

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
AUDIT COMMITTEE MINUTES  
MONDAY, FEBRUARY 10, 2014  
BOARD ROOM**

**CALL TO ORDER:**

Chair Smisek called the meeting of the Audit Committee to order at 10:02 a.m., on Monday, February 10, 2014, in the Board Room of the San Diego International Airport, Commuter Terminal, 3225 N. Harbor Drive, San Diego, CA 92101.

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

**ROLL CALL:**

PRESENT: Committee Members: Gleason, Hollingworth, Smisek, Tartre, Van Sambeek

ABSENT: Committee Members: Hubbs, Sessom

ALSO PRESENT: Thella F. Bowens, President/CEO; Breton K. Lobner, General Counsel; Lorraine Bennett, Assistant Authority Clerk II; Linda Gehlken, Assistant Authority Clerk I

**NON-AGENDA PUBLIC COMMENT:** None

**NEW BUSINESS:**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the November 18, 2013, regular meeting.

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

**2. QUARTERLY AUDIT ACTIVITIES REPORT – FISCAL YEAR 2014 SECOND QUARTER, AND AUDIT RECOMMENDATIONS ISSUED BY THE OFFICE OF THE CHIEF AUDITOR:**

Mark Burchyett, Chief Auditor, provided an overview of the Fiscal Year Second Quarter Report, which included Audit Activities; Recommendation Follow-up; Performance Measures; and Non-Audit and On-going Activities.

Committee Member Hollingworth requested that a report be provided at the next meeting regarding the planned methodology for the administration and auditing of the new concessions program.

Board Member Gleason requested that staff include in the report, information related to the handling of cost recovery for concessions.

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 Committee Member Hollingworth to approve staff's recommendation. Motion carried unanimously, noting Board Members Hubbs and Sessom as ABSENT.**

**3. CONSTRUCTION AUDIT STATUS REPORT:**

Callie Ullman, Senior Auditor, Chief Auditor Department, provided a presentation on the Construction Audit Status Report, which included Major Activities Performed; Key Opportunities for Improvement; and Implementation Activities.

RECOMMENDATION: Staff recommends that the Audit Committee accept the report.

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

**4. REVISION TO THE FISCAL YEAR 2014 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**

Fred Bolger, Manager, Audit Services, provided a report on the revisions to the Fiscal Year 2014 Audit Plan of the Office of the Chief Auditor.

RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.

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

**CLOSED SESSION:** None

**REPORT ON CLOSED SESSION:** None

**COMMITTEE MEMBER COMMENTS:** None

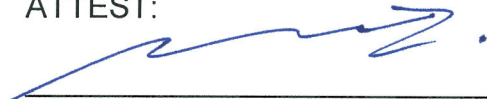
**ADJOURNMENT:** The meeting was adjourned at 10:25 a.m.

APPROVED BY A MOTION OF THE AUDIT COMMITTEE OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY THIS 12<sup>TH</sup> DAY OF MAY, 2014.



MARK A. BURCHYETT  
CHIEF AUDITOR

ATTEST:



LORRAINE BENNETT  
ASSISTANT AUTHORITY CLERK II