

SUNSET AUDIT REPORT

2015-S5

Municipal Airports Aviation Advisory Commission

Merrill Field Airport

August 14, 2015

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Municipality of Anchorage

Ethan Berkowitz, Mayor

Internal Audit Department

August 14, 2015

Honorable Mayor and Members of the Assembly:

I am pleased to present **Sunset Audit Report 2015-S5, Municipal Airports Aviation Advisory Commission, Merrill Field Airport**, for your review. A brief summary of the report is presented below.

In accordance with Assembly Ordinance Number 2011-64(S-1), Section 14, we have performed a sunset audit of the Municipal Airports Aviation Advisory Commission. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Municipal Airports Aviation Advisory Commission should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

Based on our review of meeting minutes, resolutions and attendance records, we recommend that the Municipal Airports Aviation Advisory Commission be reauthorized.

The Municipal Airports Aviation Advisory Commission will sunset on October 14, 2015 unless reauthorized by the Assembly.

Michael Chadwick, CICA
Acting Director, Internal Audit



Municipality of Anchorage

Ethan Berkowitz, Mayor

Internal Audit Department

August 14, 2015

Sunset Audit Report 2015-S5
Municipal Airports Aviation Advisory Commission
Merrill Field Airport

Introduction. We have performed a sunset audit of the Municipal Airports Aviation Advisory Commission (Commission) as required by Assembly Ordinance Number 2011-64(S-1), Section 14 which states:

“The Municipal Clerk shall notify the Assembly and the Mayor by assembly memorandum at least 120 days prior to the sunset of any board or commission, and an ordinance for reauthorization shall be introduced through the Assembly Chair with the assembly memorandum. The assembly memorandum shall include direction to the Office of Internal Audit to audit the board or commission under Anchorage Municipal Code section 3.20.110 D.3. and 4. The Office of Internal Audit shall report its findings to the Mayor and Assembly at least 60 days, prior to sunset, prior to vote by the Assembly on reauthorization.”

Objective and Scope. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Commission should be reauthorized. Our audit included a review of meeting minutes, Commission resolutions and agendas, and Commission member authorization and participation.

The audit was conducted in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review, and accordingly, included tests of accounting records and such other auditing procedures as we considered necessary in the circumstances. The audit was performed during the period of June through July 2015.

Overall Evaluation. Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Municipal Airports Aviation Advisory Commission be reauthorized.

SUNSET FACTORS

The following factors were used in our evaluation and are presented for information to the Mayor and Assembly:

1. Name of Commission.

Municipal Airports Aviation Advisory Commission

2. Sunset Date.

October 14, 2015

3. The purpose and goal of the Commission.

Anchorage Municipal Code (AMC) 4.60.160.B, Municipal airports aviation advisory commission, states "The commission shall:

- 1. Advise and make recommendations to the administration and assembly on all matters pertaining to the annual operating budget for municipal airports; and*
- 2. Advise and make recommendations to the administration and assembly on all matters pertaining to operations of municipal airports, including rules, regulations and administrative guidelines in force at municipal airports."*

4. Have Commission members been appointed?

AMC 4.60.160.A states “There is established a municipal airports aviation advisory commission consisting of seven (7) persons, including one member of the Alaska Airmen's Association, Inc., two owners of residential real property located within one mile of the boundaries of any municipal airport, one business person who has a place of business on land leased from the municipality at a municipal airport, one business person with a place of business in the municipality, and at least one FAA-licensed general aviation pilot.”

Audit Finding. Currently, the Commission is fully staffed.

<u>Commission Member</u>	<u>Most Recent Assembly Confirmation</u>	<u>Term Expiration Date</u>
James Cieplak (Alaska Airmen’s Association)	10-8-13	10-14-16
Sharon Chamard (Residential Real Property within 1 Mile of Airport) Vice Chair	11-13-12	10-14-15
Don DeVoe (Residential Real Property within 1 Mile of Airport)	10-8-13	10-14-16
Richard Armstrong (Business Person with Leased Land at Airport)	10-9-12	10-14-15
Terry Pena (Business Person with a Business in the Municipality)	12-18-12	10-14-15
Jim Powell (Member-at-Large) Chair	8-5-14	10-14-17
Greg Pearce (FAA-Licensed General Aviation Pilot)	8-5-14	10-14-17

Source: Assembly Memorandums

5. Are the terms of the Commission members current?

AMC 4.05.040, Terms, states “Except as otherwise specified in this Code, the regular term of each member of a board or commission is three years commencing on October 15 of the year in which appointed and ending three years thereafter on October 14, provided however, to

avoid a vacancy until new appointments can be made and confirmed, an appointed member's term is extended until a new appointment is confirmed or a maximum of 120 days which ever occurs first. The terms of initial or subsequent appointments to a board or commission shall be staggered so that, as nearly as possible, a pro rata number of its members shall be appointed each year of the established regular term of office."

Audit Finding. The terms for all Commission members are current.

6. **Are positions deemed vacant after the maximum number of absences?**

AMC 4.05.060.A, Attendance requirements; vacancies, states "... a vacancy shall occur if a member during any 12-month period while in office:

- 1. Is absent from three regular meetings without excuse;*
- 2. Is absent from:*
 - a. six regular meetings; or*
 - b. eight regular meetings for members of the planning and zoning commission, platting board, or zoning board of examiners and appeals; or*
- 3. Fails to attend a two-thirds majority of the regular meetings."*

Audit Finding. No members were absent from three regular meetings without an excuse within any 12 month period.

No members were absent from six regular meetings within any 12 month period.

One member failed to attend two thirds of the regular meetings within any 12 month period from January 2014 through June 2015. This member has not been removed from the Commission.

7. **Does the Commission meet regularly?**

AMC 4.05.090, Meetings, states “A board or commission shall hold regular monthly meetings at such time and place as may from time to time be designated by the board or commission, but meetings need not be held if no business is pending. Boards and commissions shall advise the public of their meeting schedules, or publicly advertise their meetings where necessitated by statutory requirements. The chairman of a board or commission, or the municipal employee who is designated as an ex officio member of the board or commission pursuant to section 4.05.140, or a majority of the board or commission, may call a special meeting of the board or commission. Meetings of all boards and commissions shall be open to the public, except for an executive session, from which the public may be excluded.”

Audit Finding. From January 2014 through June 2015, the Commission met nine times. Meetings are publicly announced on the Commission’s website and on the Municipality of Anchorage’s Public Notices website.

8. **Are minutes taken and published?**

AMC 4.05.130, Reports, minutes and public hearing records, states “A board or commission shall keep minutes of the board or commission proceedings, and such minutes shall record the vote of each member physically present upon every question formally presented to the board or commissions for its consideration. The minutes shall be maintained in the custody of the municipal agency which supplies staff support to the board or commission and shall be a public record, open to inspection by any person.”

Audit Finding. Yes, Commission minutes were taken at each Commission meeting. Merrill Field staff keeps a copy available for the public. In addition, Commission minutes are available on the Commission’s website.

9. **Do meetings have action items or other business?**

AMC 4.60.160.B states "The commission shall:

- 1. Advise and make recommendations to the administration and assembly on all matters pertaining to the annual operating budget for municipal airports; and*
- 2. Advise and make recommendations to the administration and assembly on all matters pertaining to operations of municipal airports, including rules, regulations and administrative guidelines in force at municipal airports."*

Audit Finding. In September 2014, the Commission adopted a resolution recommending that the Municipal Assembly approve the Merrill Field Airport 2015 Proposed Operating Capital Improvement Budgets and the 2015-2020 Capital Improvement Program.