

**DRAFT**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
AUDIT COMMITTEE MEETING  
MINUTES  
MONDAY, AUGUST 29, 2011  
BOARD ROOM**

**CALL TO ORDER:**

Chair Smisek called the regular meeting of the Audit Committee to order at 10:00 a.m., on Monday, August 29, 2011, 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, Smisek, Tartre, Van Sambeek, Young  
Board Members: Hubbs

ABSENT: Committee Members: None

ALSO PRESENT: Angela Shafer-Payne, Vice President, Planning and Operations;  
Breton K. Lobner, General Counsel; Lisa Wolfson, Assistant Authority  
Clerk II; Linda D. Gehlken, Assistant Authority Clerk I

Chair Smisek expressed appreciation and presented a plaque on behalf of the Authority to former public Committee Member Kenneth Buck for his service on the Audit Committee.

**NON-AGENDA PUBLIC COMMENT:** None

**NEW BUSINESS:**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the May 9, 2011 regular meeting, and the June 20, 2011, and August 5, 2011 special meetings.

**ACTION: Moved by Board Member Young and seconded by Committee Member Van Sambeek to approve staff's recommendation. Motion carried unanimously.**

**2. UPDATE ON THE GREEN BUILD CONSTRUCTION AUDIT:**

Scott Thein, Senior Auditor, provided an update on the Green Build Construction Audit, which included the Green Build Diagnostic Review; Phase 2 - Retroactive Financial Review; Phase 3 for R.W. Block Consulting; and Other Audit Activities.

RECOMMENDATION: Information item only.

**ACTION: No Action Taken.**

**3. FISCAL YEAR 2011 – ANNUAL REPORT FROM THE AUDIT COMMITTEE:**

Chair Smisek provided an overview of the Committee's Fiscal Year 2011 Annual Report. He also provided an update to the recruitment of a new public member, stating that the Committee would be forwarding for consideration the names of primary and alternate public members to the Board at the September meeting. Chair Smisek also announced that Board Member Hubbs will be added as a member of the Audit Committee.

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

**ACTION: Moved by Board Member Young and seconded by Board Member Gleason to approve staff's recommendation. Motion carried unanimously.**

**4. FISCAL YEAR 2011 – 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:**

Mark A. Burchyett, Chief Auditor, provided a presentation on the FY 2011 Annual Audit Activities Report from the Office of the Chief Auditor (OCA), which included the total number of audits completed and the total number of recommendations issued during the fiscal year; Audits in Progress; Recommendation Follow-up; FY11 Performance Measure Outcomes; and Non-Audit Activities and On-Going Activities.

In response to Chair Smisek regarding why the San Diego Unified Port District (Port) and the City of San Diego's Aircraft Rescue and Fire Fighting (ARFF) audits are always held up and whether there is cooperation from these entities, Mr. Burchyett stated that the internal timelines for the Port are not the same as those of the Authority, and that the City's Fire Department is experiencing difficulty pulling the detail information required from their internal computer system.

Board Member Young suggested that contacting the City's Auditor directly may be helpful.

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

**ACTION: Moved by Committee Member Tartre and seconded by Committee Member Van Sambeek to accept staff's recommendation. Motion carried unanimously.**

**5. REVISION TO THE FISCAL YEAR 2012 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**

Mark Burchyett, Chief Auditor, provided a report on the revisions made to the Fiscal Year 2012 Audit Plan of the Office of the Chief Auditor.

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

**ACTION: Moved by Board Member Gleason and seconded by Committee Member Tartre to accept staff's recommendation. Motion carried unanimously.**

**CLOSED SESSION**

**REPORT ON CLOSED SESSION**

**NON-AGENDA PUBLIC COMMENT**

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT:** The meeting was adjourned at 10:40 a.m.

APPROVED BY A MOTION OF THE AUDIT COMMITTEE OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY THIS 14<sup>th</sup> DAY OF NOVEMBER, 2011.

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MARK A. BURCHYETT  
CHIEF AUDITOR

ATTEST:

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LISA WOLFSON  
ASSISTANT AUTHORITY CLERK II