

**MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
March 20, 2024**

Present:

Hank Stuart
Steve Brew

Excused Absence:

John Perrone Chair

Others Present:

Andy Moore	Administrative Director
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer
Donald L. Crumb Jr., Esq.	Assistant Secretary
Erica Proctor	Bonadio Group
Tom Niles	Stonebridge
Steve Barz	Assistant Airport Director

Meeting was called to order by Member Stuart at 11:03 a.m.

Approval of the Minutes from January 17, 2024

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

Bonadio: Presentation of the 2023 Audit

Ms. Erica Proctor of the Bonadio Group reported in detail the 2023 MCAA Audit. Ms. Proctor explained the communication process from the audit to the Authority Board members and Airport staff.

Ms. Proctor walked the Authority Board members through the financial statements and explained what was included in the report. She notified the Board that the Auditors did not encounter any significant difficulties dealing with management in performing and completing the audit, nor did they have any disagreements with management during the course of the audit.

Member Brew asked a question about the revenue generated by concessions.

Assistant Treasurer Fedison responded that the decline was a result of elimination of federal COVID funding used in previous years.

Member Stuart asked about the impact of the PGA Championship on the increase in revenue and enplanements for the Airport.

Ms. Proctor responded that it was likely a factor in the increase in enplanements.

A motion was made to receive the 2023 Audit by Member Brew and seconded by Member Stuart. The motion passed unanimously 2-0.

Internal Audit Report of Lyft

Tom Niles, reported that the Lyft audit, which had a primary objective of evaluating the accuracy of reported Per Trip Fees and recorded activity. The scope period of the audit was January 1, 2023 through December 31, 2023. As a result of this audit, it is recommended that Lyft consider incorporating certain General Prohibited Activities identified in Section 4.6 of the Operating Agreement.

Member Stuart asked how the Airport staff will address the audit recommendations with Lyft.

Assistant Treasurer Fedison responded that the Airport's Contract Administrator will send them a letter requesting appropriate changes and updates.

Member Stuart asked if there is a difference in business between Lyft and Uber.

Assistant Treasurer and Mr. Niles responded that Uber generates significantly more revenue than Lyft at this time.

Member Brew asked how much of the reported amount the Airport receives.

Assistant Treasurer Fedison responded that the Airport receives all of the reported revenue minus five percent.

Annual Reporting & Resolution

Assistant Treasurer Maryanne Fedison presented the Annual Public Authorities Report and PARIS Reports for 2023. 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 as required annually and filed with the ABO. The Audit Committee reviewed and approved all MCAA policies.

A motion was made to approve and recommend approval, to the full board of the Annual Public Authorities Report and PARIS Report for 2023 along with Board Policies, by Member Brew and seconded by Member Stuart. The motion passed unanimously 2-0.

Ethics Hotline Report

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

Other Business

No further business.

A Motion was made to adjourn the meeting by Member Brew and seconded by Member Stuart. Unanimously passed 2-0.

Meeting was adjourned @ 11:33 a.m.

The next Audit Committee Meeting is May 15, 2024.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: 9/27/2024

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
March 20, 2024

Present:

Hon. Howard Maffucci Chair
Susan Keith

Excused Absence:

Others Present:

Andrew Moore Administrative Director
Donald L. Crumb Jr., Esq. Assistant Secretary
Maryanne Fedison Assistant Treasurer
Steve Barz

Meeting was called to order by Member Maffucci at 11:35 a.m.

Approval of the Minutes from March 22, 2023 Governance Committee Meeting

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

Annual Review of Mission Statement and Performance Goals & Measures

Chairman Maffucci presented the annual review of the mission statement and each performance goal and measure with the committee.

Chairman Maffucci asked a question about the development of the Authority's Mission Statement.

Director Moore informed him that the Governance Committee develops the Mission Statement, but the full Board can edit as needed.

A motion was made to approve the current mission statement and each goal by Member Keith and seconded by Member Maffucci. 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 Maffucci. 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 Keith and seconded by Member Maffucci to adjourn the meeting.

Meeting was adjourned @ 11:40 a.m.

Respectfully Submitted,


Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: 3/27/2024