

“Serving Holmes, Jackson, and Washington Counties”

MINUTES


Executive Committee of the Board Meeting 1:00 p.m., Terminal Building, June 27, 2018

1. Call to Order and Roll Call – Chairman Locke. The meeting was convened at 1:10 p.m. by Chairman Locke with Directors Rich and Town present and Directors Nichols and Shierer excused by prior notice. A quorum was established with three of the 5 ExCom members present.
2. Approve Agenda. The agenda contained only one item, review of the external Auditor report, and no other topics were nominated.
3. Approval of Minutes. N/A
4. Pubic Input. No public was present or had submitted any input to the meeting.
5. Old Business. The firm of Grimsley, Cavin & Company, P.A., (hereinafter “Auditor”) previously had been selected to prepare the annual external audit for the fiscal year ended September 30, 2017, using the Authority records and financial statements prepared by Thompson, Walker & Associates, CPA.
 - a. The draft Auditor’s report was received on June 25, 2018, for review by the Authority and submission of the Authority’s response back to the Auditor that would be included in the annual upload to the FL Auditor General and other agencies.
 - b. Treasurer Town reviewed the audit report page-by-page and highlighted deficiencies needing correction, and items that had been corrected since September 30, 2017, as part of the reorganization of the Authority.
 - c. After review of the audit report, the Committee reviewed the draft responses to be submitted from the Authority to the Auditor, and it was noted that the Auditor would not review or render any opinion regarding the Authority response, and they would be submitted to the FL Auditor General as signed by the Authority Chairman.
 - d. The consensus of the directors’ present was to accept the Auditor’s report as submitted and submit the draft Authority response. Accordingly, the Chairman signed the response letter to the Auditor and the Treasurer was instructed to transmit to the Auditor with a request that the full audit report and Authority response (copy attached) be transmitted to the FL Auditor General and other agencies well prior to the June 30, 2018, deadline. [Note: The Auditor General acknowledged receipt of the uploaded file via electronic filing on June 28, 2018.]
6. Adjournment. There being no other business, the meeting was adjourned at 2:55 p.m., June 27th.

These minutes were prepared by Treasurer Town on behalf of Secretary Shierer and will be submitted at the next Authority Board meeting scheduled for July 10, 2018.

Approved at TCAA Regular Monthly Meeting on July 10, 2018.

Date: July 11, 2018


Attest: Kimberly A. Schierer
Tri-County Airport Authority Secretary