

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY



REVISED 9/05/08 SPECIAL AUDIT COMMITTEE

and

SPECIAL BOARD MEETING*

AGENDA

Tuesday, September 9, 2008
10:00 A.M.

San Diego International Airport
Commuter Terminal -- Third Floor
Board Room
3225 N. Harbor Drive
San Diego, CA 92101

BOARD MEMBERS

ALAN D. BERSIN*
BRUCE R. BOLAND
JIM DESMOND
RAMONA FINNILA*
JACK MILLER
JIM PANKNIN
ROBERT J. WATKINS*
ANTHONY K. YOUNG
CHARLENE ZETTEL

* EXECUTIVE COMMITTEE

PRESIDENT/CEO
THELLA F. BOWENS

This Agenda contains a brief general description of each item to be considered. If comments are made to the Board without prior notice, or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law.

Staff Reports and documentation relating to each item of business on the Agenda are on file in Corporate Services and are available for public inspection.

PLEASE COMPLETE A "REQUEST TO SPEAK" FORM PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE AUTHORITY CLERK. ***PLEASE REVIEW THE POLICY FOR PUBLIC PARTICIPATION IN BOARD AND BOARD COMMITTEE MEETINGS (PUBLIC COMMENT) LOCATED AT THE END OF THE AGENDA.***

***NOTE:** This Committee Meeting also is noticed as a Special Meeting of the Board (1) to foster communication among Board members in compliance with the Brown Act; and (2) to preserve the advisory function of the Committee.

Board members who are not members of this Committee may attend and participate in Committee discussions. Since sometimes more than a quorum of the Board may be in attendance, to comply with the Brown Act, this Committee meeting also is noticed as a Special Meeting of the Board.

To preserve the proper function of the Committee, only members officially assigned to this Committee are entitled to vote on any item before the Committee. This Committee only has the power to review items and make recommendations to the Board. Accordingly, this Committee cannot, and will not, take any final action that is binding on the Board or the Authority, even if a quorum of the Board is present.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADMINISTER OATH OR AFFIRMATION AND INSTALLATION OF COMMITTEE MEMBER

ROLL CALL

Committee Members: Boland, Buck, Finnila, Panknin, Tartre, Van Sambeek, Zettel

PUBLIC COMMENT

Public Comment is reserved for members of the public wishing to address the Committee on matters for which another opportunity to speak **is not provided on the Agenda**, and which is within the jurisdiction of the Committee. Please submit a completed speaker slip to the Authority Clerk. ***Each individual speaker is limited to three (3) minutes. Applicants, groups and jurisdictions referring items to the Committee for action are limited to nine (5) minutes.***

Note: Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Committee.

NEW BUSINESS

1. **APPROVAL OF MINUTES:**
RECOMMENDATION: Approve the minutes of the May 6, 2008, and July 30, 2008, Special Audit Committee Meetings.
2. **FISCAL YEAR 2008 – ANNUAL REPORT FROM THE AUDIT COMMITTEE:**
RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.
Ramona Finnila, Audit Committee Chair
3. **REVISION TO THE FISCAL YEAR 2009 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.
Mark A. Burchyett, Chief Auditor
4. **FISCAL YEAR 2008 – ANNUAL AUDIT ACTIVITIES REPORT FROM THE OFFICE OF THE CHIEF AUDITOR, AND AUDIT RECOMMENDATIONS FROM THE OFFICE OF THE CHIEF AUDITOR FOR REVIEW AND APPROVAL:**
RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.
Mark A. Burchyett, Chief Auditor, and Fred Bolger, Manager, Audit Services

5. **CONSTRUCTION RISK ASSESSMENT:**
RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.
Scott Thein, Senior Auditor

6. **OVERVIEW OF AIRPORT RISK MANAGEMENT:**
RECOMMENDATION: Information item only.
Errol Fitzpatrick, Manager, Risk Management

7. **SUMMARY OF JULY 30, 2008, AUDIT WORKSHOP DISCUSSION AND RECOMMENDATIONS:**
RECOMMENDATION: Provide direction to staff.
Ramona Finnila, Audit Committee Chair

8. **PRESENTATION REGARDING PERFORMANCE APPRAISAL PROCESS FOR THE CHIEF AUDITOR:**
Staff will be making a presentation to the Committee on the Board approved process and clarifying the Committee's responsibilities for establishing and measuring the Chief Auditor's performance.
Jeff Lindeman, Director, Human Resources

CLOSED SESSION

9. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Government Code 54957):
Title: Chief Auditor

REPORT ON CLOSED SESSION

COMMITTEE MEMBER COMMENTS

ADJOURNMENT

Policy for Public Participation in Board and Board Committee Meetings (Public Comment)

- 1) Persons wishing to address the Board shall complete a "Request to Speak" form prior to the initiation of the portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to complete a form shall not preclude testimony, if permission to address the Board is granted by the Chair.
- 2) The Public Comment Section at the beginning of the agenda is limited to eighteen (18) minutes and is reserved for persons wishing to address the Board on any matter for which another opportunity to speak is not provided on the Agenda, and on matters that are within the jurisdiction of the Board. A second Public Comment period is reserved for general public comment later in the meeting for those who could not be heard during the first Public Comment period.
- 3) Persons wishing to speak on specific items listed on the agenda will be afforded an opportunity to speak during the presentation of individual items. Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board. Public comment on specific items is limited to twenty (20) minutes – ten (10) minutes for those in favor and ten (10) minutes for those in opposition of an item. Each individual speaker will be allowed three (3) minutes, and applicants and groups will be allowed five (5) minutes.
- 4) If many persons have indicated a desire to address the Board on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
- 5) Pursuant to Authority Policy 1.33 (8), recognized groups must register with the Authority Clerk prior to the meeting.
- 6) After a public hearing or the public comment portion of the meeting has been closed, no person shall address the Board without first obtaining permission to do so.

Additional Meeting Information

NOTE: This information is available in alternative formats upon request. To request an Agenda in an alternative format, or to request a sign language or oral interpreter, or an Assistive Listening Device (ALD) for the meeting, please telephone the Authority Clerk's Office at (619) 400-2400 at least two working days prior to the meeting to ensure availability.

For your convenience, the agenda is also available to you on our website at www.san.org.

For those planning to attend the Board meeting, parking is available in the public parking lot located directly in front of the Commuter Terminal. Bring your ticket to the third floor receptionist for validation.

You may also reach the Commuter Terminal by using public transit via the San Diego MTS system, Route 992. For route and fare information please call the San Diego MTS at (619) 427-6438.

| UPCOMING MEETING SCHEDULE | | | | |
|----------------------------------|------------|-------------|---------------------|-----------------|
| <i>Date</i> | <i>Day</i> | <i>Time</i> | <i>Meeting Type</i> | <i>Location</i> |
| November 18, 2008 | Tuesday | 10:00 a.m. | Regular | Board Room |