

## MINUTES

### Wayne County Airport Authority Audit Committee Meeting April 3, 2014

#### I. Roll Call

Meeting of the Wayne County Airport Authority Audit Committee was called to order at 2:35 p.m. at Detroit Metropolitan Airport, L.C. Smith Building – Mezzanine, Conference Room 1:

Kevin McNamara - Chairperson  
Mike Jackson  
Mary Zuckerman (arrived at 2:55 p.m.)

Also Present: See attached sign-in sheet.

#### II. Approval of Minutes from December 5, 2013 Audit Committee Meeting

Motion by Mike Jackson; Supported by Kevin McNamara  
Ayes: Jackson, McNamara  
Nays: None  
Abstained: None  
Motion approved.

#### III. External Audit Update, Pam Hill and Ali Hizaji, Plante and Moran

Plante and Moran gave an update on the completed audit for FY 2013.

Mary Zuckerman arrived during this presentation.

#### 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 – XL
- Audit Status Report – XXXIX
- 2014 Rental and Rent Credits Audit Report
- 2014 Payroll and Workforce Audit Report
- 2014 Great Lakes Transportation Shuttle Audit Report

- Approval of the 2013 Internal Audit Charter

Motion by Mary Zuckerman; Supported by Mike Jackson  
Ayes: Jackson, McNamara, Zuckerman  
Nays: None  
Abstained: None  
Motion approved

- Approval of the 2013 Audit Committee Charter

Motion by Mary Zuckerman; Supported by Mike Jackson  
Ayes: Jackson, McNamara, Zuckerman  
Nays: None  
Abstained: None  
Motion approved

- Westin Hotel Financial Statement Audit – FYE 12/31/2013 and 2012.
- Westin SAS 114 Letter – FYE 12/31/2013

#### **V. Treasury Report**

Marge Basrai, Controller, presented the Annual Treasury Report and Investment Report as of December 31, 2013, 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**

Kevin McNamara opened the meeting for Public Comment at 4:30 p.m.

There were no public comments.

#### **VII. The next meeting of the Wayne County Airport Authority Audit Committee is scheduled for Thursday, June 26, 2014 at 2:30 p.m. at the L.C. Smith Building, Conference Room 1, Detroit Metropolitan Airport.**

#### **VIII. Adjourn**

Motion to adjourn by Mary Zuckerman; Supported by Mike Jackson  
Motion unanimously approved.

Meeting was adjourned at 4:34 p.m.

## ATTENDANCE RECORD

Meeting of: Wayne County Airport Authority Audit Committee Meeting

Date/Time: April 3, 2014 at 2:30 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
Kristy Exner	DTW - L.C. Smith Detroit, 48242	WCAA	Authority Gov. Mgt.	734 247-2223
Brandi Holdaway	DTW - L.C. Smith Detroit 48242	WCAA	FOIA Coordinator	734 247-7237
Connie Slack	DTW L.C. Smith Detroit 48242	WCAA	Treasury	734 247-7909
Angela Dominick	L.C. Smith Terminal	WCAA	Internal Audit	X77217
Pam Hill	1111 E. Canal St, Farm Mt	WCAA	Audit Mgr.	810-766-6022
ALI HIZARI	27400 N OAKTHIMESTOWN SOUTHFIELD 48037	WCAA	Audit Associate	248-393-3433
Mangibarra	WCAA	WCAA	Controller	734-247-6775
MARC KEMPER	WCAA	WCAA	SUP	734-247-7322
T. L. Swell	WCAA	WCAA	Senior Dept Mgr	734-247-1519
MATT McGRANN	WCAA			

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NAME	MAILING ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
Kristen Deben	WCAA	WCAA	Assistant Controller	(734) 955-8771
Jess Mc Cabe	WCAA	WCAIT	Asst Director - Land Use	942-0123
HEATHER DAY	WCAA	WCAA	SEB	2477902
Emily Neuberger	WCAA	WCAA	General Counsel	942-3825
Rod EVANS	WCAA	WCAA	PROCUREMENT DIRECTOR	955-3885
MARK DEBEN	WCAA	WCAA	SVP - PS	942-3609
Craig Carroll	WCAA	WCAA	Fire Chief	942-3602

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NAME	MAILING ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
Ali DIB	WCAA	WCAA	D.R. INF/ENG	942-3676