

MINUTES

MONROE COUNTY AIRPORT AUTHORITY – In Person

Audit Committee Meeting

July 19, 2023

Present:

John Perrone, Jr. Chair
Steve Brew

Excused Absence:

Hank Stuart

Others Present:

Andy Moore	Administrative Director
Donald L. Crumb Jr., Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Tom Niles	Stonebridge
Steve Barz	Assistant Airport Director
Stephanie Lucania	Contracts Manager

Meeting was called to order by Chairman Perrone at 11:05 a.m.

Approval of the Minutes from January 18, 2023

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

Internal Audit Report

Mr. Tom Niles, of Stonebridge, reported on the completed audit for Enterprise Rent-a-Car, operated by SNORAK LLC. The audit period was January 1, 2019 through December 31, 2020.

Objective of Hudson News audit included an evaluation of the internal controls over revenue implemented by Hudson News and an evaluation of reported Gross Receipts and corresponding concession fees.

Revenue was maintained through appropriate accounting systems, and is reliable and accurate. Monthly reporting to the Monroe County Airport Authority appears accurate. No recommendations to report.

No questions from Audit Committee members.

Mr. Niles reported the completed audit for SSP, which operates the sports bar and diner in the Airport terminal.

No questions from Audit committee members.

Mr. Niles reported completed audit for XXX, which operates the vending machines on Airport property.

Member Brew asked for clarification on the gross receipts audit and including year over year comparison in the Audit reports

Mr. Niles responded that he will begin including those in future reports.

Review the Policies of the Monroe County Airport Authority

Assistant Treasurer Fedison provided a link to the policies to the Audit Committee members. There were no changes or edits to the Policies from last year.

Chairman Perrone and Member Brew agreed with the Policies and to send to full Authority for review.

Financials & Budget to Actual at June 30, 2023

Assistant Treasurer Maryanne Fedison presented the financials for ROC. The accounts receivable balance is \$203,121.73.

Financials as of June 30, 2022 and Budget to Actual as of June 30, 2023 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.

Member Brew asked a question about the status of the parking guidance system.

Assistant Treasurer Fedison responded that the project will be out to bid within the next week.

Member Brew asked a question about the features included in the parking guidance system.

Director Moore provided some highlights of the system's capabilities.

Assistant Treasurer Fedison provided an update on the Authority's revenue budget vs actual.

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 @ 11:55 a.m.

A motion to adjourn the meeting was made by Member Brew and seconded by Member Perrone. The motion passed unanimously 2-0.

The next Audit Committee Meeting is September 20, 2023.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 9/19/2023