

**MINUTES  
MONROE COUNTY AIRPORT AUTHORITY  
Audit Committee Meeting  
January 15, 2025**

**Present:**

John Perrone	Chair
Steve Brew	
Hank Stuart	

**Excused Absence:**

John Bringewatt, Esq.	Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

**Others Present:**

Andy Moore	Administrative Director
Joshua Pheterson, Esq.	Assistant Secretary
Tom Niles	Stonebridge Business Partners

Meeting was called to order by Member Perrone at 11:02 a.m.

**Approval of the Minutes from May 15, 2024**

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

**Internal Audit Update by Stonebridge Business Partners**

Tom Niles provided an update on the annual audit of Dollar and Hertz Rent-A-Cars.

Dollar: Audit period October 1, 2022 to September 30, 2023. Gross receipts of approximately \$3.1 million, concession fees of \$309,852. Dollar did not provide all receipts in a timely fashion. They have not been as responsible as they should be throughout the term and have not provided receipts. The scope of the audit was limited by these failures. Official notification letter will be sent based upon the audit report and concerns will be incorporated into the next contract.

Hertz: Audit period was October 1, 2022 to September, 2023. Gross receipts approximately \$9.1 million, concession fees of approximately \$912,00.

Three audits are currently in process: Hudson News, MAPCO, and Taste of Rochester. Those are deep in process and should be wrapped up in the next month or so.

A motion to accept the Internal Audit report was made by Member Brew and seconded by Member Stuart. The motion passed unanimously 3-0.

**2025 Internal Audit Plan Presentation by Stonebridge Business Partners**

Tom Niles presented the 2025 Audit plan and discussed the approach and procedures of those to be audited in 2025.

The plan describes the procedures to be used in 2025. Stonebridge proposes 2025 audits of MAPCO, Avis, National, AvFlight/FBO, Dunkin Donuts, and Subway totaling more than \$15 million in revenue.

Member Perrone made a motion to accept the 2025 Audit plan, seconded by Member Brew. Motion passed 3-0.

**Ethics Hotline Report**

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

**Other Business**

The Audit Committee moved into executive session. The executive committee moved out of executive session by a 3-0 vote (Brew moved and Perrone seconded).

Meeting was adjourned @ 11:33 a.m.

**The next Audit Committee Meeting is Wednesday, March 19 @ 10:30 am.**

Respectfully Submitted,



Joshua Pheterson, Esq.

Assistant Secretary

Dated: