



**Port of Seattle Commission
AUDIT COMMITTEE**

August 8, 2016 – 2:00p.m.

Commission Chambers, Pier 69, 2711 Alaskan Way, Seattle, Washington

Committee members:

Commissioner Tom Albro, Chair
Commissioner John Creighton
Committee Public Member Christina Gehrke

Also attending:

CEO Ted Fick
Aaron Pritchard, Commission Issues and Policy Manager
Amy Dressler, Assistant Commission Clerk

ORDER OF BUSINESS

1. Call to Order
2. Approval of Minutes – May 9, 2016

External Audits – None

Updates

3. Flexible Work Plan ([diagram](#) included)
Jessica Martin-Carscadden, Internal Audit Manager
4. Association of Airport Internal Auditors Conference Update
Patricia Ly, Administrative Staff Assistant

Lease and Concession Audits¹

5. SeaTac Rentals Inc. dba Payless Car Rental ([report](#) and [slides](#) included)
Jessica Martin-Carscadden, Internal Audit Manager
6. Marel Seattle, Inc. Termination ([termination letter](#) included)
Jessica Martin-Carscadden, Internal Audit Manager

Central Accounting Processing Systems – None

Comprehensive Operational Audits

7. Ground Transportation ([report](#) and [slides](#) included)
Dan Chase, Senior Internal Auditor

Third-Party Management Audits – None

Limited Operational Audits – None

Information Technology Audits

8. Health Insurance Portability and Accountability Act Compliance ([report](#) and [slides](#) included)
Brian Nancekivell, Senior Internal Auditor
Chris Apgar, Apgar & Associates
Julia Huddleston, Apgar & Associates

Additional New Business

9. Capital Projects Audit Engagement Additional Funding ([memo](#) and [slides](#) included)
Jessica Martin-Carscadden, Internal Audit Manager
Brian Nancekivell, Senior Internal Auditor

10. Adjournment

¹ Lease and Concession items are reviewed when there are findings, or by Committee request.