

## MINUTES

### Wayne County Airport Authority Audit Committee Meeting June 28, 2017

#### I. Roll Call

Meeting of the Wayne County Airport Authority Audit Committee was called to order at 2:01 p.m. at the Airport Authority Offices, Executive Conference Room, 1 L C Smith Building, Detroit, MI 48242:

Ronald Hall, Chairperson  
Mike Jackson  
Irma Clark-Coleman

Also Present: See attached sign-in sheet.

#### II. Approval of Minutes from March 8, 2017 Audit Committee Meeting

Motion by Irma Clark-Coleman; Supported by Mike Jackson  
Ayes: Clark-Coleman, Hall, Jackson  
Nays: None  
Motion approved.

#### III. Treasury Report

Marge Basrai, Controller, presented the Quarterly Treasury Report and Investment Report as of March 31, 2017, in accordance with the State law requiring a quarterly report to the Audit Committee disclosing the holdings in the Airport Authority's investment portfolio.

#### IV. Internal Audit Update

Istakur Rahman, Vice President – Internal Audit, presented the results of internal audits performed over the last few months. The following items were presented:

- Audit Status Report-LIII
- Audit Status Report-LII
- Fraud and Ethics Hotline Cases as of June 28, 2017
- Implementation Status of Prior Audit Recommendations as of June 28, 2017
- 2017 Shuttle and Transportation Services Internal Audit Report

- 2017 Metered Taxicab Agreement Internal Audit Report
- 2017 Luxury Sedan Agreement Internal Audit Report
- 2017 Landing and Related Fees Management Process Internal Audit Report
- 2017 Terminal & Other Facilities Rental and Rent Credits Internal Audit Report
- 2017 Payroll Process and Workforce Software Internal Audit Report
- External Auditor Contract Recommendation Memorandum

External Audit Recommendation

Istakur Rahman reported that six proposals were received; one was considered nonresponsive, and five were evaluated in response to the competitive solicitation for the Airport Authority's External Auditor for Fiscal Years ending September 30, 2017 and 2018. The Evaluation Committee is recommending to the Audit Committee the respondents that provided the three proposals with the highest points. In accordance with Public Act 90, The Audit Committee's recommendation is forwarded to the Wayne County Commission and the Commission has 30 days to select one of the three firms. If the Wayne County Commission does not act within 30 days, the Audit Committee then appoints the External Auditor with the Airport Authority Board approving the contract itself. Staff recommends that the Audit Committee recommend Plante & Moran, LLC, BKD, LLP, and Rehmann Robson to the Commission.

Ronald Hall stated:

Before I take a motion I want to state clearly for the record that I am aware, that we are aware, that an administrative error was made and that a letter indicating that one of the three firms that we will be recommending today has already been selected. And that error has been corrected. Again it was sent in error and that information was incorrect. So very clearly what we are doing is recommending three firms to the County Commission, which may or may not select one of them and if it does not in the next 30 days then that recommendation will come back and will be voted upon here by the Airport Authority Board. I just wanted to make very clear for the record that this committee is aware. There was some concerns expressed by one of the firms. With that I will take a motion to recommend the 3 firms.

Ronald Hall moved (a) the Audit Committee recommends Plante & Moran, LLC; BKD, LLP; and Rehmann Robson to the Wayne County Commission, (b) these three recommended firms be forwarded to the Wayne County Commission, and (c) if the Wayne County Commission does not select one of the three recommended firms within 30 days of receiving them, the Audit Committee shall select Plante & Moran, LLC as the firm with which the Airport Authority shall execute an agreement.

Motion by Ronald Hall; Supported by Irma Clark-Coleman  
Ayes: Clark-Coleman, Hall, Jackson  
Nays:  
Motion approved.

**V. Public Comment**

Ronald Hall opened the meeting for Public Comment at 2:49 p.m.

There were no public comments.

**VI. The next meeting of the Wayne County Airport Authority Audit Committee is scheduled for Tuesday, September 26, 2017 at 2:00 p.m. at the Airport Authority Administration Building, 11050 Rogell Drive, Bldg 602, Romulus, MI**

**VII. Adjourn**

Motion to adjourn Irma Clark-Coleman; Supported by Mike Jackson  
Meeting was adjourned at 2:50 p.m.

## ATTENDANCE RECORD

Meeting of: Wayne County Airport Authority Audit Committee Meeting

Date/Time: June 28, 2017 at 2:00 p.m.

Place of Meeting: Conference Room 1, L.C. Smith Building - Mezzanine, Detroit Metropolitan Airport

NAME	MAILING ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
MAT McGowan		WCAA		
Heather Day		WCAA		
Beth Bialy		Plante Moran		
JAN WADG		WCAA		
Asia Stewart		wcaa		
June Lee		WCAA		
Mindy Haner		WCAA		
Kristen Deussen		WCAA		
Angela Frances		wcaa.		
Bill Church		WCAA		

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NAME	MAILING ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
Audrey Jones		WCAA		
Brandi Holdaway		WCAA		

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