

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
AUDIT COMMITTEE MEETING MINUTES
MONDAY, FEBRUARY 1, 2016
BOARD ROOM**

CALL TO ORDER:

Chair Robinson called the regular meeting of the Audit Committee to order at 10:00 a.m., on Monday, February 1, 2016, 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 Tartre led the Pledge of Allegiance.

ROLL CALL:

PRESENT: Committee Members: Hollingworth, Hubbs, Robinson, Sessom, Tartre, Van Sambeek

ABSENT: Committee Members: Gleason

ALSO PRESENT: Thella F. Bowens, President/CEO; Amy Gonzalez, General Counsel Senior Director; Tony Russell, Director of Corporate and Information Governance; Ariel Levy-Mayer, Assistant Authority Clerk I

Committee Member Van Sambeek arrived during the meeting

NON-AGENDA PUBLIC COMMENT: None

NEW BUSINESS:

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the December 7, 2015, special meeting.

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

2. FISCAL YEAR 2016 SECOND QUARTER ACTIVITIES REPORT AND AUDIT RECOMMENDATIONS ISSUED BY THE OFFICE OF THE CHIEF AUDITOR:

Fred Bolger, Manager, Audit Services, provided a presentation on the Fiscal Year 2016 2nd Quarter Activities Report and Audit Recommendations, which included Audit Activities; Recommendation Follow-Up; Performance Measures; and Summary of Ethics Inquiries.

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

3. CONSTRUCTION AUDIT STATUS REPORT

Callie Ullman, Senior Auditor, provided a presentation on the Construction Audit Status Report, which included On-Going Green Build Audit Activities, On-Going Rental Car Center (RCC) Audit Activities, and On-Going General Construction Audit Activities.

RECOMMENDATION: Information item only.

In response to Committee Member Hollingworth's question whether the billable hours charged by prime contractors are audited, Callie Ullman, Senior Auditor, stated that it is difficult for auditors to identify if prime contractors are padding their hours; however, timecards are required to be submitted on any project not based on fixed fees and the timecards are audited.

Ms. Ullman also confirmed that percentages of construction management to hard cost are being monitored as well.

NON-AGENDA PUBLIC COMMENT: None

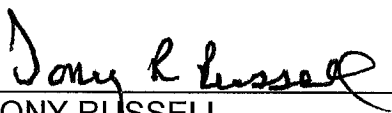
COMMITTEE MEMBER COMMENTS: None

ADJOURNMENT: The meeting adjourned at 10:14 a.m.

APPROVED BY A MOTION OF THE AUDIT COMMITTEE OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY THIS 2nd DAY OF MAY, 2016.


MARK A. BURCHYETT
CHIEF AUDITOR

ATTEST:


TONY RUSSELL
DIRECTOR OF CORPORATE & INFORMATION
GOVERNANCE/AUTHORITY CLERK