

**MINUTES  
MONROE COUNTY AIRPORT AUTHORITY  
Audit Committee Meeting  
March 23, 2016**

**Present:**  
Hank Stuart  
John H. Perrone Jr., Chairman

**Others Present:**

Michael Giardino	Administrative Director
Robert Franklin	Treasurer
Michael E. Davis, Esq.	Secretary
Donald L. Crumb Jr., Esq.	Assistant Secretary
Randy Shepard	Bonadio Group
Tom Niles	Stonebridge Business Partners
Andrew Moore	

Meeting was called to order by Member Stuart at 11:05 a.m.

**Approval of the Minutes from January 20, 2015**

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

**Bonadio: Presentation of the 2015 Audit**

Mr. Randy Shepard, Bonadio Group presented the draft 2015 MCAA Audit. Mr. Shepard reviewed the financial statements, balance sheet, net position, cash flow and footnotes. He also addressed the PFC compliance and Investment and Debt Compliance – stating all were in compliance and positive reports. Mr. Shepard stated that the audit rendered an unmodified opinion – the highest level of assurance. Conversation ensued among members and it was also noted that in the audit it is identified where the rotation is with the audit partner. The full report will be posted to the MCAA portion of the web [www.monroecounty.gov](http://www.monroecounty.gov). A motion was made to approve the 2015 Audit by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

**Presentation of Internal Audit**

Mr. Tom Niles, Stonebridge Business Partners presented the recently completed internal audit of the Fixed Base Operator (FBO) agreement between the MCAA and USAirports Flight Services. The primary focus of the audit was to evaluate the procedures of aggregate fees to the MCAA for glycol usage, fuel flowage and landing weights. The audit period covered January 1, 2014 – June 30, 2015 and total fees of \$1.68 Million. Conversation ensued among members pertaining to the reporting system PASSUR and landing weights. A motion was made to approve the 2016 Proposed Internal Audit Plan by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

**Financial Reporting**

Treasurer Franklin presented the Annual Public Authorities Report and PARIS Report for 2015. Treasurer Franklin also led the discussion to approve amendments to language in the Assets: Tracking, Inventory and Disposal of Assets and Acquisition of Real Property policy based upon the recommendations the ABO put out earlier in 2015. All other MCAA policies remain the same with no amendments. A motion was made to approve by Member Stuart and seconded by Member Perrone. The motion passed unanimously 2-0.

**Litigation Report**

Assistant Secretary Crumb reported the annual litigation report to the audit committee. There were nine (9) matters on the report. Five (5) of the matters have not commenced, three (3) are in the discovery phase and one (1) is in appeal. Five (5) of the matters are covered by insurance and litigation team does not expect to incur any costs other than the deductible.

**Ethics Hotline Report**

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

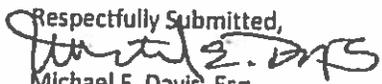
**Other Business**

No other business presented.

Meeting was adjourned @ 11:50 a.m.

The next Audit Committee Meeting is May 18, 2016.

Respectfully Submitted,



Michael E. Davis, Esq.

Secretary

Dated: 04-14-16

**MINUTES  
MONROE COUNTY AIRPORT AUTHORITY  
Governance Committee Meeting  
March 23, 2016**

**Present:**

R. Thomas Flynn, Chairman  
Susan Keith  
Hon. Cynthia Kaleh  
James G. Vazzana, Esq. \*(arrived after voting had occurred)

**Others Present:**

Michael Giardino	Administrative Director
Michael E. Davis, Esq.	Secretary
Donald L. Crumb Jr., Esq.	Assistant Secretary
Robert Franklin	Treasurer
Andy Moore	

Meeting was called to order by Chairman Flynn at 11:55 am.

**Approval of the Minutes from December 2, 2015 Governance Committee Meeting**

A motion was made to approve by Member Kaleh and seconded by Member Keith. The motion passed 3-0.

**Annual Review of Mission Statement and Performance Goals & Measures**

Chairman Flynn presented the annual review of the mission statement and performance goals and measures with the committee. Chairman Flynn stated that it appears that the authority has met all of the goals, a standard we would expect, offered suggestions from any members, none made. A motion was made to approve each goal by Member Kaleh and seconded by Member Keith. The motions passed 3-0.

**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. The evaluation had 100% completion rate & 100% agreed (best result) on each objective. A motion was made to approve by Member Keith and seconded by Member Kaleh. The motion passed 3-0.

**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.

Meeting was adjourned @ 12:05 PM

The next Governance Committee Meeting is TBD.

Respectfully Submitted,

  
Michael E. Davis Esq.

Secretary

Dated:04-14-16