

City of Austin



**A Report to the  
Austin City Council**

**Mayor**  
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**Mayor Pro Tem**  
Sheryl Cole

**Council Members**  
Chris Riley  
Mike Martinez  
Kathie Tovo  
Laura Morrison  
Bill Spelman

**Office of the  
City Auditor**

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CIA, CGAP

AUDIT REPORT

**Robert Mueller  
Municipal Airport Plan  
Implementation Advisory  
Commission Audit**

October 2011



REPORT SUMMARY

We found that the Robert Mueller Municipal Airport Advisory Commission generally complies with City Code, bylaws, and other applicable requirements, and the staff liaison is providing support as required. We did not identify any ongoing risks, and as a result, we have not issued recommendations.

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We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

**AUDIT TEAM**

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Rachel Snell, Assistant City Auditor, CIA, CFE, CICA  
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October 2011



## Audit Report Highlights

### Why We Did This Audit

This audit was conducted as part of the Office of City Auditor's FY 11 Strategic Audit Plan. This Commission was identified through our FY09 Board and Commission Risk Assessment.

### What We Recommend

Since we did not identify any ongoing risks, we did not issue any recommendations.



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# ROBERT MUELLER MUNICIPAL AIRPORT PLAN IMPLEMENTATION ADVISORY COMMISSION

Mayor and Council,

I am pleased to present this audit on the Robert Mueller Municipal Airport (RMMA) Plan Implementation Advisory Commission.

## BACKGROUND

In June 2000, the City Council created the RMMA Plan Implementation Advisory Commission. Austin City Code § 2-1-169 states that the RMMA Advisory Commission advises Council and makes recommendations related to the implementation of Robert Mueller Municipal Airport Master Plan, the 1996 Robert Mueller Municipal Airport Process and Goals Task Force Report, and other redevelopment issues at Robert Mueller Municipal Airport.

## OBJECTIVE AND SCOPE

Our audit objective was to determine whether

1. The Commission is operating in compliance with City Code, Commission bylaws, and other applicable policies; and
2. Staff liaisons are providing support services to the Commission on a timely basis and as prescribed by applicable City Code provisions and policies.

The audit focused on the RMMA Advisory Commission's operations between July 2010 and June 2011.

## WHAT WE FOUND

Risks related to this Commission reviewed in this audit included:

- discrepancies between agendas and minutes,
- potential mission creep, and
- attendance concerns.

When we conducted this audit, these risks had either already been mitigated or did not have significant exceptions.

We appreciate the cooperation and assistance we received from staff in the Economic Growth and Redevelopment Services Department, the Office of the City Clerk, and the RMMA Advisory Commission during this audit.

  
Kenneth J. Mory, City Auditor

## **BACKGROUND**

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In June 2000, the City Council created the Robert Mueller Municipal Airport (RMMA) Plan Implementation Advisory Commission. Austin City Code § 2-1-169 states that the RMMA Advisory Commission advises Council and makes recommendations related to the implementation of Robert Mueller Municipal Airport Master Plan, the 1996 Robert Mueller Municipal Airport Process and Goals Task Force Report, and other redevelopment issues at Robert Mueller Municipal Airport.

## **OBJECTIVES, SCOPE, AND METHODOLOGY**

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The RMMA Plan Implementation Advisory Commission audit was conducted as part of the Office of City Auditor's FY 2011 Strategic Audit Plan, as presented to the City Council Audit and Finance Committee.

### **Objectives**

Our audit objective was to determine whether

1. The Commission is operating in compliance with City Code, Commission bylaws, and other applicable policies; and
2. Staff liaisons are providing support services to the Commission on a timely basis and as prescribed by applicable City Code provisions and policies.

### **Scope**

The audit focused on the RMMA Advisory Commission's operations between July 2010 and June 2011.

### **Methodology**

To accomplish our audit objectives, we performed the following steps:

- conducted interviews with City staff and Commission members,
- gathered input from Council Aides,
- reviewed and evaluated documentation, and
- obtained and analyzed data.

## AUDIT RESULTS

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The RMMA Advisory Commission generally complies with City Code, bylaws, and other applicable requirements, and the staff liaison is providing support as required.

**Finding: The risks identified in this audit had either already been mitigated or did not have significant exceptions.**

The Boards & Commissions Risk Assessment performed by the Office of the City Auditor (OCA) identified the following risks for the RMMA Advisory Commission:

- discrepancies between agendas and minutes,
- potential mission creep, and
- attendance concerns.

In this audit, we found that items on the agenda were appropriately reflected in the minutes with discussion that occurred during the meeting. We also noted that agendas were posted in accordance with City Code and meeting minutes were reviewed and approved by the Commissioners. Additionally, there were no instances during our scope period in which the RMMA Advisory Commission performed work outside its mission, and meetings met the quorum requirement. In one instance, we identified a commission member living outside the City limits who was not always present at meetings. However, this commissioner received a waiver as permitted by City Code, and absences did not exceed the number allowable by City Code.

During the audit, we identified risks related to the RMMA Advisory Commission's operations that appear to be mitigated. For example, prior OCA boards and commissions audits<sup>1</sup> reported that there are no set criteria for communicating with City Council, but during the scope period, the RMMA Advisory Commission issued two letters directly to Council (November 2010 and May 2011). Commissioners also stated that they communicate informally to their respective Council member. In addition, while a concern regarding the potential for conflicts of interest arose, this risk is mitigated by the Commission's lack of sovereignty and Council's role in approving any recommendations from the Commission.

Potential risk of conflicts of interest is mitigated by the Commission's lack of sovereignty and Council's role in approving any recommendations from the Commission.

In review of staff support, we found that the RMMA liaisons were providing support in accordance with their roles and responsibilities as designated in City Code. Additionally, Commission members reported that they were highly satisfied with the support provided by City staff.

Since we did not identify any ongoing risks, we did not issue recommendations.

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<sup>1</sup> OCA, AU11102 - Boards & Commissions Audit: Construction Advisory Commission, (Feb 2011); and OCA, AU11114 - Boards & Commissions Audit: Design Commission, (April 2011)