



Port of Seattle Commission
AUDIT COMMITTEE

March 28, 2024 – 10:00 a.m.

To be held in person at the Port of Seattle Headquarters
Building – Commission Chambers, Pier 69, 2711 Alaskan Way, Seattle, Washington.

You may view the full meeting live at meetings.portseattle.org.

To listen live from a remote location, call in at: +1 (425) 660-9954 or (833) 209-2690 and Conference ID 259 530 776#

Committee members:

Commissioner Toshiko Hasegawa, Chair (Absent)
Commissioner Ryan Calkins, Acting Chair
Commissioner Hamdi Mohamed (Acting Member)
Committee Public Member Sarah Holmstrom

Also attending:

Glenn Fernandes, Internal Audit Director
Aaron Pritchard, Chief of Staff, Commission Services
Michelle Hart, Commission Clerk
Aubree Payne, Deputy Commission Clerk

ORDER OF BUSINESS

1. Call to Order
2. Approval of Minutes – December 14, 2023 ([Attachment](#))

External Audits ([Presentation](#))

3. Office of the Washington State Auditor – Accountability Audit Results for 2022
Joseph Simmons, Program Manager; Kieu Nguyen, Assistant State Auditor; and Maddie Frost-Shaffer, Assistant Audit Manager
 - o Accountability Audit Report ([Report](#))

Updates and Approval (*Glenn Fernandes, Director, Internal Audit*) ([Presentation – Items #4-9](#))

4. Director’s Annual Communication – Independence, Internal Audit Charter, Quality Assurance, and Follow-Up ([Memo](#)) ([Internal Audit Charter](#) and [Audit Committee Charter](#))
5. Open Issue Status
6. 2024 Audit Plan Update

Performance Audits (*Glenn Fernandes, Director, Internal Audit; Spencer Bright, Manager, Internal Audit - Capital Audit*)

7. Concourse A Building Expansion for Lounges – Delta TRA¹ ([Report](#))

Information Technology Audits (*Glenn Fernandes, Director, Internal Audit*)

8. Payment Card Industry (PCI) – Qualified Security Assessor (QSA) Assessment Results ([Report](#))

Limited Contract Compliance Audits (*Glenn Fernandes, Director, Internal Audit*)

9. Pallino SeaTac, LLC ([Report](#))

Concluding Business

10. Committee Comments
11. Adjournment _____

¹ This audit was started in the fourth quarter of 2023 and was completed in the first quarter of 2024.