplied to the Audit Committee.

A steady incline of parking revenue is exceeding expectations. Car Rentals are also increasing and should exceed the applicable expectations.

Total expense for the year is only 29% which is below the anticipated 50%.

Cares Act Funding in the amount of \$3.8 million has been used so far in 2021 for operations and maintenance. For 2021, Cares Act Funding will cover the 5% matching fee on FAA projects.

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 @ 11:25 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 September 22, 2021.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 7-26-2021