

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

January 20, 2016

Present:

Hank Stuart

Hon. Anthony Daniele

Excused Absence:

John H. Perrone Jr., Chairman

Others Present:

Michael Giardino

Administrative Director

Robert Franklin

Treasurer

Maryanne Fedison

Assistant Treasurer

Donald L. Crumb Jr., Esq.

Assistant Secretary

Tom Niles

Stonebridge Business Partners

Andrew Moore

Meeting was called to order by Member Stuart at 11:00 a.m.

Approval of the Minutes from December 2, 2015

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

2016 Proposed Internal Audit Plan

Mr. Tom Niles reviewed the proposed 2016 Internal Audit Plan and discussed the three phase approach: risk assessment/planning, internal audit field work and reporting/communication. The proposed 2016 plan rotates audits based on revenue generation – agreements with revenue in excess of \$100,000/year will be on a three year rotation, while agreements with revenue below \$100,000/year will be on a four year rotation. The parking concession due to its volume of revenue will be audited annually in varying focus and ad hoc audits are able to be added as well. Mr. Niles also reviewed the 2017 and 2018 proposed Audit plan and identified that the 2016 Audit will address \$8.6 million in revenue to the Monroe County Airport Authority. Audit Committee members were reminded to provide board input to the Audit process by contacting Stonebridge Business Partners. Member Stuart thanked Stonebridge for the Internal Audit Plan put forth. A motion was made to approve the 2016 Proposed Internal Audit Plan by Member Daniele and seconded by Member Stuart. The motion passed unanimously 2-0.

Presentation of Internal Audit

Mr. Tom Niles, Stonebridge Business Partners reported that the internal audit for Paula Donuts was completed for the period of January 2014 – June 2015, covering \$1.2 million in revenue and \$111,974 concession fees. Mr. Niles recommendation was to work with the concessionaire on amending contract language to segregate statements for ROC concessions solely operated by Paula Donuts which will make the audit process simplified for the next time. Discussion ensued amongst committee members about ability of a franchise to do so and/or to be able to access isolated statements by location. Mr. Niles stated that Stonebridge was finishing up the Internal Audit for US Airports and would be prepared to present that at the next Audit Committee Meeting.

Financial Reporting

Assistant Treasurer Fedison presented the Trial Balance and Budget to Actual at November 30, 2015; cash on hand is \$27.3 million. Accounts receivable is over \$1.4 million of which 94% is 60 days or less. Revenues are in line with 2014 up slightly by 1%. Terminal/Joint Use is down about \$700,000 which is good news for the airlines. Net Parking revenue is up \$700,000 due to increasing revenue \$550,000 and decreased expenses \$150,000. Expenses have decreased for interest payments on Authority debt, operations & maintenance and gas/electric costs.

Assistant Treasurer Fedison reported the Budget to Actual is 80.8% versus 92% at this time last year – spending is under budget. Currently \$1 million under budget but that money is being moved to 2016 to cover projects not expended in

2015 – PARCs and Fire Truck purchase. Overall revenue/expenses are in line with the budget, the Airport is in the process of the year end true up with rates/charges and Bonadio will be on site soon for the Annual audit. A motion was moved to approve the Financial Report by Member Daniele and Seconded by Member Stuart.

Ethics Hotline Report

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

Other Business

No other business presented.

Meeting was adjourned @ 11:34 a.m.

The next Audit Committee Meeting is March 23, 2016.

Respectfully Submitted,



Donald L. Crumb Jr., Esq.

Assistant Secretary

Dated: January 30, 2016