

MINUTES

Wayne County Airport Authority Audit Committee Meeting March 8, 2017

I. Roll Call

Meeting of the Wayne County Airport Authority Audit Committee was called to order at 2:00 p.m. at the Airport Authority Offices, Conference Room 1, 1 L C Smith Building, Detroit, MI 48242:

Ronald Hall, Chairperson
Irma Clark-Coleman

Excused: Mike Jackson

Also Present: See attached sign-in sheet.

II. Approval of Minutes from December 14, 2016 Audit Committee Meeting

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

III. External Audit Update from Pam Hill of Plante Moran

- Plante Moran Fiscal Year 2016 Audit Committee Presentation
- Plante Moran Enterprise Risk Management Presentation

IV. Treasury Report

Marge Basraj, Controller, presented the Quarterly Treasury Report and Investment Report as of December 31, 2016, in accordance with the State law requiring a quarterly report to the Audit Committee disclosing the holdings in the Airport Authority's investment portfolio.

V. Internal Audit Update

A. 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-LII
- Audit Status Report-LI
- Fraud and Ethics Hotline Cases as of March 8, 2017
- Implementation Status of Prior Audit Recommendations as of March 1, 2017
- 2017 Hertz Rental Car Internal Audit Report
- 2017 DTG Rental Car Internal Audit Report
- 2017 Smarte Carte Internal Audit Report
- 2017 Sky Chefs Internal Audit Report
- 2017 Gate Gourmet Internal Audit Report
- 2017 Signature FBO Internal Audit Report

B. Istakur Rahman, Vice President – Internal Audit, presented the following items for approval:

- 2017 Internal Audit Department Charter
- 2017 Audit Committee Charter
- 2017 Authority Audit Policy

Motion to approve by Ronald Hall; Supported by Irma Clark-Coleman

Ayes: Clark-Coleman, Hall

Nays: None

Motion approved.

C. Addition to Annual Audit Plan for Fiscal Year 2017, the Audit of Swissport, a Fixed Based Operator

Motion to approve by Ronald Hall; Supported by Irma Clark-Coleman

Ayes: Clark-Coleman, Hall

Nays: None

Motion approved.

VI. Public Comment

Ronald Hall opened the meeting for Public Comment at 3:32 p.m.

There were no public comments.

VII. The next meeting of the Wayne County Airport Authority Audit Committee is scheduled for Wednesday, June 28, 2017 at 2:00 p.m. at the Airport Authority Offices, 1 L C Smith Building, Detroit, MI 48242

VIII. Adjourn

Meeting was adjourned at 3:32 p.m.

ATTENDANCE RECORD

Meeting of: Wayne County Airport Authority Audit Committee Meeting

Date/Time: March 8, 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
ALI HIAZI	1098 WOODWARD DETROIT, MI 48228	PLANTE MORAN	AUDIT MANAGER	313-4968546
Mary Sasran	WCAA	WCAA	CONTROLLER	734-247-6775
Pam Hill	Plante Moran	PM	Partner	810-766-6672
Kristen Decker	WCAA	WCAA	Assistant Controller	734-955-8771
GREG HATCHER	WCAA	WCAA	DIR. CONCESSIONS	⁷³⁴ 942-3663
Tom McCarthy	WCAA			
Bill Church		IT WCAA		