

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
AUDIT COMMITTEE MEETING
MINUTES
MONDAY, FEBRUARY 12, 2018
BOARD ROOM**

CALL TO ORDER: Chair Robinson called the Audit Committee Meeting to order at 10:00 a.m., on Monday, February 12, in the Board Room of the San Diego International Airport, Administration Building, 3225 N. Harbor Drive, San Diego, CA 92101.

PLEDGE OF ALLEGIANCE: Committee Member West led the Pledge of Allegiance.

ROLL CALL:

Present: Committee Members: Hollingworth, Robinson (Chair), Tartre, Van Sambeek, West

Absent: Committee Member: Sessom

Also Present: Angela Shafer-Payne, Vice President, Operations; Amy Gonzalez, General Counsel; Tony R. Russell, Director, Corporate and Information Governance/Authority Clerk; Linda Gehlken, Assistant Authority Clerk I

NON-AGENDA PUBLIC COMMENT: None.

NEW BUSINESS:

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the November 20, 2017, special meeting.

ACTION: Moved by Committee Member Tartre and seconded by Committee Member Van Sambeek to approve staff's recommendation. Motion carried unanimously, noting Board Member Sessom as ABSENT.

2. FISCAL YEAR 2018 SECOND QUARTER ACTIVITIES REPORT AND AUDIT RECOMMENDATIONS ISSUED BY THE OFFICE OF THE CHIEF AUDITOR:

Mark A. Burchyett, Chief Auditor; and Fred Bolger, Manager, Audit Services, provided a presentation on the Fiscal Year 2018 Second Quarter Activities Report and Audit Recommendations, which included Audit Activities, Audits in Progress as of December 31, 2017, Recommendation Follow Up, Status of Recommendations with Estimated Implementation Timeframe, Fiscal Year 2018 Measure Outcomes, and Summary of Ethics Inquiries.

In response to concern expressed by Committee Member Hollingworth regarding an anonymous Authority related ethics comment found on the Glassdoor website, alleging inconsistent compliance with policies, Mark Burchyett, Chief Auditor, stated that Audit staff would investigate the comment.

RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information and provide, if necessary, direction to staff on audit recommendations.

ACTION: Moved by Committee Member Van Sambeek and seconded by Board Member West to approve staff's recommendation. Motion carried unanimously, noting Board Member Sessom as ABSENT.

3. CONSTRUCTION AUDIT REPORT:

Callie Ullman, Senior Auditor, provided a presentation on the Construction Audit Report, which included Green Build Projects, Green Build Audit Activities, Green Build Close Out Review, and Team Effort.

Board Member West suggested that a detailed recap of issues found and "lessons learned" be prepared for major projects, such as the Green Build.

Committee Member Tartre concurred and stated that this activity should be incorporated in the ADP planning process as well.

RECOMMENDATION: Information item only.

No action taken.

NON-AGENDA PUBLIC COMMENT: None

COMMITTEE MEMBER COMMENTS: Chair Robinson noted that this was the last Audit Committee meeting prior to Mr. Burchyett's retirement in April. He expressed appreciation, along with other Committee members, for Mark's service.

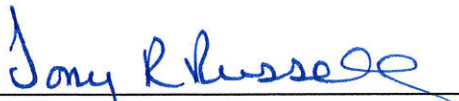
ADJOURNMENT: The meeting was adjourned at 10:28 a.m.

APPROVED BY A MOTION OF THE AUDIT COMMITTEE OF THE SAN DIEGO
COUNTY REGIONAL AIRPORT AUTHORITY THIS 14th DAY OF MAY, 2018.



LEE PARRAVANO
CHIEF AUDITOR

ATTEST:



TONY R. RUSSELL
DIRECTOR, CORPORATE & INFORMATION
GOVERNANCE/AUTHORITY CLERK