

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 15, 2010
11:00 a.m.**

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|-----------|---|----------------|
| 1. | Roll Call | Johnson |
| 2. | Approval of Minutes from July 21, 2010 | Johnson |
| 3. | Internal Audit Report | Mancini |
| 4. | 2011 MCAA Budget | Veltre |
| 5. | 2011 MCAA Renewal and Replacement Budget | Veltre |
| 6. | Review of August Financials | Veltre |

Next meeting is November 17, 2010

**Minutes
Monroe County Airport Authority
Audit Committee Meeting
September 15, 2010**

Present: Don Johnson, Acting Chairperson
Stephen Tucciarello

Excused: Bernard Iacovangelo, Esq., Chairperson
Nicholas Juskiw

Others Present: David P. Damelio, Administrative Director
Scott Adair, Treasurer
Angela Veltre, Assistant Treasurer
Phil Mancini, MCAA Internal Auditor
Charles Turner, Assistant Secretary

Meeting was called to order by Acting Chairman, Don Johnson, at 11:00am.

A quorum was not present at the meeting. The committee determined to proceed with the agenda on a discussion only basis.

External Auditor Selection. Airport Director Damelio reported that there had been three proposals to a selection team consisting of Scott Adair, Angela Veltre, and David Damelio. Bonadio and Company was selected with the most qualified proposal. They have been the Airport's auditor in the past and have done an excellent job. The proposed contract is for a three year period with two one year extensions.

Internal Audit Report. The AVIS audit was completed and the results indicate that AVIS owes an additional \$3,700 to the airport for fuel charges that previously were unreported.

An audit of the cashier's procedures by MAPCO Parking was also completed with no discrepancies identified. It was determined however, that employee policy and procedures need to be documented, reviewed, and updated as required. Alamo and USAirports have been notified of pending audits of those organizations.

The Annual Assessment of Effectiveness of Internal Controls will commence in September and continue through March 2011. This effort will be looking at major business areas of the Airport.

2011 MCAA Budget. Angela Veltre presented the Budget to the committee which shows a 2.5% increase from the 2010 Budget. The County Budget has not yet been adopted therefore the amount allocated for County Operation and Maintenance is subject to change. The largest increase in the Budget is the County Debt resulting from the first

year of principal payment on the Garage Expansion Project. A decrease in interest payment is the result of refinancing.

2011 MCAA Renewal and Replacement Budget. This was presented by Angela Veltre and shows an expenditure of \$3,094,167. It identifies the budgeted use of those funds.

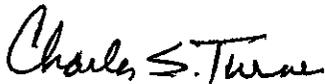
Review of August Financials. Angela Veltre presented the balance sheet and detail of cash accounts as of August 31, 2010. Revenues are up 1.2% from 2009 and expenses have increased by 2.3%. All figures are very close to that incurred at the same period in 2009.

Hotline Report. Phil Mancini reported that one report had been received by the Hotline in July regarding a parking employee which was referred to the appropriate entity and has been resolved.

The meeting was adjourned at 11:30am.

The next meeting is November 17, 2010.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: Sept. 27, 2010

**Agenda
Monroe County Airport Authority
Regular Meeting
September 15, 2010
12:00 p.m.**

- | | |
|---|----------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from July 21, 2010 Meeting | Vazzana |
| 4. Audit Committee Report | Johnson |
| 5. Approval and Adoption of the 2011 MCAA Operating Budget | Johnson |
| 6. Approval and Adoption of the 2011 MCAA Renewal and Replacement Budget | Johnson |
| 7. Authorize a Contract with _____ to Provide Audit Services for the MCAA at the Greater Rochester International Airport | Damelio |
| 8. Amending Resolution No. 8 of 2010 To Authorize Contract With Premier Billboards of Rochester, N.Y., Inc. for a Billboard Concession for the MCAA at the Greater Rochester International Airport | Damelio |
| 9. Authorize Expenditure in Amount Not to Exceed \$7,500 as Host Airport and Sponsor of the Fall New York Aviation Managers Association (NYAMA) Conference | Damelio |
| 10. Approval and Adoption of a Mission Statement and Performance Measures for the MCAA at the Greater Rochester International Airport | Turner |
| 11. Traffic Report | Haas |
| 12. Directors Report | Damelio |
| 13. Other Business | Vazzana |

The next meeting will be November 17, 2010

Minutes
Monroe County Airport Authority
Regular Meeting
September 15, 2010

Present: James G. Vazzana, Esq., Chairperson
Don Johnson
Stephen Tucciarello
Willie Lightfoot
Susan Keith

Excused: Bernard Iacovangelo, Esq.
Nicholas Juskiw, Vice Chairperson

Others Present: David P. Damelio, Administrative Director
Scott Adair, Treasurer
William K. Taylor, Secretary
Angela Veltre, Assistant Treasurer
Phil Mancini, MCAA Internal Auditor
David Haas, Senior Management Analyst
Charles Turner, Assistant Secretary
Jennifer Hanrahan, Marketing & PR Coordinator

Meeting was called to order by Chairman Vazzana at 12 noon.

Chairman Vazzana asked Director Damelio to brief the board on the landing of an unidentified plane the day before the meeting. Director Damelio stated that the plane landed without contact with the tower. The plane carried two individuals who were not United States citizens but were on their way to Toronto. A thorough investigation was conducted by Customs and other agencies and at this time it appears that no charges will be brought against these individuals. Director Damelio noted that the plane had less than one gallon of fuel remaining at the time of landing.

Approval of Minutes from July 21, 2010 Meeting. It was moved by Member Keith and seconded by Member Tucciarello that the minutes of July 21, 2010 be approved. The motion was adopted unanimously 5-0.

Audit Committee Report. Acting Audit Committee Chairman Johnson reported that the committee had met immediately prior to the board meeting and had reviewed a number of items, including the 2011 MCAA Operating Budget, the 2011 Renewal and Replacement Budget and the proposed contract with Bonadio and Co., LLP. Although a quorum was not present at the meeting and no formal recommendation could be made, Member Johnson stated that the members of the committee present at the meeting voiced their support for the adoption of these measures.

Approval and Adoption of the 2011 MCAA Operating Budget. It was moved by Member Tucciarello and seconded by Member Lightfoot that Resolution #16 of 2010 be adopted. The motion passed unanimously 5-0.

Approval and Adoption of the 2011 Renewal and Replacement Budget for the MCAA. It was moved by Member Tucciarello and seconded by Member Keith that Resolution #17 of 2010 be adopted. The motion passed unanimously 5-0.

Authorize a Contract with Bonadio & Co., LLP to Provide Audit Services for the MCAA at the Greater Rochester International Airport. Airport Director Damelio stated that the current contract with Bonadio & Co. had expired and that an RFP had been issued. The Airport received three responses. A selection committee made up of Scott Adair, Angela Veltre and David Damelio reviewed the qualifications based upon a rating system and recommended the contract be awarded to Bonadio & Co. This matter was discussed with Chairman of the Audit Committee, Bernard Iacovangelo, who concurred with this recommendation. The rate for the 2010 Audit is the same as last year with an increase of \$1,000 per year each for 2011 and 2012. It was moved by Member Tucciarello and seconded by Member Keith that Resolution #18 be adopted. The motion passed unanimously 5-0.

Amending Resolution No. 8 of 2010 to Authorize Contract With Premier Billboards of Rochester, NY, Inc. for a Billboard Concession for the MCAA at the Greater Rochester International Airport. Airport Director Damelio reported these billboards will be located on Route 390. There were some permit issues with NYS Department of Transportation and the City of Rochester which have been resolved but this delayed construction of the billboards. This Resolution amends Resolution #8 by changing the commencement date from September 1, 2010 to October 1, 2010. It also changes slightly the method of calculation of the minimum annual guaranteed rent. It was moved by Member Tucciarello and seconded by Member Johnson that Resolution # 19 of 2010 be adopted. The motion was passed unanimously 5-0.

Authorize Expenditure in Amount Not to Exceed \$7,500 as Host Airport and Sponsor of the Fall New York Aviation Managers Association (NYAMA) Conference. The Greater Rochester International Airport had previously hosted this conference six or seven years ago and will act as host in 2010. Jennifer Hanrahan, Marketing & Public Relations Coordinator, reviewed the details of the conference with the board. It will be attended by aviation executives from throughout NYS totaling 300 -350 approximately. Keynote Address will be given by Attorney Scott Lewis who represents the MCAA and is an expert in Aviation Law. NYSDOT will provide economic impact studies on all NYS Airports at the conference. The Airport has secured an airline sponsorship from Delta. Approximately 500 hotel rooms have been booked throughout the duration of the

conference. The conference will highlight the improvements at the Greater Rochester International Airport. On Tuesday, September 28th there will be a welcoming event at the Hyatt Hotel. On Wednesday, September 29th, Peer Review Training regarding Snow Removal, which the Greater Rochester International Airport has been recognized for, will be held. Also, there will be two leisure activities taking place on that day. On Thursday, September 30th there will be break out sessions on many subjects, a luncheon at which Scott Lewis will be keynoting, and a grazing at the Airport which is a first time event. On Friday, October 1st there will be a tour of the Airport. Chairman Vazzana thanked Ms. Hanrahan for her excellent work in organizing and arranging the conference. It was moved by Member Keith and seconded by Member Johnson that Resolution #20 of 2010 be adopted. The motion passed unanimously 5-0.

Approval and Adoption of a Mission Statement and Performance Measures for the MCAA at the Greater Rochester International Airport. Assistant Secretary Turner reviewed with the board members the requirements for the development of a Mission Statement and Performance Measures which had been presented previously to the board at its meeting on May 19, 2010. The preliminary draft that was distributed on May 19th has been slightly revised and again distributed to the entire board prior to this meeting. The amendments to the Public Authority Accountability Act adopted in 2009 require that the MCAA complete its Performance Measures and Mission Statement by March 31, 2011. It is a requirement that the Mission Statement and Performance Measures be reviewed annually and posted on the Authority's Website. Chairman Vazzana congratulated Director Damelio and his staff for its very timely completion of this work and indicated that the proposed Mission Statement and Performance Measures have been reviewed thoroughly by members of the board. It was moved by Member Johnson and seconded by Member Tucciarello that Resolution #21 of 2010 be adopted. The motion passed unanimously 5-0.

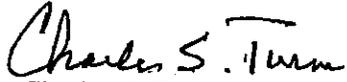
Traffic Report. Senior Management Analyst, David Haas, distributed the monthly traffic report and reviewed the highlights of the report. He noted the increase in enplanements in July and August of this year over 2009. Delta leads in airline enplanements for 2010 with 23%. Load factors continue to exceed percentages in 2008 and 2009. Landing weights were down 8.2%. Trips are averaging 69.7 per day. Chairman Vazzana thanked Mr. Haas for his report.

Director's Report. Airport Director Damelio distributed his written report dated September 15, 2010 and reviewed each of the items on the report. In addition, he has been working with each of the airlines to sign an extension to the Signatory Agreement and hopes to have that accomplished by the next board meeting. Chairman Vazzana expressed his appreciation to Director Damelio and the entire staff for the Airport being a model of operation.

Member Lightfoot suggested that materials in regard to each meeting be sent in advance. Director Damelio indicated that the airport staff was planning to do this.

The next MCAA Meeting will be on November 17, 2010.

Respectfully Submitted,



Charles S. Turner
Assistant Secretary

Dated: Sept. 27, 2010