

## MINUTES

### Wayne County Airport Authority Audit Committee Meeting January 12, 2016

#### I. Roll Call

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

Ronald Hall, Chairperson  
Mike Jackson

Excused: Irma Clark-Coleman

Also Present: See attached sign-in sheet.

#### II. External Audit Update, Pam Hill, Plante & Moran

#### III. Approval of Minutes from September 24, 2015 Audit Committee Meeting

Motion by Mike Jackson; Supported by Ronald Hall

Ayes: R.Hall, Jackson

Nays: None

Motion approved.

#### IV. Internal Audit Update

Report from 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-XLVII
- Audit Status Report-XLVI
- 2015 Employee Benefits Management Process Audit Report
- 2015 Human Resources Management Process Audit Report
- 2015 Procurement and Purchasing Management Process Audit Report
- 2016 Xerox Transportation Solutions, Inc. Audit Report
- Fraud and Ethics Hotline Cases as of January 4, 2016
- Implementation Status of Prior Audit Recommendations Report
- 2015 Internal Audit Department Annual Report

**Tabled Items for next Audit Committee Meeting:**

- 2015 Internal Audit Charter
- 2015 The Audit Committee Charter
- 2015 Corporate Audit Policy

**V. Treasury Report**

Marge Basrai, Controller, presented the Annual Treasury Report and Investment Report as of September 30, 2015, in accordance with the State law requiring a quarterly report to the Audit Committee disclosing the holdings in the Airport Authority's investment portfolio.

**VI. Public Comment**

Ronald Hall opened the meeting for Public Comment at 3:27 p.m.

There were no public comments.

**VII. The next meeting of the Wayne County Airport Authority Audit Committee is scheduled for Thursday, March 24, 2015 at 2:00 p.m. at the Airport Authority Offices, L.C. Smith Building, Detroit Metropolitan Airport.**

**VIII. Adjourn**

Motion by Mike Jackson; Supported by Ronald Hall  
Meeting was adjourned at 3:28 p.m.

## ATTENDANCE RECORD

Meeting of: Wayne County Airport Authority Audit Committee Meeting

Date/Time: January 12, 2016 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
Shirley Callaway	WCAA	WCAA	Reg. Sp. Dir.	247-7283
Melinda Finner	WCAA	WCAA	Dep. Dir. Controllers	
Cole LaRoche	WCAA	WCAA	VP HR	734 9423728
Heather Day	WCAA	WCAA-HR	Dir. BenCamp	77902
ALI HAZI	27400 NORTHWESTERN SOUTHFIELD, MI 48034	PLANTE MORAN	ASSOCIATE	248.223-3433
PAM HILL	↓	PLANTE MORAN	PARTNER	
Kristen Deuben	WCAA	WCAA	Assistant Controller	58771
Mike Reed	WCAA	WCAA	VP FPM	55706

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NAME	MAILING ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
Kristy Exner		WCAFA	Authority Gov. Mgr FOIA	734 247-2423
Brendi Holman		WCAFA	COORDINATOR	734 247-7313
Ang Dan		WCAFA	Internal Audit	77217
Bobbie Griggs		WCAFA	Programs Admin	72739
Way Sasra		WCAFA	Con helper	76778

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