

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

July 24, 2013

Present:

John Perrone Jr. (Elected Chairperson)

Hank Stuart

Hon. Stephen Tucciarello

Others Present:

Michael Giardino Administrative Director

Bob Franklin Treasurer

Merideth H. Smith Esq., Secretary

Angela Veltre Assistant Treasurer

Jennifer Hanrahan

Andrew Moore

Meeting was called to order by Member Tucciarello at 12:54 pm.

Appoint Chairperson to the Audit Committee of the Monroe County Airport Authority

Member Tucciarello reported that the Committee needed to appoint a new Chairman of the Audit Committee. A motion was made to nominate Member Perrone to Chairman of the Audit Committee. This motion was moved by Member Stuart and seconded by Member Tucciarello. The motion passed unanimously 3-0.

Approval of the Minutes from May 15, 2013

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

Overview Financials at June 30, 2013

Assistant Treasurer Angela Veltre presented the Financials at June 30, 2013 and provided an overview of the reports that are reviewed at Audit Committee meetings. Assistant Treasurer Veltre also noted that her report will typically compare and contrast changes year over year identifying significant variances if any.

Assistant Treasurer Veltre reported the balance cash on hand at June 30, 2013. Assistant Treasurer Veltre reported on the Authority trust indenture. Assistant Treasurer Veltre then reported that as of June 30, 2013 - receivables are approximately \$1.4 million. Assistant Treasurer Veltre defined capital assets as assets that the Authority has constructed with initial borrowing, and any capital purchases from the Renewal & Replacement (R&R) fund. Any capital assets constructed through County capital funds are recorded on the County's books.

Assistant Treasurer Veltre reported that some airlines and tenants use auto pay and therefore they pay invoices in advance. In terms of outstanding bonds – short term bonds payable are those payments due within the year, and long term bonds are due one year and beyond. The fund equity of the Authority is displayed in various accounts, such as capital assets. Revenues are higher as compared to the same period for 2012. Expenses are lower as compared to the same period for 2012. This was expected since the airline rates & charges are almost the same now as they were in the last Airline Use & Lease Agreement.

Assistant Treasurer Veltre noted a couple of items on expense side. The local share of capital projects were ahead of where they were at this time last year, due to the early completion of those projects. Landing fees are down on the revenue side due to flights being slightly less than last year.

Assistant Treasurer Veltre reported that the rent for gate equipment, hold rooms & jet bridge fees are down in part due to some airlines giving back space. Conversely the airlines are using Authority owned gates for operations that they are charged on a 'per turn' basis. Parking revenue is up due to long term garage & weekly lot usage being up. This is attributable to the increase in enplanements.

Budget to Actual at June 30, 2013

Assistant Treasurer Angela Veltre presented the budget to actual budget as of June 30, 2013. Assistant Treasurer Veltre reported that Authority budget was approved by the Board at the September 2012 meeting and became effective January 1, 2013. There have been no budget modifications to date. Authority budget modifications are used only to award a contract that was not in the original budget. If this were to occur a resolution would go before the board for approval of the contract and would also include a request to approve a budget increase.

Approximately 42% of the budget has been expensed through June 30, 2013 for operations. If there is a variance of more than 5%, ROC is required per the Airline Use & Lease Agreement to adjust airline rates mid-year.

Directors Litigation Report

Director Giardino stated that there is no litigation update. Director Giardino will provide Audit Committee Members with a comprehensive list of current litigation to review at the next committee meeting.

Meeting was adjourned @ 1:13 PM

The next Audit Committee Meeting is September 25, 2013 @ 11 am.

Respectfully Submitted,



Merideth H. Smith, Esq.

Secretary

Dated: 8/22/13