

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

September 20, 2023

Present:

John Perrone, Jr. Chair
Steve Brew
Hank Stuart

Excused Absence:

Robert Franklin Treasurer
Andy Moore Administrative Director
John Bringewatt Secretary
Steve Barz Assistant Airport Director

Others Present:

William C. Johnston Deputy Director
Donald L. Crumb Jr., Esq. Assistant Secretary
Maryanne Fedison Assistant Treasurer
Tom Niles Stonebridge

Meeting was called to order by Chairman Perrone at 11:01a.m.

Approval of the Minutes from July 19, 2023

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 AVFlight Fuel Farm. The submitted audit included an evaluation of the internal controls over Fuel Facility operations and an evaluation of the accuracy of reported reimbursable expenses for the period of January 1, 2022-December 31, 2022. Two issues were revealed. (1.) May 2022 there was an oversight of billing found and it was acknowledged by AVFlight; and (2.) AVFlight self-disclosed that it overpaid fuel farm expenses. Appropriate remedies and documentation were required and Assistant Treasurer has overseen those actions. Both issues were satisfactorily corrected.

Member Brew had operational questions about the Fuel Farm. Answers were supplied by Deputy Director Johnston.

Stonebridge's upcoming audits will be on Taxi Services which will be presented at the next Audit Committee meeting.

2024 Authority Budget

Assistant Treasurer Fedison presented the 2024 Authority Budget. A copy of the proposed 2024 Authority Budget is attached to the meeting minutes.

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

Member Brew asked about the effect of ARPA funding on the Budget. Assistant Treasurer Fedison explained the effect and that except for the mandated salary changes, the Budget has reverted to 2019 standards, before COVID related funding was received.

2024 Renewal & Replacement Fund Budget

Assistant Treasurer Fedison presented the 2024 Renewal & Replacement Fund Budget. A copy of the 2024 Renewal & Replacement Fund Budget is attached to the meeting minutes.

Financials & Budget to Actual at August 31, 2023

Assistant Treasurer Maryanne Fedison presented the financials for ROC. Financials as of August 31, 2023 and Budget to Actual as of August 31, 2023 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: 48 a.m.

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

The next Audit Committee Meeting is November 15, 2023.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.
Assistant Secretary

Dated: September 20, 2023