

#### Board Members

Gil Cabrera (Chair)  
Mary Casillas Salas (Vice Chair)  
Nathan Fletcher  
Lidia S. Martinez  
Paul McNamara  
Rafael Perez  
Esther C. Sanchez  
James Sly  
Marni von Wilpert

## Board Meeting Agenda

Thursday, March 2, 2023

9:00 A.M.

San Diego County Regional Airport Authority  
Administration Building  
Third Floor – Board Room  
3225 N. Harbor Drive  
San Diego, California 92101

#### Ex-Officio Board Members

Col. Thomas M. Bedell  
Gustavo Dallarda  
Gayle Miller

#### President/CEO

Kimberly J. Becker

***Live webcasts of Authority Board meetings can be accessed at  
<https://www.san.org/Airport-Authority/Meetings-Agendas/Authority-Board>***

This Agenda contains a brief general description of each item to be considered. The indication of a recommended action does not indicate what action (if any) may be taken. ***Please note that agenda items may be taken out of order.*** If comments are made to the Board without prior notice or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law.

Staff Reports and documentation relating to each item of business on the Agenda are on file in Board Services and are available for public inspection.

**NOTE:** Pursuant to Authority Code Section 2.15, all Lobbyists shall register as an Authority Lobbyist with the Authority Clerk within ten (10) days of qualifying as a lobbyist. A qualifying lobbyist is any individual who receives \$100 or more in any calendar month to lobby any Board Member or employee of the Authority for the purpose of influencing any action of the Authority. To obtain Lobbyist Registration Statement Forms, contact the Board Services/Authority Clerk Department.

PLEASE COMPLETE A SPEAKER SLIP PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE AUTHORITY CLERK. ***PLEASE REVIEW THE POLICY FOR PUBLIC PARTICIPATION IN BOARD AND BOARD COMMITTEE MEETINGS (PUBLIC COMMENT) LOCATED AT THE END OF THE AGENDA.***

*The Authority has identified a local company to provide oral interpreter and translation services for public meetings. If you require oral interpreter or translation services, please telephone the Board Services /Authority Clerk Department with your request at (619) 400-2400 at least three (3) working days prior to the meeting.*

## CALL TO ORDER:

## PLEDGE OF ALLEGIANCE:

## ROLL CALL:

## PRESENTATIONS:

## REPORTS FROM BOARD COMMITTEES, AD HOC COMMITTEES, AND CITIZEN COMMITTEES AND LIAISONS:

- **AUDIT COMMITTEE:**  
Committee Members: Casillas Salas, Martinez, Perez, Sanchez, Vann (Chair), Newsom, Wong Nickerson
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**  
Committee Members: Fletcher, Martinez, McNamara, von Wilpert (Chair)
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**  
Committee Members: Cabrera (Chair), Casillas Salas, McNamara, Sly
- **FINANCE COMMITTEE:**  
Committee Members: McNamara (Chair), Sly, von Wilpert

## ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:**  
Liaison: Casillas Salas (Primary), Martinez
- **ARTS ADVISORY COMMITTEE:**  
Liaison: Casillas Salas

## LIAISONS

- **CALTRANS:**  
Liaison: Dallarda
- **INTER-GOVERNMENTAL AFFAIRS:**  
Liaison: Cabrera
- **MILITARY AFFAIRS:**  
Liaison: Bedell
- **PORT:**  
Liaisons: Cabrera (Primary), Fletcher, von Wilpert

- **WORLD TRADE CENTER:**  
Representatives: Robert H. Gleason

## **BOARD REPRESENTATIVES (EXTERNAL)**

- **SANDAG BOARD OF DIRECTORS:**  
Representative: Cabrera (Primary), Sly
- **SANDAG TRANSPORTATION COMMITTEE:**  
Representatives: Sanchez (Primary), Perez

## **CHAIR REPORT:**

## **PRESIDENT/CEO REPORT:**

## **NON-AGENDA PUBLIC COMMENT:**

Non-Agenda Public Comment is reserved for members of the public wishing to address the Board on matters for which another opportunity to speak **is not provided on the Agenda**, and which is within the jurisdiction of the Board. Please submit a completed speaker slip to the Authority Clerk. ***Each individual speaker is limited to three (3) minutes. Applicants, groups, and jurisdictions referring items to the Board for action are limited to five (5) minutes.***

**Note:** Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board.

## **CONSENT AGENDA (ITEMS 1-14):**

The consent agenda contains items that are routine in nature and non-controversial. Some items may be referred by a standing Board Committee or approved as part of the budget process. The matters listed under 'Consent Agenda' may be approved by one motion. Any Board Member may remove an item for separate consideration. Items so removed will be heard before the scheduled New Business Items, unless otherwise directed by the Chair.

1. **APPROVAL OF MINUTES:**  
RECOMMENDATION: Approve the minutes of the January 19, 2023, special Board meeting and February 2, 2023, regular Board meeting.
2. **AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM JANUARY 9, 2023, THROUGH FEBRUARY 5, 2023, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JANUARY 9, 2023, THROUGH FEBRUARY 5, 2023:**  
RECOMMENDATION: Receive the report  
**(Procurement: Jana Vargas, Director)**

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- 3. MARCH 2023 LEGISLATIVE REPORT:**  
RECOMMENDATION: Adopt Resolution No. 2023-0017, approving the March 2023 Legislative Report.  
**(Government Relations: Matt Harris, Director)**
- 4. APPOINTMENT OF AUTHORITY ADVISORY COMMITTEE MEMBERS:**  
RECOMMENDATION: Adopt Resolution No. 2023-0018, appointing Sean Elo-Rivera and Emily Wier to the Authority Advisory Committee.  
**(Board Services: Tony R. Russell, Director/Authority Clerk)**
- 5. ACCEPTANCE OF BOARD AND COMMITTEE MEMBERS WRITTEN REPORTS ON THEIR ATTENDANCE AT APPROVED MEETINGS AND PRE-APPROVAL OF ATTENDANCE AT OTHER MEETINGS NOT COVERED BY THE CURRENT RESOLUTION:**  
RECOMMENDATION: Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.  
**(Board Services: Tony R. Russell, Director/Authority Clerk)**

## CLAIMS

- 6. REJECT THE CLAIM OF ENID NEWSOME:**  
RECOMMENDATION: Adopt Resolution No. 2023-0019, rejecting the claim of Enid Newsome.  
**(Legal: Amy Gonzalez, General Counsel)**
- 7. REJECT THE CLAIM OF BRENDA HENTON-PRICE:**  
RECOMMENDATION: Adopt Resolution No. 2023-0020, rejecting the claim of Brenda Henton-Price  
**(Legal: Amy Gonzalez, General Counsel)**

## COMMITTEE RECOMMENDATIONS

- 8. FISCAL YEAR 2023 SECOND QUARTER REPORT FROM THE OFFICE OF THE CHIEF AUDITOR:**  
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.  
**(Audit: Lee Parravano, Chief Auditor)**
- 9. REVISION TO THE FISCAL YEAR 2023 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**  
RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2023-0021, approving the revision to the Fiscal Year 2023 Audit Plan of the Office of the Chief Auditor.  
**(Audit: Lee Parravano, Chief Auditor)**

## CONTRACTS AND AGREEMENTS

10. **APPROVE AND AUTHORIZE AN INCREASE IN THE PRESIDENT/CEO'S CHANGE ORDER AUTHORITY TO INCREASE CONTRACT DURATION FOR THE SHUTTLE LOT RELOCATION PROJECT AT SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2023-0022, approving and authorizing an increase in the President/CEO's change order authority to increase the contract duration from 269 days to 380 days, for Project No. 413002 Shuttle Lot Relocation at San Diego International Airport.  
**(Airport Design & Construction: Bob Bolton, Director)**
11. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN EXTENSION TO THE AGREEMENT WITH WILLIS TOWRS MIDWEST, INC. FOR OPERATIONAL INSURANCE BROKERAGE SERVICES AND OTHER RISK MANAGEMENT SERVICES EXTENDING THE TERM TO ALIGN WITH THE CONSTRUCTION BROKERAGE SERVICES CONTRACT PERIOD AND INCREASING THE COMPENSATION AMOUNT:**  
RECOMMENDATION: Adopt Resolution No. 2023-0023, approving and authorizing the President/CEO to execute an amendment to the agreement with Willis Towers Watson Midwest, Inc. extending the term for 14.5 months and increasing the not to exceed compensation amount by \$138,950.  
**(Finance: John Dillon, Director)**

## CONTRACTS AND AGREEMENTS AND/OR AMENDMENTS TO CONTRACTS AND AGREEMENTS EXCEEDING \$1 MILLION

12. **AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 12, GROUP 7, PROJECT NO. 381207 THIRTY-FOUR (34) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON TWENTY-FIVE (25) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2023-0024, awarding a contract to S & L Specialty Construction, Inc. in the amount of \$1,487,182.00 for Phase 12, Group 7, Project No. 381207, of the San Diego County Regional Airport Authority's Quieter Home Program and making a finding that the project is exempt from the California Environmental Quality Act.  
**(Planning & Environmental Affairs: Sjohnna Knack, Director-Interim)**
13. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT FOR INVESTMENT ADVISORY SERVICES TO CHANDLER ASSET MANAGEMENT, INC:**  
RECOMMENDATION: The Finance recommends that the Board adopt Resolution No. 2023-0025, approving and authorizing the President/CEO to execute an agreement for investment advisory services to Chandler Asset Management, Inc. for a term of three years with two (2) one-year options to extend the term with a maximum amount payable not-to-exceed \$1,900,000.  
**(Finance: John Dillon, Director)**

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**14. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE THREE ON-CALL TECHNICAL AIRPORT PLANNING SERVICES AGREEMENTS AT SAN DIEGO INTERNATIONAL AIRPORT:**

RECOMMENDATION: Adopt Resolution No. 2023-0026 approving and authorizing the President/CEO to negotiate and execute three On-Call Technical Airport Planning Services agreement, one with Ricondo & Associates, Inc., one with Landrum & Brown, Inc., and one with Jacobsen-Daniels Associates, LLC, each for a term for three (3) years, with the option for two (2) one-year extensions, in a maximum total aggregate amount not-to-exceed \$7,000,000 in support of numerous airport planning and environmental review efforts at San Diego International Airport.

**(Planning & Environmental Affairs: Sjohnna Knack, Director-Interim)**

## PUBLIC HEARINGS

### OLD BUSINESS:

### NEW BUSINESS:

### CLOSED SESSION:

**15. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.  
Number of Cases: 1

**16. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:**

(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov Code §54956.9)  
Navy Boat Channel Environmental Remediation  
Number of potential cases: 1

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**17. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**

(Government Code §54956.8)

Property: The subject property consists of two parcels (Parcels 1 and 2) of real property located on or next to the west end of Runway 9-27 at San Diego International Airport (SAN). The two parcels contain a combined total of 17.47 acres (761,147 sq. ft). Parcel 1 with 14.03 acres (611,147 sq. ft.) is located at the base of Runway 9-27 on its west end and Parcel 2 with 3.44 acres (150,000 sq. ft.) abuts Runway 9-27 on its north side, east of Parcel 1. The two parcels are more specifically described in the Lease Agreement between the United States of America and the San Diego County Regional Airport Authority, Authority Lease No. LE-0107.

Agency negotiators: Hampton Brown, Susan Diekman, Lourdes Bernhard, Jayne Vanderhagen, Matt Harris, Amy Gonzalez

Negotiating Parties: Gregory Magnuson, David Bixler, Department of Navy, acting by and through the Commander, Naval Facilities Engineering Systems Command Southwest

Under negotiation: Price and terms of payment.

**REPORT ON CLOSED SESSION:**

**GENERAL COUNSEL REPORT:**

**BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REPORTS FOR BOARD MEMBERS, PRESIDENT/CEO, CHIEF AUDITOR AND GENERAL COUNSEL WHEN ATTENDING CONFERENCES, MEETINGS, AND TRAINING AT THE EXPENSE OF THE AUTHORITY:**

**BOARD COMMENT:**

**ADJOURNMENT:**

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## Policy for Public Participation in Board, Airport Land Use Commission (ALUC), and Committee Meetings (Public Comment)

- 1) Persons wishing to address the Board, ALUC, and Committees shall submit a speaker slip to the Clerk prior to the initiation of the portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to submit a speaker slip shall not preclude testimony, if permission to address the Board is granted by the Chair.
- 2) The Public Comment Section at the beginning of the agenda is reserved for persons wishing to address the Board, ALUC, and Committees on any matter for which another opportunity to speak is not provided on the Agenda, and on matters that are within the jurisdiction of the Board.
- 3) Persons wishing to speak on specific items listed on the agenda will be afforded an opportunity to speak during the presentation of individual items. Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board, ALUC and Committees.
- 4) If many persons have indicated a desire to address the Board, ALUC and Committees on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
- 5) Pursuant to Authority Policy 1.33 (8), recognized groups must register with the Authority Clerk prior to the meeting.

After a public hearing or the public comment portion of the meeting has been closed, no person shall address the Board, ALUC, and Committees without first obtaining permission to do so.

## Additional Meeting Information

**NOTE:** This information is available in alternative formats upon request. To request an Agenda in an alternative format, or to request a sign language or oral interpreter, or an Assistive Listening Device (ALD) for the meeting, please telephone the Authority Clerk's Office at (619) 400-2550 at least three (3) working days prior to the meeting to ensure availability.

For your convenience, the agenda is also available to you on our website at [www.san.org](http://www.san.org).

**For those planning to attend the Board meeting, parking is available in the public parking lot located directly to the East of the Administration Building across Winship Lane, entrance is now via Liberator Way.**

You may also reach the SDCRAA Building by using public transit via the San Diego MTS System, Route 992. For route and fare information, please call the San Diego MTS at (619) 233-3004 or 511.



**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
SPECIAL BOARD AND CAPITAL IMPROVEMENT PROGRAM OVERSIGHT  
COMMITTEE MEETING MINUTES  
THURSDAY, JANUARY 19, 2023  
BOARD ROOM**

**CALL TO ORDER:** Chair von Wilpert called the Special Board and Capital Improvement Program Oversight Committee meeting to order at 10:05 a.m., on Thursday, January 19, 2023, in the Board Room of the San Diego International Airport, Administration Building, 3225 N. Harbor Drive, San Diego, CA 92101.

**ROLL CALL:**

***Capital Improvement Program Oversight Committee***

Present: McNamara, Schiavoni, von Wilpert (Chair)

Absent: None

***Board***

Present: Cabrera (Chair), McNamara, Robinson, Schiavoni, Von Wilpert

Absent: Casillas Salsa, Fletcher, Sanchez, Sly, Bedell (Ex-Officio), Dallarda (Ex-Officio), Miller (Ex-Officio)

Also Present: Kim Becker, President/CEO; Lee Kaminetz, Director, Counsel Service; Tony R. Russell, Director, Board Services/Authority Clerk; Patricia Willis, Assistant Authority Clerk I

**NON-AGENDA PUBLIC COMMENT:** None.

Chair von Wilpert reported that the agenda items would be taken out of order.

**NEW BUSINESS:**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the October 20, 2022, regular meeting.

**ACTION: Moved by Board Member Schiavoni and seconded by Board Member McNamara to approve staff's recommendation. Motion carried unanimously.**

**4. EAST SOLID LIQUID WASTE FACILITY UPDATE:**

Bob Bolton, Director, Airport Design and Construction, provided a presentation on the East Solid and Liquid Waste Facility Update that included Project Milestones and Current Construction Impacts.

**5. NEW T1 ADMINISTRATIVE BUILDING UPDATE:**

Bob Bolton, Director, Airport Design and Construction, provided a presentation on the New T1 Administrative Building that included Milestones, Construction Update and Construction Progress.

**2. NEW T1 CONSTRUCTION/FINANCE/ART UPDATE:**

Bob Bolton, Director, Airport Design and Construction; Brian DeLaura, Airline Technical Rep, Airport Design and Construction; Christopher Chalupsky, Senior Manager, Arts Program; and Maya Dayan, Director, Capital Financial Planning and Airline Relations provided a presentation on New T1 Construction, Art and Finance update that included Milestones, NT1 Roadway Phasing, NT1 Terminal and Roadways Design Progress, NT1 Terminal and Roadways Construction Update, NT1 Airside Improvements, NT1 Public Art locations and updates and Capital Program Costs through November 30, 2022, cashflows and sources of funds.

**3. NEW T1 OUTREACH UPDATE:**

Michelle Brega, Senior Director, External Relations and Sabrina LoPiccolo, Senior Communications Specialist, Communications provided a presentation on New T1 Outreach Update -Q4 2022 that included New T1 Public Outreach Goal; the Messaging Arc; Q4 Messaging Themes and Current Messages; Earned Media Headlines with holiday travel tips; Signage and Video Displays in Terminal; Campaign Performance Q4, Social Media, What's Coming Up, Navigator Email Newsletter; and Community Outreach and Questions.

**COMMITTEE MEMBER COMMENTS:**

**Board Business**

**CLOSED SESSION:** The Board recessed into closed session at 11:25 a.m. to discuss Item 6.

**6. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**

(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov Code §54956.9) Navy Boat Channel Environmental Remediation, Laurel Hawthorne Embayment  
Number of potential cases: 2

**REPORT ON CLOSED SESSION:** The board adjourned out of closed session at 11:50 a.m. There was no reportable action.

**ADJOURNMENT:** The meeting adjourned at 11:50 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY BOARD THIS 2<sup>ND</sup> DAY OF MARCH 2023.

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD  
MINUTES  
THURSDAY, FEBRUARY 2, 2023  
SAN DIEGO INTERNATIONAL AIRPORT  
BOARD ROOM**

**CALL TO ORDER:** Chair Cabrera called the regular meeting of the San Diego County Regional Airport Authority Board to order at 9:00 a.m. on Thursday, February 2, 2023, at the San Diego County Regional Airport Authority, Administration Building, 3225 North Harbor Drive, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Board Member Fletcher led the pledge of allegiance.

**ROLL CALL:**

PRESENT: Board Members: Cabrera (Chair), Casillas Salas, Fletcher, Martinez, McNamara, Perez, Sanchez, Sly, von Wilpert, Bedell (Ex-Officio)

ABSENT: Board Members: Dallarda (Ex-Officio), Miller (Ex-Officio)

ALSO PRESENT: Kimberly J. Becker, President/CEO; Amy Gonzalez, General Counsel; Tony R. Russell, Director, Board Services/Authority Clerk; Patricia Willis, Assistant Authority Clerk I

**PRESENTATIONS:**

**A. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2022:**

Scott Brickner, Vice President/Chief Financial Officer, provided a presentation on the Review of the Unaudited Financial Statements for the Six Months Ended December 31, 2022, that included, Operating Revenues; Operating Expenses; Non-Operating Revenue and Expenses; Financial Summary; and Statement of Net Position.

**B. DISCUSSION REGARDING THE PARAMETERS FOR THE FISCAL YEAR 2024 AND FISCAL YEAR 2025 OPERATING BUDGETS:**

Scott Brickner, Vice President/Chief Financial Officer and John Dillon, Director, Finance & Risk Management, provided a presentation on Discussion Regarding the Parameters for the Fiscal Year 2024 and Fiscal Year 2025 Operating Budgets, that included, Strategic Plan; Economic Updated and Airports Outlook; Authority Debt Profile; Authority Financial Overview and Plan of Finance; and Budget Guidelines.

**REPORTS FROM BOARD COMMITTEES, AD HOC COMMITTEES, AND CITIZEN COMMITTEES AND LIAISONS:**

- **AUDIT COMMITTEE:** Lee Parravano, Chief Auditor reported that the Audit Committee has not met since the last regularly scheduled Board Meeting and that the next regular meeting is scheduled for February 6 at 10:00 a.m.
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE (CIPOC):** Board Member von Wilpert reported that there was a CIPOC meeting held on January 19, 2023, where staff provided an update on the construction progress of the NT1, Community Outreach and the art program. She reported that the next CIPOC meeting is scheduled for April 20, 2023, and will be combined with the annual Capital Budget Workshop where the Board will receive a presentation on the Authority's Capital Program and Associated Finances, and a Small Business Update.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** Chair Cabrera reported that the committee did not meet last month.
- **FINANCE COMMITTEE:** Board Member McNamara reported that the Finance Committee met on January 23 and that the next meeting is scheduled for February 16.

***ADVISORY COMMITTEES***

- **AUTHORITY ADVISORY COMMITTEE:** Board Member Casillas Salas reported that the next committee meeting is scheduled for March 9, 2023.
- **ARTS ADVISORY COMMITTEE:** Christopher Chalupsky, Senior Manager, Arts Program reported that the Airport Arts Advisory Committee did not meet this month but plan to begin quarterly meetings in Q1 of this year. He reported that nearly all Installations for the Airport's new Temporary Art Exhibition (titled *A Necessary Departure*) are complete; and he reported that the displays and related content will continue to be highlighted on SAN's social media channels, and an opening artist-led tour and event will be planned for next month. He also reported that on Saturday, January 14, the Arts Program staff led an airport arts tour for the University of San Diego's Arts & Culture Leadership Program, and they learned about the Airport Arts Program's focus areas, strategies, and guiding principles for arts programming at a "non-traditional" venue of an airport.

***LIAISONS***

- **CALTRANS:** None

- **INTER-GOVERNMENTAL AFFAIRS:** Chair Cabrera reported that, in Washington, Congress has begun its work on the Federal Aviation Administration Reauthorization legislation expected later this year and that staff have worked with the airport industry trade associations as they compiled a list of reauthorization priorities. He reported that the recommendations were shared with House and Senate leaders last month and that Authority's legislative team is engaged in the process and will work to ensure that the Authority's priorities are known by the relevant committees. He reported that in Sacramento, the State Legislature is engaged in the bill introduction process as it gets its committees up and running for the new legislative session. He also reported that, with the bill introduction deadline of February 17, Members are still in the process of crafting and vetting legislation and that Committee hearings will not begin in earnest until sometime in March.
- **MILITARY AFFAIRS:** None.
- **PORT:** None.
- **WORLD TRADE CENTER:** None.

#### ***BOARD REPRESENTATIVES (EXTERNAL)***

- **SANDAG BOARD OF DIRECTORS:** Chair Cabrera reported that the SANDAG Board of Directors met twice since the last Board Meeting and at the first meeting, staff presented an update on the regional economy; and at the second meeting, staff provided a brief overview of the role and responsibilities of SANDAG and its Board of Directors as the Metropolitan Planning Organization for the San Diego region.
- **SANDAG TRANSPORTATION COMMITTEE:** Board Member Sly reported that the next meeting is scheduled for February 3, 2023.

**CHAIR'S REPORT:** Chair Cabrera welcomed Nathan Fletcher, Lidia Martinez, and Rafael Perez as new members of the Board. He also congratulated Supervisor Vargas on her recent appointment as Chair of the San Diego County Board of Supervisors and Chair of the SANDAG Board of Directors. He thanked Chair Vargas, for her service and leadership on the Airport Authority Board. He reported that the San Diego Regional Chamber of Commerce will be presenting Kim Becker, President/CEO with the Moving San Diego Forward Award during its 152<sup>nd</sup> Anniversary Celebration on February 9 and that she was asked by Airports Council International to serve as the vice chair of its large hub committee. He requested that Tony R. Russell, Director, Board Services/Authority Clerk introduce the Board Service Team responsible for the distribution of Board and Committee communications and coordination of meetings.

**PRESIDENT/CEO'S REPORT:** Kim Becker, President/CEO, reported that on Saturday, February 4, the work to demo a bridge to accommodate the new elevated roadways for NT1 begins. She also reported that the work crews will close the entrance to T2 from Westbound N Harbor Drive for 24 hours and that this work is part of the series of closures that was shared last month where two other recent projects in front of Terminal 1 were launched successfully. She reported that on January 11, the road that connects Terminal 2 to Terminal 1 closed permanently, and on January 20, the approach and exit to Harbor Island/Point Loma closed for a two-week duration and that there are detour signs in strategic locations for all closures. She reported that Alaska Airlines announced it will add daily nonstop flights to Washington Dulles and Eugene, Oregon beginning June 15, and that they will also add seasonal nonstop flights to Tampa Bay, Florida beginning October 5 which will operate daily. She reported that on January 18, the Airport Authority's Employee DEI Committee hosted a Lunch and Learn event where approximately 80 people from various departments learned about the importance of diversity, equity and inclusion at the Airport Authority and how they could get involved. She also reported that the Authority is acknowledging Black History Month in February by raising awareness and highlighting the background of some of the team members. She reported that the total stormwater collection for 2022 was 812,500 gallons of water through the Stormwater Reuse Treatment System on the top level of the Terminal 2 Parking Plaza and since October 2018, the system has captured, treated, and reused over five million gallons of stormwater. She acknowledged Cara Nager, Manager in the Airport Authority Environment Affairs Department, as the Employee of the Quarter.

**NON-AGENDA PUBLIC COMMENT** None.

**CONSENT AGENDA (ITEMS 1 - 10):**

**ACTION: Moved by Board Member Casillas Salas and seconded by Board Member Sly to approve the Consent Agenda. Motion carried by the following votes: YES – Cabrera, Casillas Salas, Fletcher, Martinez, McNamara, Perez, Sanchez, Sly, von Wilpert; NO - None; ABSENT – None; (Weighted Vote Points: YES-100; NO - 0; ABSENT – 0)**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the January 5, 2023, Board meeting.



**2. ACCEPTANCE OF BOARD AND COMMITTEE MEMBERS WRITTEN REPORTS ON THEIR ATTENDANCE AT APPROVED MEETINGS AND PRE-APPROVAL OF ATTENDANCE AT OTHER MEETINGS NOT COVERED BY THE CURRENT RESOLUTION:**

RECOMMENDATION: Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.

**3. AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM DECEMBER 5, 2022, THROUGH JANUARY 8, 2023, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM DECEMBER 5, 2022 THROUGH JANUARY 8, 2023:**

RECOMMENDATION: Receive the Report.

**4. FEBRUARY 2023 LEGISLATIVE REPORT:**

Recommendation: Adopt Resolution no.2023-2010, approving the February 2023, Legislative Report.

**5. APPOINTMENTS TO BOARD COMMITTEES, LIAISON AND REPRESENTATIVE POSITIONS:**

RECOMMENDATION: Adopt Resolution No. 2023-0011, making appointments to Board committees, liaison and representative positions.

**CLAIMS:**

**COMMITTEE RECOMMENDATIONS:**

**6. ACCEPTANCE OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2022:**

RECOMMENDATION: The Finance Committee recommends that the Board accept the report.

**7. ACCEPTANCE OF THE AUTHORITY INVESTMENT REPORT AS OF DECEMBER 31,2022:**

RECOMMENDATION: The Finance Committee recommends that the Board accept the report

**CONTRACTS AND AGREEMENTS**

**8. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE THE THIRD AMENDMENT TO THE AGREEMENT WITH THE SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS FOR WEBCASTING SERVICES:**

RECOMMENDATION: Adopt Resolution No. 2023-0012, approving and authorizing the President/CEO to execute the Third Amendment to the Agreement with the San Diego County Superintendent of Schools for Webcasting Services, increasing the amount payable by \$16,000 for a new total amount not-to-exceed \$125,000 and extending the term for fifteen (15) months to expire May 26, 2024.

**CONTRACTS AND AGREEMENTS AND/OR AMENDMENTS TO CONTRACTS AND AGREEMENTS EXCEEDING \$1 MILLION**

**9. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN ON-CALL RUNWAY RUBBER REMOVAL SERVICES AGREEMENT:**

RECOMMENDATION: Adopt Resolution No. 2023-0013, approving and authorizing the President/CEO to execute an On-Call Runway Rubber Removal Services Agreement with Abhe & Svoboda, Inc., for a term of three (3) years, with the option for two one (1) year extensions, exercisable at the sole discretion of the President/CEO, for a total not-to-exceed amount of \$2,173,500, to provide on-call runway rubber removal services, at San Diego International Airport.

**10. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO AWARD PURCHASE ORDERS TO PURCHASE FACILITIES MAINTENANCE, REPAIR AND OPERATIONS SUPPLIES AS NEEDED FOR REPAIR AND MAINTENANCE:**

RECOMMENDATION: Adopt Resolution No. 2023-0014, approving and authorizing the President/CEO to award blanket purchase orders to MSC Industrial Supply Co., for a three (3) year term with an option for two one (1) year extensions, in an amount not-to-exceed \$1,290,000, for the purchase of facilities maintenance, repair and operations supplies for repair and maintenance at San Diego International Airport.

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**11. APPROVE A MAXIMUM RATE FOR PUBLIC PARKING AND AMEND BOARD POLICY 6.30, ESTABLISHMENT OF FEES, RATES, LICENSES AND CHARGES:**

Hampton Brown provided a presentation on Parking Revenue Strategy that included, Parking Strategy Review in 2022; Stakeholder; Parking Review-Revenue Forecast Summary; Drive-Up Rate Benchmarking; Drive-Up Pricing Recommendation; Reservation Pricing Recommendation; and Hourly Pricing Recommendation.

Board Member von Wilpert requested that staff keep the Board updated on the impacts of the increase in parking rates and dynamic pricing and any decrease in revenue as a result of the implementation of the new parking strategy and increase in parking rates.

RECOMMENDATION: Adopt Resolution No. 2023-0015, approving a maximum rate for public parking rates beginning March 1, 2023;

**ACTION: Moved by Board Member Martinez and seconded by Board Member McNamara to approve staff's recommendation. Motion carried by the following votes: YES – Cabrera, Casillas Salas, Fletcher, Martinez, McNamara, Perez, Sanchez, Sly, von Wilpert; NO - None; ABSENT – None; (Weighted Vote Points: YES – 100; NO - 0; ABSENT – 0)**

and

Adopt Resolution No. 2023-0016, amending Authority Policy 6.30, Establishment of Fees, Rates, Licenses and Charges.

**ACTION: Moved by Board Member von Wilpert and seconded by Board Member Sanchez to approve staff's recommendation. Motion carried by the following votes: YES – Cabrera, Casillas Salas, Fletcher, Martinez, McNamara, Perez, Sanchez, Sly, von Wilpert; NO - None; ABSENT – None; (Weighted Vote Points: YES – 100; NO - 0; ABSENT – 0)**

The Board recessed at 10:32 a.m. and reconvened at 10:34 a.m.

**CLOSED SESSION:** The Board recessed into Closed Session at 10:34 a.m. to hear Item 12.

**12. THREAT TO PUBLIC SERVICES OR FACILITIES:**

Consultation with Clint Welch, Director, Aviation Security and Public Safety; Jessica Bishop, Director, Information & Technology Services; and John Thomes, Cyber Security Specialist.

**REPORT ON CLOSED SESSION:** The Board adjourned out of closed session at 11:25 am.

**GENERAL COUNSEL REPORT:** None.

**BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REPORTS FOR BOARD MEMBERS, PRESIDENT/CEO, CHIEF AUDITOR AND GENERAL COUNSEL WHEN ATTENDING CONFERENCES, MEETINGS, AND TRAINING AT THE EXPENSE OF THE AUTHORITY:**

**BOARD COMMENT:** None.

**ADJOURNMENT:** The meeting was adjourned at 11:25 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 2<sup>nd</sup> DAY OF March 2023.

**ATTEST:**

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Awarded Contracts and Approved Change Orders from January 9, 2023 through February 5, 2023 and Real Property Agreements Granted and Accepted from January 9, 2023, through February 5, 2023**

**Recommendation:**

Receive the report

**Background/Justification:**

Policy Section Nos. 5.01, Procurement of Services, Consulting, Materials, and Equipment, 5.02, Procurement of Contracts for Public Works, and 6.01, Leasing Policy, require staff to provide a list of contracts, change orders, and real property agreements that were awarded and approved by the President/CEO or her designee. Staff has compiled a list of all contracts, change orders (Attachment A) and real property agreements (Attachment B) that were awarded, granted, accepted, or approved by the President/CEO or her designee since the previous Board meeting.

**Fiscal Impact:**

The fiscal impact of these contracts and change orders are reflected in the individual program budget for the execution year and on the next fiscal year budget submission.

Amount to vary depending upon the following factors:

1. Contracts issued on a multi-year basis; and
2. Contracts issued on a Not-to-Exceed basis.
3. General fiscal impact of lease agreements reflects market conditions.

The fiscal impact of each reported real property agreement is identified for consideration on Attachment B.

## Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

### Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

### Application of Inclusionary Policies:

Inclusionary Policy requirements were included during the solicitation process prior to the contract award.

### Prepared by:

Jana Vargas  
Director, Procurement

**Attachment "A"****AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 9, 2023 through February 5, 2023****New Contracts**

<b>Date Signed</b>	<b>CIP #</b>	<b>Company</b>	<b>Description</b>	<b>Solicitation Method</b>	<b>Owner</b>	<b>Contract Value</b>	<b>End Date</b>
1/12/2023		Local Media San Diego	The Contractor is one of multiple media providers selected to provide a paid advertising campaign to raise awareness of T1 construction projects for the San Diego County Regional Airport Authority.	Informal RFP	Marketing & Air Service Development	\$40,000.00	6/30/2023
1/12/2023		Kallidus Inc.	The Contractor will provide an onboarding system for the San Diego County Regional Airport Authority.	Informal RFP	Talent, Culture & Capability	\$38,870.00	1/10/2024
1/19/2023		National Auto Fleet Group	The Contractor will provide one light duty truck with related equipment and accessories for the San Diego County Regional Airport Authority.	Consortium	Facilities Management	\$62,303.25	2/8/2023
1/24/2023		The Ken Blanchard Co.	The Contractor will provide certification services and materials for Situational Leadership II workshops conducted for employees at the San Diego County Regional Airport Authority.	Informal RFP	Talent, Culture & Capability	\$11,717.82	2/7/2023

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 9, 2023 through February 5, 2023**

**New Contracts Approved by the Board**

<b>Date Signed</b>	<b>CIP #</b>	<b>Company</b>	<b>Description</b>	<b>Solicitation Method</b>	<b>Owner</b>	<b>Contract Value</b>	<b>End Date</b>
1/18/2023		Krause A.C.T. dba Air Cleaning Technology	The Contract was approved by the Board at the September 1, 2022 Board Meeting. The Contractor will provide restaurant hood cleaning and maintenance services at the San Diego International Airport.	RFP	Revenue Generation & Business Development	\$3,000,000.00	11/30/2025
1/27/2023		Anderson & Krieger LLP	The Contract was approved by the Board at the December 1, 2022 Board Meeting. The contract value reflects the total not-to-exceed cost for the entire pool of contractors. The Contractor is one of six (6) contractors who will provide general legal services for the San Diego County Regional Airport Authority.	RFP	General Counsel	\$3,900,000.00	12/1/2025
1/27/2023		Devaney Pate Morris & Cameron LLP	The Contract was approved by the Board at the December 1, 2022 Board Meeting. The contract value reflects the total not-to-exceed cost for the entire pool of contractors. The Contractor is one of six (6) contractors who will provide general legal services for the San Diego County Regional Airport Authority.	RFP	General Counsel	\$3,900,000.00	12/1/2025
1/27/2023		Gatzke Dillon & Ballance LLP	The Contract was approved by the Board at the December 1, 2022 Board Meeting. The contract value reflects the total not-to-exceed cost for the entire pool of contractors. The Contractor is one of six (6) contractors who will provide general legal services for the San Diego County Regional Airport Authority.	RFP	General Counsel	\$3,900,000.00	12/1/2025
1/31/2023		R.P. General Construction Inc.	The Contract was approved by the Board at the November 3, 2022 Board Meeting. The Contractor will provide on-call pavement repair services for the San Diego County Regional Airport Authority.	RFP	Facilities Management	\$12,000,000.00	12/31/2025



**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 9, 2023 through February 5, 2023**

**Amendments and Change Orders**

<b>Date Signed</b>	<b>CIP #</b>	<b>Company</b>	<b>Description of Change</b>	<b>Owner</b>	<b>Previous Contract Amount</b>	<b>Change Order Value ( + / - )</b>	<b>Change Order Value ( % ) ( + / - )</b>	<b>New Contract Value</b>	<b>New End Date</b>
1/25/2023		Hood Design Studio, Inc.	This First Amendment is to revise Exhibit A (Scope of Work) and Exhibit B (Compensation & Payment Schedule) to define Phases 3 - 10, related deliverables, and related compensation. There is no change in total compensation. The Contractor provides services related to the airport terminal and roadway public art projects at the San Diego International Airport.	Marketing & Air Service Development	\$2,100,000.00	\$0.00	0.0%	\$2,100,000.00	2/17/2026
1/25/2023		Artworks San Diego LLC	This First Amendment extends the term for Ninety (90) days. There is no change in total compensation. The Contractor provides on-call art handling services at the San Diego International Airport.	Marketing & Air Service Development	\$225,000.00	\$0.00	0.0%	\$225,000.00	5/31/2023
1/27/2023		Rivers & Christian	This First Amendment extends the term for Ninety (90) days. There is no change in total compensation. The Contractor provides on-call terminal & building architectural and engineering consulting services for the San Diego County Regional Airport Authority.	Airport Design & Construction	\$10,000,000.00	\$0.00	0.0%	\$10,000,000.00	6/29/2023
2/3/2023		Willis Towers Watson Midwest, Inc.	The Second Amendment extends the agreements term ninety (90) days. There is no change in total compensation. The Contractor provides operational insurance broker services and other risk management services for the San Diego County Regional Airport Authority.	Finance & Risk Management	\$660,000.00	\$0.00	0.0%	\$660,000.00	5/1/2023

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN January 9, 2023 through February 5, 2023

**Amendments and Change Orders Approved by the Board**

Date Signed	CIP #	Company	Description of Change	Owner	Previous Contract Amount	Change Order Value (+ / -)	Change Order Value ( % ) (+ / -)	New Contract Value	New End Date
			NO AWARDED AMENDMENTS APPROVED BY THE BOARD						



## Staff Report

March 2, 2023

### Subject:

**March 2, 2023, Legislative Report**

### Recommendation:

Adopt Resolution No. 2023-0017, approving the March 2023 Legislative Report.

### Background/Justification:

The Authority's Legislative Advocacy Program Policy requires that staff present the Board with monthly reports concerning the status of legislation with potential impact to the Authority. The Authority Board provides direction to staff on legislative issues by adoption of a monthly Legislative Report (Attachment A). The March 2023 Legislative Report updates Board members on legislative activities that have taken place since the previous Board meeting. In directing staff, the Authority Board may take a position on pending or proposed legislation that has been determined to have a potential impact on the Authority's operations and functions.

### Federal Legislative Action

In Washington, the first session of 118<sup>th</sup> Congress has begun. House and Senate Committees have been populated, with full committee and subcommittee leadership announced.

The House Committee on Transportation and Infrastructure and the Senate Committee on Commerce, Science, and Transportation are continuing to solicit input from various industry stakeholders and hold hearings surrounding FAA reauthorization legislation due in September 2023. Airports, through our national trade associations, have agreed on a set of policy recommendations that were submitted to Senate and House committee leadership.

The Airport Authority's Government Relations staff and Federal legislative consultants are reviewing and monitoring for any new funding opportunities available to support the Authority's initiatives and operations.

The President's Budget for Fiscal Year 2024 is expected to be released March 9<sup>th</sup>, and Congress is expected to fully begin its work on an Appropriations package.

Phil Washington has been renominated by President Biden to be the next Federal Aviation Administrator. Washington did not receive a nomination hearing in the 117<sup>th</sup> Congress. Because of that, the Biden Administration is looking to have a quick confirmation process which has been aided with recent support for Washington by Senate Majority Leader Schumer and Senate Commerce Committee Chair Maria Cantwell, who recently noted that Washington would receive a confirmation hearing in early March.

The Authority's legislative team does not recommend that the Board adopt any new positions on Federal legislation at this time.

## **State Legislative Action**

The Legislature reconvened in early January and legislators have been busy introducing legislation on a host of topics. The bill introduction deadline was February 17<sup>th</sup>, so all bills are now in print. Approximately 40% of these, however, are "intent" or "spot" bills that will be amended into substantive language later. Policy committees will begin their work in earnest in early March, at which time the Legislature will begin the initial committee review of this year's legislation.

The Senate and Assembly have also started the formal budget subcommittee hearing process to consider and make changes to the Governor's January budget. The state budget forecast continues to look bleak, but the Administration plans to revisit the initial cuts proposed in the budget in the May Revise after the final tax deadline. The Legislature's budget subcommittee process will continue through April and May.

Additionally, the Airport Authority's Government Relations staff and legislative consultants are reviewing and monitoring for any new funding opportunities available to support the Authority's initiatives and operations.

The legislative team continues to review and analyze bills for potential impacts on the Authority and San Diego International Airport. The Authority's legislative team recommends that the Board adopt a SUPPORT position on AB 929 (McKinnor) related to alcoholic beverage licenses: off-sale privileges: airports, AB 534 (McCarty) Local agencies: airports: customer facility charges, and AB 480 (Ting) Surplus land.

## Fiscal Impact:

Not applicable.

## Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

## Environmental Review:

A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

## Application of Inclusionary Policies:

Not applicable.

## Prepared by:

Matt Harris  
Director, Government Relations

RESOLUTION NO. 2023-0017

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY,  
APPROVING THE MARCH 2023 LEGISLATIVE REPORT

**WHEREAS**, the San Diego County Regional Airport Authority (“Authority”) operates San Diego International Airport and plans for necessary improvements to the regional air transportation system in San Diego County, including serving as the responsible agency for airport land use planning within the County; and

**WHEREAS**, the Authority has a responsibility to promote public policies consistent with the Authority’s mandates and objectives; and

**WHEREAS**, Authority staff works locally and coordinates with legislative advocates in Sacramento and Washington, D.C. to identify and pursue legislative opportunities in defense and support of initiatives and programs of interest to the Authority; and

**WHEREAS**, under the Authority’s Legislative Advocacy Program Policy, the Authority Board provides direction to Authority staff on pending legislation; and

**WHEREAS**, the Authority Board, in directing staff, may adopt positions on legislation that has been determined to have a potential impact on the Authority’s operations and functions.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the March 2023 Legislative Report (“Attachment A”); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2<sup>nd</sup> day of March 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



## March 2023 Legislative Report

### State Legislation

#### New Assembly Bills

##### Legislation/Topic

AB 929 (McKinnor) Alcoholic Beverage Licenses: off-sale privileges: airports.

##### Background/Summary

AB 929 would authorize an airport operator to permit or prohibit the sale of alcoholic beverages for off-sale consumption by the holder of an on-sale license located in an airport terminal. The bill would authorize the on-sale licensee to sell alcoholic beverages for off-sale consumption in the airport terminal subject to specified requirements, including that the license permits on-sale consumption of the type of alcohol being sold for off-sale consumption. Additionally, the measure would require the licensee to notify the Department of Alcoholic Beverage Control (DABC) before selling any alcoholic beverages for off-sale consumption in the airport terminal. This bill would also authorize DABC to impose conditions on a licensee selling alcoholic beverages under these provisions.

##### Anticipated Impact/Discussion

This bill would provide the Airport Authority with flexibility to place health and safety restrictions on the off-sale consumption of alcoholic beverages within the airport terminal, including, but not limited to, defining the areas of the terminal within which off-sale consumption is permitted and requiring alcoholic beverages sold for off-sale consumption to be in closed or open containers. Authority staff have contributed to the development of the bill's text and the Authority's legislative team will work with the California Airports Council (CAC) to closely monitor the development of this bill language as it proceeds through the legislative process.

**Status:** 2/14/23 - Introduced, pending committee referral

**Position:** Support (3/2/22)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

AB 534 (McCarty) Local agencies: airports: customer facility charges

## **Background/Summary**

AB 534 would authorize airports to require rental companies to collect a customer facility charge or an alternative customer facility charge under specified circumstances for purposes that include financing, designing, and constructing or operating airport vehicle rental facilities and common-use transportation systems. Current law, beginning January 1, 2024, provides that the authorization for an airport to impose a customer facility charge becomes inoperative when the bonds used for financing are paid, except as specified. This bill would delete the provision ending the authorization described above.

## **Anticipated Impact/Discussion**

This bill would eliminate the sunset date for airports to commence the process to impose the alternative daily rental car facility Customer Facility Charge (CFC). This sunset date functions as an artificial deadline and does not allow California airports to begin the process to impose the fee at a time that matches the growth and development experience of the airport nor the aging and deterioration of existing facilities that are in need of replacement. The bill would also allow the Airport Authority to continue to collect the CFC after the Rental Car Center bonds are fully paid, which will allow CFCs to continue to fund the operation of the Rental Car Center and passenger conveyance after that point. The Authority's legislative team will work with the California Airports Council (CAC) to closely monitor the development of this bill language for any additional impacts on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 2/9/23 - Introduced, pending committee referral

**Position:** Support (3/2/22)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

AB 480 (Ting) Surplus land

## **Background/Summary**

AB 480 would expand the definition of exempt surplus land to include land that is owned by a California public-use airport on which residential use is prohibited. This bill clarifies that exemption pursuant to Federal Aviation Administration Order 5190.6B, Airport Compliance Program, and Chapter 20 of Compatible Land Use and Airspace Protection. Additionally, the bill also makes definitional changes with respect to project criteria, project applicant eligibility along with a number of other non-substantive changes.

## **Anticipated Impact/Discussion**

This bill includes an exemption of land owned by California public-use airports on which residential use is prohibited pursuant to specified federal law. In consultation with the California Airports Council (CAC) and other stakeholders, Assemblymember Phil Ting has introduced AB 480 to provide clarification to a number of provisions from his original surplus land bill, AB 1486 Chaptered in 2019, among them is to expand the definition of exempted surplus property to include California public-use airport lands. The Authority's legislative team will work with the California Airports Council (CAC) to identify an industry-wide position, if needed, and closely monitor the development of this bill language for any additional impacts on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 2/8/23 - Introduced, pending committee referral

**Position:** Support (3/2/22)

\*Shaded text represents new or updated legislative information

**Assembly Bills from Previous Report**

\*Shaded text represents new or updated legislative information

**New Senate Bills**

No new Senate bills to report.

\*Shaded text represents new or updated legislative information

**Senate Bills from Previous Report**

\*Shaded text represents new or updated legislative information

## Federal Legislation

### New House Bills

#### Legislation/Topic

**H.R. 346 (Stauber) The NOTAM Improvement Act of 2023**

#### Background/Summary

The bill aims to enhance the Notice to Air Missions (NOTAM) system for pilots. It would establish a Federal Aviation Administration (FAA) task force to determine what updates should be made to the NOTAM system and provide greater government oversight. These improvements will focus on stability, resiliency, and cybersecurity protections of the system.

#### Anticipated Impact/Discussion

San Diego International Airport relies on the NOTAM system to receive updates about situations relating to weather, infrastructure, ground conditions or anything else that may affect the safety of flight. Optimizing NOTAM would ensure safer flight routes and help prevent mass system shutdowns. The Authority's legislative team will closely monitor the development of this bill language for any impact on San Diego International Airport (SDIA) and the Airport Authority.

**Status:** 02/01/23 – Referred to the Senate Commerce, Science, Transportation Subcommittee on Aviation.

01/25/23- Passed/ Agreed to in House

**Position:** Watch (01/12/23)

\*Shaded text represents new or updated legislative information

**New Senate Bills**

No new Senate bills to report.

\*Shaded text represents new or updated legislative information



## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

### **Appointment of Authority Advisory Committee Members**

#### **Recommendation:**

Adopt Resolution No. 2023-0018, appointing Sean Elo-Rivera and Emily Wier to the Authority Advisory Committee.

#### **Background/Justification:**

The Authority's Advisory Committee was established to facilitate input from community stakeholders and subject matter experts regarding Authority planning and development activities. The 20-member Committee is governed by the provisions of Authority Policy 1.21. While the Board is responsible for approving the appointments of all members of the Committee, nominations are received from various sources as follows:

(Seats 1 – 7) The President/CEO shall nominate individuals to fill seats representing each of the following categories:

- (1) airport management;
- (2) passenger and freight air transportation operations and economics;
- (3) general aviation;
- (4) the natural environment;
- (5) local government;
- (6) the campuses of the University of California and the California State Universities in the region; and
- (7) organized labor.

(Seats 8 – 15) The Presidents of the organizations listed below may each nominate one individual. As shown below, in some cases, the nominating organization rotates among different organizations at the conclusion of each two-year term.

- (8) San Diego Regional Economic Development Corporation
- (9) Rotation among:
  - a. San Diego North Economic Development Council
  - b. East County Economic Development Council
  - c. South County Economic Development Council

- (10) San Diego Regional Chamber of Commerce
- (11) Rotation among:
  - a. Cleantech San Diego
  - b. Biocom
  - c. CONNECT
- (12) Metropolitan Transit System
- (13) North County Transit District
- (14) San Diego County Taxpayers Association
- (15) San Diego Tourism Authority

(Seat 16) The Deputy Trustee of the San Diego and Imperial Counties Labor Council or his/her designee may nominate one individual to serve in this seat.

(Seat 17) The District Director of the California Department of Transportation for the San Diego Region or his/her designee serves in this seat.

(Seat 18) The representative of the United States Department of Defense currently serving on the Board or his/her designee serves in this seat.

(Seats 19 – 20) Two seats are reserved for members of the general public. Whenever a vacancy occurs in one of these seats, a notice is issued by the Authority. The Chief Auditor and Vice President of Development jointly review and nominate individuals to serve in these two seats.

## NOMINATIONS TO FILL OPEN SEATS

Emily Wier is nominated to fill the Local Government seat which is currently vacant. Sean Elo-Rivera is nominated to fill the Metropolitan Transit System seat which is vacant due to the resignation of Bill Sandke. The names and biographical information of the nominees, the category represented by the nominees, and the source of the nominations are listed below.

Seat 5: EMILY WIER (appointment) – Emily is the Director of Policy for County Supervisor Nathan Fletcher. She has written and helped enact nearly fifty transformative policies for the Supervisor over the past four years. Previously, she worked for consulting and energy start-up companies. She notably served in the Obama Administration's Office of Energy and Climate Change, where she advised on electric vehicle and renewable energy policy. Emily has her master's degree from Yale University, and her undergraduate degree from Tufts University.

(Category: Local Government; Nominated by: President/CEO, San Diego County Regional Airport Authority)

Seat 12: SEAN ELO-RIVERA (appointment) – Council President Sean Elo-Rivera proudly represents San Diego’s 9th City Council District and is committed to the realization of his vision of “Opportunity for All.” He was elected as Councilmember in November 2020 and then elected City Council President in December of 2021. Before joining the City Council, Sean served as an elected member of the San Diego Community College District Board of Trustees and as the Executive Director of Youth Will where he worked to create a future where every young person is happy, healthy, and prepared to reach their potential. He previously spent time leading community organizing, policy, and civic engagement efforts at a local nonprofit. Sean came to San Diego to attend California Western School of Law where he focused on Creative Problem Solving and earned honors for his Pro Bono service while earning his Juris Doctor.

(Category: Local Public Transit Authorities; Nominated by: Sharon Cooney, Chief Executive Officer, Metropolitan Transit System)

Staff recommends that the board appoint the individuals listed above to the Authority Advisory Committee.

### Fiscal Impact:

Not applicable.

### Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

#### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

#### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

## Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

## Application of Inclusionary Policies:

Not Applicable

## Prepared by:

Tony R. Russell  
Director, Board Services/Authority Clerk

RESOLUTION NO. 2023-0018

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY,  
APPOINTING SEAN ELO-RIVERA AND EMILY WIER  
TO THE AUTHORITY ADVISORY COMMITTEE

**WHEREAS**, California Public Utilities Code §170054 requires the establishment of an advisory committee (“Advisory Committee”) to assist the San Diego County Regional Airport Authority (“Authority”) in performing its responsibilities related to the planning and development of all airport facilities for the County of San Diego; and

**WHEREAS**, the Authority Board desires to have timely and qualitative input from a diverse community in the planning and development of airport facilities; and

**WHEREAS**, pursuant to Authority policy 1.21, nominations for seats on the Advisory Committee are received from various sources; and

**WHEREAS**, as result of several vacancies, the Authority Board desires to appoint to the Advisory Committee the individuals whose nominations were received pursuant to Authority Policy 1.21.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby appoints Sean Elo-Rivera and Emily Wier to the Authority Advisory Committee as indicated on “Attachment A” for the term stated; and

**BE IT FURTHER RESOLVED** finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2<sup>nd</sup> day of March, 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

# Attachment A

## Authority Advisory Committee

Authority Advisory Committee			
Name	Seat	Term Start	Term Ends
<b>AIRPORT MANAGEMENT</b>			
Oris Dunham	1	October 2022	September 2024
<b>PASSENGER AND FREIGHT AIR TRANSPORTATION OPERATIONS AND ECONOMICS</b>			
Michael DiGirolamo	2	October 2021	September 2023
<b>GENERAL AVIATION</b>			
Jamie Abottt - County of San Diego Airports	3	December 2022	September 2023
<b>THE NATURAL ENVIRONMENT</b>			
Christiana Debenedict - SAN DIEGO FOUNDATION	4	October 2021	September 2023
<b>LOCAL GOVERNMENT</b>			
Emily Wier	5	March 2023	September 2023
<b>THE CAMPUSES OF THE UNIVERSITY OF CALIFORNIA AND THE CALIFORNIA STATE UNIVERSITIES</b>			
Jeffrey Gattas - UCSD	6	October 2021	September 2023
<b>ORGANIZED LABOR</b>			
Carol Kim - San Diego Building & Construction Trades Council (SDBCTC)	7	October 2021	September 2023
<b>SAN DIEGO REGIONAL ECONOMIC DEVELOPMENT CORPORATION</b>			
Nikia Clarke	8	October 2022	September 2024
<b>REGIONAL ECONOMIC DEVELOPMENT (Rotation)</b>			
James O'Callaghan - South County EDC	9	October 2021	September 2023
<b>SAN DIEGO REGIONAL CHAMBER OF COMMERCE</b>			
Jaymie Bradford	10	October 2022	September 2024
<b>BUSINESS, INCLUDING THE TECHNOLOGY SECTOR OF THE ECONOMY (Rotation)</b>			
Christie Marcella - CONNECT	11	October 2021	September 2023
<b>METROPOLITAN TRANSIT SYSTEM</b>			
Sean Elo-Rivera	12	March 2023	September 2024
<b>NORTH COUNTY TRANSIT DISTRICT</b>			
Mary Dover	13	October 2022	September 2023
<b>SAN DIEGO COUNTY TAXPAYERS ASSOCIATION</b>			
Danny Byers	14	December 2022	September 2024
<b>SAN DIEGO TOURISM AUTHORITY</b>			
Kavin Schieferdecker	15	October 2022	September 2024
<b>SAN DIEGO AND IMPERIAL COUNTIES LABOR COUNCIL</b>			
Brigette Browning	16	October 2021	September 2023
<b>THE DEPARTMENT OF TRANSPORTATION</b>			
Ann Fox	17	October 2022	September 2024
<b>THE UNITED STATES DEPARTMENT OF DEFENSE</b>			
Jim Gruny	18	October 2022	September 2024
<b>MEMBERS OF THE GENERAL PUBLIC SAN DIEGO COUNTY</b>			
Gita Murthy	19	October 2021	September 2023
Brittany Applestein Syz	20	October 2021	September 2023

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Acceptance of Board and Committee Members Written Reports on their Attendance at Approved Meetings and Pre-Approval of Attendance at Other Meetings Not Covered by the Current Resolution**

**Recommendation:**

Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.

**Background/Justification:**

Authority Policy 1.10 defines a “day of service” for Board Member compensation and outlines the requirements for Board Member attendance at meetings.

Pursuant to Authority Policy 1.10, Board Members are required to deliver to the Board a written report regarding their participation in meetings for which they are compensated. Their report is to be delivered at the next Board meeting following the specific meeting and/or training attended. The reports (Attachment A) were reviewed pursuant to Authority Policy 1.10 Section 5 (g), which defines a “day of service”. The reports were also reviewed pursuant to Board Resolution No. 2019-0074, which granted approval of Board Member representation for attending events and meetings.

The attached reports are being presented to comply with the requirements of Policy 1.10 and the Authority Act.

**Fiscal Impact:**

Board and Committee Member Compensation is included in the FY 2023 Budget



## Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

### Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

### Application of Inclusionary Policies:

Not applicable.

### Prepared by:

Tony R. Russell  
Director, Board Services/Authority Clerk

# **Attachment A**

**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

**Directions:** This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

**Period Covered:** FEBRUARY 2023  
**Board Member Name:** Mary Casillas Salas  
**Date:** 2/21/2023

Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	9 am - Feb 2, 2023 Boardroom	Board /ALUC mtg.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	10 am 2/6/2023 Boardroom	Audit committee
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	9 am 2/16/2023 Boardroom	Exec. - Finance Committee mtg
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: Mary Casillas Salas

**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

**Directions:** This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

<b>Period Covered:</b>		1/23/2023 - 2/16/2023
<b>Board Member Name:</b>		Lidia S Martinez
<b>Date:</b>		2/16/2023
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	1/23 - 8am - Board Briefing - Teams Meeting	Board member briefing on several topics (Escalation, Plan of Finance, Parking, PEPRRA)
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	1/24 - 10am - City Council Meeting	City Council Meeting where my appointment to the SDCRAA Board of Directors was confirmed.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	1/31 - 11:30am - County Administration Building/Swearing In appointment	Swearing in by County Board of Supervisors Chair, Nora Vargas, for Airport Authority Board of Directors.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/2/23 - 9am - CT The Boardroom - Board/ALUC Meeting	Regularly scheduled Board meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/6/23 - 10am - CT The Boardroom - Audit Committee Meeting	Invited to chair Audit Committee (as member of this committee)
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/10/23 - 1pm - Teams Meeting - Board Orientation	Teams Meeting - Board Orientation: Authority Overview; Development
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/13/23 - 1:30pm - Teams Meeting - Board Orientation	Teams Meeting - Board Orientation: Audit; Operations; and Finance
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/16/23 - 9:30am - CT The Boardroom - Special Executive Personnel and Compensation Committee Meeting	Sat in at this meeting to have a better understanding of all aspects of the Board responsibilities.

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: Lidia S Martinez

**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

**Directions:** This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for “day of service” compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

<b>Period Covered:</b> February 2023		
<b>Board Member Name:</b> Gretchen Newsom		
<b>Date:</b> 02/16/23		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	February 6, 2023, 10:00am, In Person Audit Committee of the San Diego County Regional Airport Authority	San Diego Airport Authority Audit Committee Meeting - Attended
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature:  \_\_\_\_\_

New Home Address:  
2171 W. California Street, San Diego, CA 92110

**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

**Directions:** This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for “day of service” compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074. Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

<b>Period Covered:</b> February 2023	
<b>Board Member Name:</b> Rafael Perez	
<b>Date:</b> 2/17/23	
<b>Type of Meeting</b>	<b>Date/Time/Location of Event/Meeting/Training</b>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/2/23 9:00 AM / SDCRAA Admin: Board Room
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/3/23 9:00 AM / SANDAG Board Room/ 1st Friday Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/6/23 10 AM / SDCRAA Admin: Board Room
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/10/23 / Microsoft TEAMS: Training
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/13/23 / Microsoft TEAMS: Training
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/14/23/ SDIA (SAN) Badging Office
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	2/16/23 SDCRAA Admin: Board Room
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	2/17/23 SANDAG Board Room/ 3rd Friday Meeting

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: 

**BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY**

**Directions:** This Form permits Board Members to report their attendance at meetings, events, and training that qualifies for “day of service” compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2019-0074 Unless attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a written report delivered at the next Board meeting. After completing this Form, please forward it to Board Services, Authority Clerk Staff.

<b>Period Covered:</b> 2/1/2023 - 2/28/2023		
<b>Board Member Name:</b> Marni von Wilpert		
<b>Date:</b> 2/21/23		
<b>Type of Meeting</b>	<b>Date/Time/Location of Event/Meeting/Training</b>	<b>Summary and Description of the Event/Meeting/Training</b>
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	February 2, 2023 : 9:00 am - 12:00 pm  San Diego County Regional Airport Authority Administrative Offices at 3225 N. Harbor Drive	Board / ALUC Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	February 16, 2023 : 9:00 am - 12:00 pm  San Diego County Regional Airport Authority Administrative Offices at 3225 N. Harbor Drive	Executive - Finance Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074		

I certify that I was present for at least half of the time set for each meeting, event, and training listed herein.

Signature: Marni von Wilpert

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Reject the Claim of Enid Newsome**

### **Recommendation:**

Adopt Resolution No. 2023-0019 rejecting the claim of Enid Newsome.

### **Background/Justification:**

On February 8, 2023, Enid Newsome filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, Newsome alleges that on August 11, 2022, she suffered emotional distress as the result of being in the "zone of danger" when her companion was injured while being pushed in a wheelchair as they traversed the jetway to board an aircraft at gate 13 in Terminal One at San Diego International Airport. Newsome claims damages in excess of \$7,200 to cover unspecified mental health treatment.

As described above, Newsome alleges that on August 11, 2022, she was walking next to her companion as she was being pushed in a wheelchair on the jetway at gate 13. Newsome claims an unspecified incident occurred and that she was close to it. She claims the incident was a result of negligence on the part of the Southwest Airlines employee or borrowed servant pushing the wheelchair; the dangerous and unsafe condition of the jetway walking area, to include the design, surface texture configuration, the worn and irregular condition, the angle of incline and decline, and the size, design, configuration and condition of the extension joints; the condition and design of the wheelchair in use and claims of it being dangerous and unsafe; the lack of adequate safety training, instruction, oversight and procedures with respect to the personnel transporting claimant's companion; the lack of adequate warning signs and the lack of adequately designed and maintained lighting.

Newsome's claim should be denied. An investigation into the incident revealed the Authority had no notice of a dangerous condition of the jetway or reports of wheelchair incidents in the jetway prior to the incident. Paramedics and Harbor Police were not dispatched to deal with an incident as described in this claim. The General Counsel has reviewed the claim and recommends rejection.



# Staff Report

Meeting Date: March 2, 2023

## Fiscal Impact:

Not applicable.

## Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

## Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

## Application of Inclusionary Policies:

Not applicable.

## Prepared by:

Amy Gonzalez  
General Counsel



**ACCIDENT OR DAMAGE**

**CLAIM FORM**

Please complete all sections. Incomplete submittals will be returned, unprocessed. Use a typewriter or print in ink.

FOR AUTHORITY USE ONLY	
Document No.:	_____
Filed:	_____

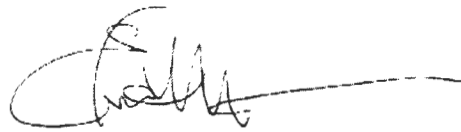
1) Claimant Name: Enid D Newsome	
2) Address to which correspondence regarding this claim should be sent: Enid D Newsome 18323 Muscateli Drive Richmond, TX 77407	
Telephone No.: 713-740-7783	Date: February 8, 2023
3) Date and time of incident: August 11, 2022, at approximately 2:55 p.m.	
4) Location of incident: Jetway bridge at San Diego International Airport, Terminal 1, Gate 13.	
5) Description of incident resulting in claim: (See Attachment 1)	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: (Unknown at this time)	
7) Persons having firsthand knowledge of incident:	
Witness (es)	Physician(s): Laquinta Neale
Name: Brenda Henton-Price	Name: Transformation Center
Address: 18323 Muscateli Dr	Address: 443 Overland Trail
Richmond, TX 77407	Cedar Hill, TX 75104
Phone: 501-779-5385	Phone: (501) 993-0765

ATTACHMENT A

8) Describe property damage or personal injury claimed:
Claimant experienced emotional distress as a result of being in the zone of danger when Ms. Brenda Henton-Price experienced her Incident and injuries.
9) Owner and location of damaged property or name/address of person injured:
Brenda Henton-Price 18323 Muscateli Dr, Richmond, TX 77407
10) Detailed list and amount of damages claimed as of date of presentation of claim, including prospective damages. If amount exceeds \$10,000.00, a specific amount need not be included.
Damages are in excess of \$7,200.00 for the aforementioned emotional distress claimed in section 8 above.

Dated: February 8, 2023

Claimant:



(Signature)

**Notice to Claimant:**

Where space is insufficient, please use additional paper and identify information by proper section number.

Mail completed original form to:

OR

Deliver completed original form in person to:

Claims  
San Diego County Regional Airport Authority  
P.O. Box 82776  
San Diego, CA 92138-2776

San Diego County Regional Airport Authority  
Administration Reception Desk  
3225 N. Harbor Drive, 3<sup>rd</sup> Floor  
San Diego, CA 92101

# ATTACHMENT A

## ATTACHMENT 1

### To the Notice of Claim of Enid D Newsome

#### Section 5 - Description of Incident Resulting in Claim:

Enid Newsome was in the zone of danger while trying to board Southwest Airlines Flight Number 6503 at San Diego International Airport on August 11, 2022, when Brenda Henton-Price was seriously injured in an Incident on the Jetway bridge leading from Terminal 1, Gate 13 to the plane. The Incident occurred when the wheelchair Ms. Henton-Price was being transported in to board the flight was caught/stopped abruptly by a dangerous and unsafe condition of the jet way bridge walking surface. Claimant, who is a long-time close friend of Ms. Henton-Price, is informed and believes that a Southwest Airline employee was pushing her wheelchair at the time of the Accident. Claimant was walking the Jetway bridge next to the employee pushing the wheelchair and has suffered emotional distress as a result of being in the zone of danger during the aforementioned Incident. Contributing substantial factor causes of the Incident included, without limitation:

1. the negligence of the Southwest Airline employee/borrowed servant pushing the wheelchair;
2. the dangerous and unsafe condition of the jet way bridge walking area , including without limitation, the walking areas` design, surface texture configuration, worn and irregular condition, the angle of incline/decline as well as the size, design, configuration, and condition of the jet way extension joints;
3. the condition and design of the wheelchair being used at the time of the Incident was dangerous and unsafe;
4. the lack of adequate safety training, instructions, oversight and procedures with respect to the personnel involved with transporting Claimant to the plane;
5. the lack of lack of adequate warning signs; and,
6. the lack of adequately designed and maintained lighting.

# INVOICE



TRANSFORMATION

**Bill To:**

Enid Newsome-Okeya  
18323 Muscatelli Drive  
Richmond, Texas 77407

**From:**

Laquinta Neale  
443 Overland Trail  
Cedar Hill, Texas 75104  
501-993-0765

Qualified Mental Health Professional

Dates of service:

August 15, 2022 - January 31, 2023

Active Client	Hrs	Listed Session	Unpaid Invoice
Enid Newsome-Okeya	6	August	\$ 1200.00
Enid Newsome-Okeya	6	September	\$ 1200.00
Enid Newsome-Okeya	6	October	\$ 1200.00
Enid Newsome-Okeya	6	November	\$ 1200.00
Enid Newsome-Okeya	6	December	\$ 1200.00
Enid Newsome-Okeya	6	January	\$ 1200.00

<b>Sub Total</b>	<b>\$7,200.00</b>
------------------	-------------------

**Note:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Thank You!*

**Payment Information:**

**Bank:**  
**No Bank:**  
**Email:**

RESOLUTION NO. 2023-0019

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY,  
REJECTING THE CLAIM OF ENID NEWSOME

**WHEREAS**, on February 8, 2023, Enid Newsome filed a claim with the San Diego County Regional Airport Authority (“Authority”) for losses she claims were the result of being in close proximity to an accident involving her friend on the jetway at gate 13 in Terminal One at San Diego International Airport; and

**WHEREAS**, at its regular meeting on March 2, 2023, the Board considered the claim filed by Enid Newsome and the report submitted to the Board and found that the claim should be rejected.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby rejects the claim of Enid Newsome; and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2nd day of March 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

---

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

---

AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Reject the Claim of Brenda Henton-Price**

### **Recommendation:**

Adopt Resolution No. 2023-0020 rejecting the claim of Brenda Henton-Price.

### **Background/Justification:**

On February 8, 2023, Brenda Henton-Price filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, Henton-Price alleges that on August 11, 2022, she suffered injuries as the result of being thrown to the floor from a wheelchair when it abruptly stopped as she transited the jetway to board an aircraft at gate 13 in Terminal One at San Diego International Airport. Henton-Price claims damages in excess of \$45,000 to cover medical treatment, lost wages, and other expenses.

As described above, Henton-Price alleges that on August 11, 2022, she was being wheeled in a wheelchair by someone she believes was a Southwest Airlines employee to board her flight. At some point inside the jetway she claims the wheelchair was stopped abruptly by an unspecified dangerous condition, causing her to fall violently to the floor. She claims she suffered injuries to her stomach, back, neck, knees and torso, including contusions. She claims the incident was a result of negligence on the part of the Southwest Airlines employee or borrowed servant pushing the wheelchair; the dangerous and unsafe condition of the jetway walking area, to include the design, surface texture configuration, the worn and irregular condition, the angle of incline and decline, and the size, design, configuration and condition of the extension joints; the condition and design of the wheelchair in use and claims of it being dangerous and unsafe; the lack of adequate safety training, instruction, oversight and procedures with respect to the personnel transporting claimant; the lack of adequate warning signs and the lack of adequately designed and maintained lighting.

Henton-Price's claim should be denied. An investigation into the incident revealed the Authority had no notice of a dangerous condition of the jetway or reports of wheelchair incidents in the jetway prior to the incident. Harbor Police were not dispatched to deal with an incident as described in this claim and paramedics were not requested for evaluation. The General Counsel has reviewed the claim and recommends rejection.



Meeting Date: March 2, 2023

## Fiscal Impact:

Not applicable.

## Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

## Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

## Application of Inclusionary Policies:

Not applicable.

## Prepared by:

Amy Gonzalez  
General Counsel



**ACCIDENT OR DAMAGE**

**CLAIM FORM**

Please complete all sections. Incomplete submittals will be returned, unprocessed. Use a typewriter or print in ink.

<b>FOR AUTHORITY USE ONLY</b>	
Document No.:	_____
Filed:	_____

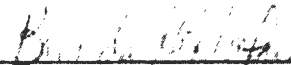
1) Claimant Name: Brenda Henton-Price	
2) Address to which correspondence regarding this claim should be sent: 18323 Muscateli Drive Richmond, TX 77407	
Telephone No.: 501-779-5385	Date: February 8, 2023
3) Date and time of incident: August 11, 2022, at approximately 2:55 p.m.	
4) Location of incident: Jetway bridge at San Diego International Airport, Terminal 1, Gate 13.	
5) Description of incident resulting in claim: (See Attachment 1)	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known: (Unknown at this time)	
7) Persons having firsthand knowledge of incident:	
Witness (es)	Physician(s): (Treating Physicians at)
Name: Enid Newsome	Name: Memorial Hermann Sugar Land Hospital
Address: 18323 Muscateli Dr Richmond, TX 77407	Address: 17500 W. Grand Pkwy S Sugarland, TX 77479-2562
Phone: 713-470-7783	Phone: (281) 725-5000
(Additional individuals are listed in Attachment 1)	

**ATTACHMENT A**

<b>8) Describe property damage or personal injury claimed:</b>
Internal and external injuries to Claimant's neck, back, spine, knees, and torso, including without limitation, a contusion to the torso, knees, and recent surgery site; as well as medical expenses incurred, future medical expenses, loss of wages and other related expenses, including but not limited to, three (3) months of lost wages. Claimant continues to experience additional expenses and losses.
<b>9) Owner and location of damaged property or name/address of person injured:</b>
Brenda Henton-Price 18323 Muscateli Dr, Richmond, TX 77407
<b>10) Detailed list and amount of damages claimed as of date of presentation of claim, including prospective damages. If amount exceeds \$10,000.00, a specific amount need not be included.</b>
Damages are in excess of \$45,000 for the aforementioned personal injuries claimed in section 8 above. Claimant continues to experience additional damages.

Dated: February 8, 2023

Claimant:

  
(Signature)

**Notice to Claimant:**

Where space is insufficient, please use additional paper and identify information by proper section number.

Mail completed original form to:

OR

Deliver completed original form in person to:

Claims  
San Diego County Regional Airport Authority  
P.O. Box 82776  
San Diego, CA 92138-2776

San Diego County Regional Airport Authority  
Administration Reception Desk  
3225 N. Harbor Drive, 3<sup>rd</sup> Floor  
San Diego, CA 92101

# ATTACHMENT A

## ATTACHMENT 1

### To the Notice of Claim of Brenda Henton-Price

#### **Section 5 - Description of Incident Resulting in Claim:**

While trying to board Southwest Airlines Flight Number 6503 at San Diego International Airport on August 11, 2022, Brenda Henton-Price was seriously injured in an Incident on the Jetway bridge leading from Terminal 1, Gate 13 to the plane. The Incident occurred when the wheelchair she was being transported in to board the flight was caught/stopped abruptly by a dangerous and unsafe condition of the jet way bridge walking surface. Claimant is informed and believes that a Southwest Airline employee was pushing her wheelchair at the time of the Accident. When Claimant's wheelchair was stopped abruptly, she was propelled violently out of the wheelchair and on to the floor. When Claimant hit the floor she suffered injury to her stomach, back, neck, knees, torso and other parts of her body. Contributing substantial factor causes of the Incident included, without limitation:

1. the negligence of the Southwest Airline employee/borrowed servant pushing the wheelchair;
2. the dangerous and unsafe condition of the jet way bridge walking area , including without limitation, the walking areas' design, surface texture configuration, worn and irregular condition, the angle of incline/decline as well as the size, design, configuration, and condition of the jet way extension joints;
3. the condition and design of the wheelchair being used at the time of the Incident was dangerous and unsafe;
4. the lack of adequate safety training, instructions, oversight and procedures with respect to the personnel involved with transporting Claimant to the plane;
5. the lack of adequate warning signs; and,
6. the lack of adequately designed and maintained lighting.

#### **Section 7 – Persons Having Firsthand Knowledge of Incident:**

Additional parties with firsthand knowledge of the Incident are including, but not limited to the following:

##### Individuals

Southwest Airlines Pilot and Crew of Southwest Airlines Flight Number 6503 that arrived at the accident scene. The names and contact information for these employees are unknown to Claimant at this time.

##### Medical Providers or Professionals

AV Imaging, 12920 University Blvd, Suite 600 Sugarland, TX 77479, Phone: (281) 406-0727

HealthSource of Katy LLC, 2944 S Mason Rd, Suite F, Katy, TX 77450, (281) 358-8585

Stella Bryant, RN (Ret.)



RECEIPT

DATE: 08/08/22

RECEIVED FROM: Brenda Henton-Price AMOUNT \$ 4,900.00

AMOUNT: Four thousand nine hundred DOLLARS

FOR PAYMENT OF: Gastric Sleeve Surgery

PAID BY: ( ) CASH

() CHECK # 7389305177

( ) TRANSFER

RECEIVED BY: Johanna Pabon

ATTACHMENT A

AV IMAGING  
12920 UNIVERSITY BLVD  
600  
SUGAR LAND, TX 77479  
(281) 406-0727

Terminal ID XXXXXXXXXXXXXXXX  
Trans ID 00000003497  
Order ID 920356191  
Trans Type Purchase  
Clerk ID MARILYNF4  
Date/Time 2022-08-24 10:56:01  
Card Type Visa  
Card Number XXXXXXXXXXXX5610  
Entry Legend CHIP READ  
Entry Method CONTACT  
Approval Code 037249  
AC A62D8000EE1C0F70  
ATC 00F7  
AID A000000031010  
AID NAME VISA DEBIT  
TVR 8080008000  
TSI 6800  
Resp CD Z3  
TRN REF # 302236573616761  
VAL CODE HTHT  
  
Total Amount USD\$338.00

Description: \_\_\_\_\_

Approved - Thank You

X \_\_\_\_\_  
Cardholder Signature

Buyer agrees to pay total amount above  
according to cardholder's agreement with  
issuer.

\*\*\*\*Customer Copy\*\*\*\*  
Retain this copy for statement  
verification

# Budget Tracker

08/22-11/22

○○○ Groceries/Medicine <input type="checkbox"/>	
<b>Groceries 3 month period</b>	
HEB	\$12,33.99
<b>Medicine</b>	
CVS	\$25.92
<b>Total Expenses</b>	<b>\$865.00</b>

○○○ Medical Cost <input type="checkbox"/>	
AV Imaging MRI	\$338.00
Urgent Care Visit	\$125
Health Source Chiropractic of Katy	\$39
Bill Harmon Sugarland	\$15,496.25
<b>Total Expenses</b>	<b>\$ 15,998.25</b>

○○○ Enid Newsome -Okeya <input type="checkbox"/>	
<b>Living Assistance</b>	
\$20 x 5 HRS Daily 3 months	
Shower	
Laundry	
Dressing Assistance	
Assistance to Restroom	
Food Preparation	
Continual Supervision	
<b>Total Hours</b>	<b>120</b>
<b>Total Expenses</b>	<b>\$2400.00</b>

○○○ Stela Bryant <input type="checkbox"/>	
<b>Living Assistance</b>	
\$20 x 3 HRS Daily 3 months	
Adminster meds	
Adminster blood thinner shots	
Daily Blood Pressure Testing	
Adminster breathing treatments	
Apply cold/hot packs daily	
Change dressing on surgery wounds.	
<b>Total Hours</b>	<b>60</b>
<b>Total Expenses</b>	<b>\$1200.00</b>

○○○ Transportation <input type="checkbox"/>	
Total Miles 400 x .79	
Trip from Austin, Texas, Hospital visit, imaging center, Urgent Care, Chiropractor's office,	
4 months Fuel Cost \$746.02	
<b>Total Expense.</b>	<b>\$1,062.02</b>

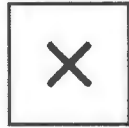
○○○ Emotional Care <input type="checkbox"/>	
Monthly Psychosocial Rehabilitation 1.5 hrs x \$200	
Brenda Henton-Price Hrs 36	
Enid Newsome Hrs 36	
<b>Total Expense.</b>	<b>\$14,200.00</b>

○○○ Total <input type="checkbox"/>	
Total Grocery/Medicine.	
Medical Cost	
Living Assistance	
Transportation	
Reimbursement	
Emotional Care	
<b>Total Expense.</b>	<b>\$21,539.47</b>

Posting date

11/08/2022

### Transaction details



Posting date

**Nov 8, 2022**

Description

**TN TLR transfer Banking Ctr  
CORDOVA #0000067 TN  
Confirmation# XXXXX63741**



Type

**Deposit**

Status

**Cleared**

Amount

**\$1,000.00**

Description

**TN TLR transfer Banking Ctr  
CORDOVA #0000067 TN  
Confirmation# XXXXX63741**

Amount

**-\$20.14**







ONE NATION FELLOWSHIP  
COMMUNITY DEVELOPMENT CORPORATION  
2741 SUNRISE BLUFF DR  
LAS VEGAS, NV, 89142

1015  
04 75 1270 00  
03 1997

12/11/22 Date

Pay To The  
Order Of

Our Father's Way CDC \$ 500.00  
Five Hundred Dollar <sup>no</sup> / 100 Dollars

BANK OF AMERICA

ACFT 122400724

*[Signature]* *[Signature]*

⑆122400724⑆ 501027821033⑆1015

Secure Area

Privacy

Security

Equal Housing Lender

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AA web.bankofamerica.com



← Details

**BKOFAMERICA**

**MOBILE 12/12**

**3607005134 DEPOSIT**

**\*MOBILE AR**

Edit Description

**Amount**

\$500.00

**Transaction Date**

12/12/2022

**Type**

Deposit

Check Images

Deposit Slip

Check 1: \$500.00



# RENTAL LOG

DATE AUGUST 11, 2022  
 DATE DECEMBER 31, 2022

<b>Landlord</b>	<b>CHijoke David Okeya</b>
<b>Tenant</b>	<b>Brenda Henton-Price</b>
<b>Address</b>	<b>18323 Muscatelli Drive</b>
<b>Phone</b>	<b>713-470-8218</b>
<b>ROOM DISCRPTION</b>	<b>350 Sq ft room, queen bed,</b>

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
AUG	<b>Weekly Room Rental</b>		187.5	\$750
SEPT	<b>Weekly Room Rentsl</b>		187.5	\$750
OCT	<b>Weekly Room Rental</b>		187.5	\$750
NOV	<b>Weekly Room Rental</b>		187.5	\$750
DEC	<b>Weekly Room Rental</b>		187.5	\$750
<b>TOTAL</b>				<b>\$3,000.00</b>

SIGNATURE LANDLORD \_\_\_\_\_

SIGNATURE TENANT \_\_\_\_\_

# WELLS FARGO

## BUSINESS CHECKING

Account  
...1061  
Routing Numbers

**\$558.30**  
Available balance

### Activity Summary

Ending collected balance as of 02/08/23	\$558.30
Current posted balance	\$558.30
Pending withdrawals/debits	\$0.00
Pending deposits/credits	\$0.00
Available balance	<b>\$558.30</b>

### Monthly Service Fee Summary

Routing numbers

### Activity

First  
Previous  
Next

Date	Description	Deposits/Credits	Withdrawals/Debits
<b>ending Transactions</b>			
<b>Totals</b>		<b>\$0.00</b>	<b>\$10,665.26</b>


## ATTACHMENT A

No pending transactions meet your search criteria. Please try again.

### Posted Transactions

12/30/22	MONTHLY SERVICE FEE - <u>Monthly Service Fee Summary</u>	\$10.00
12/30/22	PAYPAL INST XFER 201130 GOLDBELLY SECOND MAN MINISTRIES	\$94.25
12/28/22	OVERDRAFT FEE FOR A TRANSACTION POSTED ON 12/27 \$112.68 PURCHASE AUTHORIZED ON 12/25 HOTELS.COM 744568533 HOTELS.C	\$35.00
12/27/22	PURCHASE AUTHORIZED ON 12/25 HOTELS.COM 744568533 HOTELS.COM AND 10115485808576 CARD 5610	\$122.68
12/20/22	PAYPAL INST XFER 122022 11000808576401130001 MAN MINISTRIES	\$11.00
12/16/22	PURCHASE AUTHORIZED ON 12/16 LAS VEGAS VESTER MOBILE PH P382344782856323 CARD 5610	\$53.00
12/16/22	PURCHASE AUTHORIZED ON 12/16 JAMES GUN BROWN MINISTRIES P00000170811130 CARD 5610	\$60.00
12/16/22	PURCHASE AUTHORIZED ON 12/16 MCDONALD'S FRANCHISING INC P0000001380690883 CARD 5610	\$240.00
12/15/22	PAYPAL INST XFER 221215 SOUTHWEST SECOND MAN MINISTRIES	\$3.00
12/14/22	PAYPAL INST XFER 221214 CRACKBRACKS SECOND MAN MINISTRIES	\$29.00
12/14/22	RECURRING PAYMENT AUTHORIZED ON 12/13 VISTA SPRING 806-207- 4955 MA 5412347817482691 CARD 5610	\$19.19
12/12/22	PURCHASE AUTHORIZED ON 12/10 SHAKING CRAB LAS VEGAS NV S382344782734423 CARD 5610	\$140.00
<b>Totals</b>		<b>\$0.00</b> <b>\$10,665.26</b>

**ATTACHMENT A**

12/13/22	PURCHASE AUTHORIZED ON 12/09 NORTH EAST FLEET WWW.NORTHEAST.MA-467-343702806454 CARD 5610	\$1,175.00
12/13/22	PURCHASE AUTHORIZED ON 12/09 POSTAL PLUS COPY C RICHMOND TX 5582343591931500 CARD 5610	\$31.82
12/07/22	DEPOSITED OR CASHED CHECK # 1049 	\$300.00
12/07/22	PURCHASE AUTHORIZED ON 12/06 KRUGER FUEL #731 9503 HWY HOUSTON TX 4582341078815059 CARD 5610	\$65.36
12/07/22	PURCHASE AUTHORIZED ON 12/05 PIZZA HUT 070511-101ps17/pfco TX 546234007426577 CARD 5610	\$41.00
12/05/22	PURCHASE AUTHORIZED ON 12/01 Subway 1530 Housden St 402736719543107 CARD 5610	\$27.00
12/05/22	PURCHASE AUTHORIZED ON 12/01 DELTA AIR ORG 25 DELTA CORP WA 5582336385961105 CARD 5610	1,125.00
11/02/22	PURCHASE AUTHORIZED ON 11/01 HOTEL SCOTT 1441 WEST HOTELS.COM WA 5127316050047670 CARD 5610	\$20
11/30/22	MONTHLY SERVICE FEE <u>Monthly Service Fee Summary</u>	\$10.00
11/30/22	PURCHASE AUTHORIZED ON 11/28 SHELL OIL 12780513 RICHMOND TX 5582332652414146 CARD 5610	\$50.08
11/16/22	PURCHASE AUTHORIZED ON 11/16 H-E-B GAS #774 RICHMOND TX 8302300548411175 CARD 5610	\$60.07
11/14/22	RECURRING PAYMENT AUTHORIZED ON 11/13 YES PAYMENT 806 201 4955 MA 5462317817306042 CARD 5610	\$19.19
11/14/22	PURCHASE AUTHORIZED ON 11/10 H-E-B #774 RICHMOND TX P382315674618660 CARD 5610	\$32.05
<b>Totals</b>		<b>\$0.00</b> <b>\$10,665.26</b>


**ATTACHMENT A**

11/10/22	PURCHASE AUTHORIZED ON 11/10 H-E-B # 724 RICHMOND TX P302316831784851 CARD 5610	\$144.60	
11/07/22	PURCHASE AUTHORIZED ON 11/07 H-E-B # 724 RICHMOND TX P582311874017432 CARD 5610	\$48.36	
11/07/22	PURCHASE AUTHORIZED ON 11/05 SAMSCUB #6867 RICHMOND TX P000000979752688 CARD 5610	\$324.14	
11/07/22	PURCHASE AUTHORIZED ON 11/04 CSC SERVICEWORK HOLDING TX 5382 084 3231729 CARD 5610	\$2.30	
11/04/22	PURCHASE AUTHORIZED ON 11/04 H-E-B GAS #724 RICHMOND TX P461302519980599 CARD 5610	\$54.02	
11/03/22	PURCHASE AUTHORIZED ON 11/03 H-E-B # 1248 	\$19.13	
11/01/22	MONTHLY SERVICE FEE <u>Monthly Service Fee Summary</u>	\$0.00	
10/31/22	PURCHASE AUTHORIZED ON 10/28 SPIRIT A/C (P703) HOUSTON TX P450016651104 CARD 5610	\$62.59	
10/31/22	PURCHASE AUTHORIZED ON 10/28 FROM THE # 888050 WAXLER CO 33073066247403 CARD 5610	\$1.99	
10/27/22	PURCHASE AUTHORIZED ON 10/27 H-E-B GAS # 724 RICHMOND TX P382300586173655 CARD 5610	\$61.00	
10/24/22	PURCHASE AUTHORIZED ON 10/22 WINGSTOP #1473 LOI RICHMOND TX S30110561515754 CARD 5610	\$11.10	
10/17/22	PURCHASE AUTHORIZED ON 10/17 H-E-B GAS # 724 RICHMOND TX P582290560030081 CARD 5610	\$50.36	
10/17/22	PURCHASE AUTHORIZED ON 10/15 CHODDARS 070200102 SUGAR LAND TX S382288728710582 CARD 5610	\$90.00	
<b>Totals</b>		<b>\$0.00</b>	<b>\$10,665.26</b>





**ATTACHMENT A**

09/16/22	PURCHASE AUTHORIZED ON 09/11 AIRRINS LINWYLLA TX AIRBNB.COM CA S 492253699-112882 CARD 5610	\$504.30	
09/14/22	RECURRING PAYMENT AUTHORIZED ON 09/11 VESTAPRINT 866-207- 4955 MA S302256816051754 CARD 5610	\$10.38	
09/14/22	RECURRING PAYMENT AUTHORIZED ON 09/11 VESTAPRINT 866-207- 4955 MA S382256815934170 CARD 5610	\$12.00	
09/14/22	OVERDRAFT FEE FOR A TRANSACTION POSTED ON 09/13 \$1.00 AND 50 PAYPAL CHECK 2209031021029080 IS 2 SECOND MAR MINISTRIES	\$25.00	
09/12/22	PAYPAL CHECK 2209031021029080 IS 2 SECOND MAR MINISTRIES	\$1,250.00	
09/12/22	DEPOSITED OR CASHED CHECK # 1035 	\$500.00	
09/12/22	PURCHASE AUTHORIZED ON 09/09 PRO-TEC FIELDS KAY TX S581102651584861 CARD 5610	\$5.00	
09/08/22	PURCHASE AUTHORIZED ON 09/08 H-E-B GAS #74 RICHMOND TX EAS 125108110088 CARD 5610	\$81.00	
09/06/22	PURCHASE AUTHORIZED ON 09/05 BURGER KING #5127 HOUSTON TX S582246951036870 CARD 5610	\$38.88	
09/02/22	PURCHASE AUTHORIZED ON 09/01 QGV® Brandywine Val 484- 7928300 PA S301244587096194 CARD 5610	\$50.00	
09/01/22	DEPOSITED OR CASHED CHECK # 1043 	\$150.00	
08/30/22	PURCHASE AUTHORIZED ON 08/30 H-E-B #724 RICHMOND TX P38224133295732 CARD 5610	\$41.88	
08/30/22	PURCHASE AUTHORIZED ON 08/29 617753982249298730 SUGAR LAND TX S382241646226224 CARD 5610	\$23.36	
<b>Totals</b>		<b>\$0.00</b>	<b>\$10,665.26</b>

**ATTACHMENT A**

08/26/22	PURCHASE AUTHORIZED ON 08/24 AV JAMMING SUGAR LAND TX S302236573616761 CARD 5610	\$338.00
08/22/22	PURCHASE AUTHORIZED ON 08/18 VISA MARSICOS - KATY TX S302230618623590 CARD 5610	\$78.10
08/19/22	PURCHASE AUTHORIZED ON 08/19 H-E-B GAS #771 RICHMOND TX P462231576086069 CARD 5610	\$52.05
08/19/22	PURCHASE AUTHORIZED ON 08/17 CHECK #11-A #005991781510N TX S382229701611930 CARD 5610	\$30.14
08/16/22	PURCHASE AUTHORIZED ON 08/15 BURLINGTON STORES 170 KATY TX P452220573761629 CARD 5610	\$68.15
08/16/22	DEPOSITED ON CASHED CHECK #1945 EQ	\$50.00
08/16/22	PURCHASE AUTHORIZED ON 08/15 CVS PHARMACY #106 RICHMOND TX P02227172761041786 CARD 5610	\$25.97
08/15/22	PURCHASE AUTHORIZED ON 08/15 SAMSCLUB #5867 RICHMOND TX P00000086353965 CARD 5610	\$71.14
08/15/22	PURCHASE AUTHORIZED ON 08/14 WAL MART #5262 RICHMOND TX P000000583829078 CARD 5610	\$10.15
08/15/22	PURCHASE AUTHORIZED ON 08/14 WM #30080 Wal-Mart Super RICHMOND TX P000000989106014 CARD 5610	\$112.26
08/15/22	RECORRING INSTRUMENT AUTHORIZED ON 08/13 v STAPLENT 806-435- 4955 MA S582225815606894 CARD 5610	\$19.11
08/15/22	PURCHASE AUTHORIZED ON 08/11 SOUTHWES 526215 800-435- 9792 TX S46223755341780 CARD 5610	\$305.98
08/15/22	PURCHASE AUTHORIZED ON 08/11 SOUTHWES 526215 800-435- 9792 TX S462223755341780 CARD 5610	\$305.98
<b>Totals</b>		<b>\$0.00</b> <b>\$10,665.26</b>

ATTACHMENT A

08/15/20 PURCHASE AUTHORIZED ON 08/11 SAN JETROX T2E 625 SAN DIEGO 118.61  
CA 546122365.034577 CAPD 5610

**Totals** **\$0.00** **\$10,665.26**

[Back to top](#)

[First](#)

[Previous](#)

[Next](#)

\* Account Disclosures

Deposit products offered by Wells Fargo Bank, N.A. Member FDIC.

 Equal Housing Lender

# INVOICE



TRANSFORMATION

**Bill To:**

Brenda Henton-Price  
930 West Scenic Drive apt 407  
North Little Rock, Arkansas 72118

**From:**

Laquinta Neale  
443 Overland Trail  
Cedar Hill, Texas 75104  
501-993-0765  
Qualified Mental Health Professional

Dates of service:  
August 15, 2022 - January 31, 2023

Active Client	Hrs	Listed Session	Unpaid Invoice
Brenda Henton-Price	6	August	\$ 1200.00
Brenda Henton-Price	6	September	\$ 1200.00
Brenda Henton-Price	6	October	\$ 1200.00
Brenda Henton-Price	6	November	\$ 1200.00
Brenda Henton-Price	6	December	\$ 1200.00
Brenda Henton-Price	6	January	\$ 1200.00

**Sub Total \$7,200.00**

**Note:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Information:**

**Bank:**  
**No Bank:**  
**Email:**

*Thank You!*

ATTACHMENT A

# BRENDA HENTON-PRICE

## Lost Wages Estimate

JOB TITLE

MINISTER / CONSULTANT

BEGINING DATE AUGUST 11, 2022

ENDING DATE JANUARY 31, 2023

No tax returns available

Pictures of Bank statement for month of November

Pictures of Bank statement for month of December  
for engagement.

Pictures of Cashapp for Client Consulting

MONTHLY

2 speaking engagements per month  
per engagement \$500

3 consulting clients per week 4  
months Hourly Rate \$100

DESCRIPTION	RATE	QTY	TOTAL
3 months speaking engagement.	500	6	3,000.00
4 months Consulting Clients -	100	42	4,200.00
	SUB TOTAL	\$	7200.00
	<b>TOTAL</b>	\$	<b>7,200.00</b>

HealthSource of Katy Llc  
2944 S Mason Rd  
Suite F  
Katy, TX 77450  
(281)358-8585



Initial Exam

**Patient**  
BRENDA HENTON-PRINCE  
Account #: 15785  
DOB: 1/1/1901

8/18/2022

**Episodic Onset Date:** 8/15/2022

Patient presents for an initial visit to our office for evaluation of the following complaints:

## Subjective

### Review of Primary Complaint

- Left Side Lower Back
  - Date of Onset: 08/15/2022
  - Mode of Onset: Slip or Fall
  - VAS: Now 10, Frequency: Constant pain (100% of the day)
  - Qualities: sharp, throbbing and tingling/numb
  - Aggravators: getting out of bed, standing, sitting, getting in/out of car and walking
  - Relievers: resting
  - Symptoms: Pain travels to left side of mid back, left buttock, left hip, left lower leg and left foot
  - Notes: pt states she had gastric sleeve surgery on the 8th. she was then dumped out of her wheel chair on the 11th. she then had leg pain and pain in her back. she is have pain across her abdomen. pt saw her gastro and went to ER. pain is all along the left side with numbness.

### Other Complaints

- Left Leg
  - Date of Onset: 08/15/2022
  - Mode of Onset: Slip or Fall
  - VAS: Now 10, Frequency: Constant pain (100% of the day)
  - Qualities: spasms, shooting, sharp, throbbing, tingling/numb and aching
  - Aggravators: walking, sitting, standing, getting out of bed and getting in/out of car
  - Relievers: resting
  - Notes: Pt states having pain going down her left leg and groin

### Past Medical History

- The patient denies currently taking any medications
- The patient denies currently taking any nutritional supplements
- The patient has had past surgeries
- The patient has had significant past trauma
- Last Menstrual Period: 08/18/2022
- The patient denies the following: Insulin, Cortisone, Male/Female Hormones, Blood Pressure Medication, Tranquilizers/Sedatives, Being Pregnant and Birth Control

### Family History

- No significant family history

### Social History

- Employment: employed
- Marital Status: Married
- Children: 4
- Sufficient Rest: rarely, less than 6 hours per day
- Exercise: Moderately, at a low intensity

## ATTACHMENT A

- Well Balanced Diet: rarely
- Smoking Status: no
- Caffeinated Beverages: no
- Alcoholic Beverages: no
- Ever Used Street Drugs: no

### Objective

#### Range of Motion Evaluation

- Lumbar
  - Active flexion elicits severe pain
  - Active extension elicits severe pain
  - Active left lateral flexion elicits severe pain
  - Active right lateral flexion elicits severe pain
  - Active left rotation elicits severe pain
  - Active right rotation elicits severe pain

#### Palpations

- Glutes: severe pain, tenderness, and spasm on the left
- Piriformis: severe pain, tenderness, and spasm on the left
- Lumbar Paraspinals: severe pain, tenderness, and spasm on the left

#### Subluxations

- L3
  - Spinal Fixation: Severe Left
  - Pain and Tenderness: Severe Left
  - Muscle Spasm: Severe Left
- L4
  - Spinal Fixation: Severe Left
  - Pain and Tenderness: Severe Left
  - Muscle Spasm: Severe Left
- L5
  - Spinal Fixation: Severe Left
  - Pain and Tenderness: Severe Left
  - Muscle Spasm: Severe Left
- Sacroiliac
  - Spinal Fixation: Severe Left
  - Pain and Tenderness: Severe Left
  - Muscle Spasm: Severe Left

#### Orthopedic Testing

- Positive Tests
  - Bechterew's Test
    - **Positive Findings**
    - Backache on left side
  - Hibb's Test
    - **Positive Findings**
    - Positive on the Left on left side
  - Kemp's Test
    - **Positive Findings**
    - Local pain on left side
  - Yeoman's Test
    - **Positive Findings**
    - Positive on the Left on left side

#### Neurological Review

- Observations
  - Speech: WNL
  - Gait: Normal
  - Rhomberg's: WNL
  - Demeanor: Alert
  - Heel/Toe Walk: Normal

## ATTACHMENT A

- Myotome Testing
  - C5 - Elbow flexors: Left = 5/5, Right = 5/5
  - C6 - Wrist extensors: Left = 5/5, Right = 5/5
  - C7 - Elbow extensors: Left = 5/5, Right = 5/5
  - C8 - Finger flexors: Left = 5/5, Right = 5/5
  - T1 - Finger abductors: Left = 5/5, Right = 5/5
  - L2 - Hip flexors: Left = 5/5, Right = 5/5
  - L3 - Knee extensors: Left = 5/5, Right = 5/5
  - L4 - Ankle dorsiflexors: Left = 5/5, Right = 5/5
  - L5 - Long toe extensors: Left = 5/5, Right = 5/5
  - S1 - Ankle plantar flexors: Left = 5/5, Right = 5/5
- Dermatome Testing
  - C5: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - C6: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - C7: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - C8: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - T1: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - L2: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - L3: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - L4: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - L5: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
  - S1: Left = 2/2 (normal sensation), Right = 2/2 (normal sensation)
- Reflexes
  - C5 - Biceps: Bilaterally = 2 (normal)
  - C6 - Brachio: Bilaterally = 2 (normal)
  - C7 - Triceps: Bilaterally = 2 (normal)
  - L4 - Patellar: Bilaterally = 2 (normal)
  - S1 - Achilles: Bilaterally = 2 (normal)

### Assessment

#### Current Diagnosis

- Radiculopathy, lumbosacral region (M54.17)
- Sacroiliitis, not elsewhere classified (M46.1)
- Vertebrogenic low back pain (M54.51)
- Muscle spasm of back (M62.830)
- Onset of Symptoms: 8/15/2022

### Plan

#### Treatment Provided

- Moderate Exam NP - Total of 30 Minutes Was Spent Documenting Clinical Information In The Electronic Health Record, Counseling And Educating The Patient/Family/Caregiver, Performing A Medically Appropriate Examination And/Or Evaluation, And Obtaining And/Or Reviewing Separately Obtained History

The patient completed treatment without incident.

#### Follow-up Plan

- advised pt to consult her gastro physician. pt was in severe pain unable to lay on her stomach for any period time.

Reviewed informed consent. Mrs. Henton-Prince had no questions, understood, and would like to move forward with care.

Notation electronically signed by: *George C Bala DC*



RESOLUTION NO. 2023-0020

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY,  
REJECTING THE CLAIM OF BRENDA HENTON-PRICE

**WHEREAS**, on February 8, 2023, Brenda Henton-Price filed a claim with the San Diego County Regional Airport Authority (“Authority”) for losses she claims were the result of falling from a wheelchair on the jetway at gate 13 in Terminal One at San Diego International Airport; and

**WHEREAS**, at its regular meeting on March 2, 2023, the Board considered the claim filed by Brenda Henton-Price and the report submitted to the Board and found that the claim should be rejected.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby rejects the claim of Brenda Henton-Price; and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2nd day of March 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Fiscal Year 2023 Second Quarter Report from the Office of the Chief Auditor**

**Recommendation:**

The Audit Committee recommends that the Board accept the report.

**Background/Justification:**

As directed in the Charter for the Office of the Chief Auditor, the Chief Auditor shall communicate to the Authority's Audit Committee and executive management on a periodic basis the performance relative to the Office of the Chief Auditor's (OCA) Audit Plan, results of audit engagements or other activities completed, and to report any risk exposures or control issues identified.

The Fiscal Year 2023 Second Quarter Report from the OCA (Attachment A) is an account of activities and undertakings of the OCA during the period October 1, 2022, through December 31, 2022, and includes details on all recommendations completed or in progress during the second quarter.

On February 6, 2023, the Audit Committee received a presentation by staff on the Office of the Chief Auditor's activities performed during the second quarter. The Audit Committee subsequently voted unanimously to forward the Fiscal Year 2023 Second Quarter Report to the Board for acceptance.

# Staff Report

Meeting Date: March 2, 2023

## Fiscal Impact:

None

## Authority Strategies/Focus Areas:

This item supports one or more of the following:

### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

## Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

## Application of Inclusionary Policies:

Not Applicable

## Prepared by:

Lee M. Parravano  
Chief Auditor

# Office of the Chief Auditor Fiscal Year 2023 2nd Quarter Report

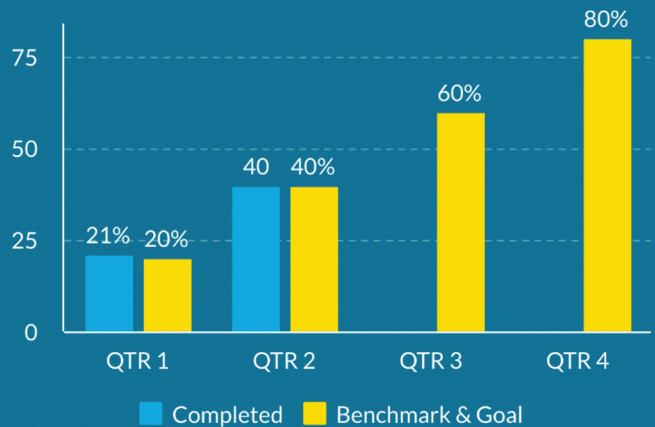


## Audit Engagement Progress

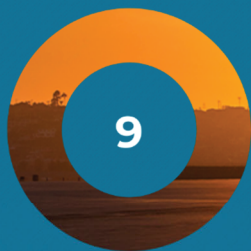


■ Completed (40%) 
 ■ In Progress (46.67%) 
 ■ Not Started (13.33%)

## Audit Engagements Completed vs. Benchmark & Goal



## By The Numbers



Recommendations Issued



Customer Satisfaction Rating



Engagements Completed Under Budget



Auditor Utilization Percentage



Recommendations Accepted By Management



# Fiscal Year 2023

## Second Quarter Report

SAN DIEGO  
COUNTY  
REGIONAL  
AIRPORT  
AUTHORITY

**Issue Date: February 6, 2023**

**OFFICE OF THE CHIEF AUDITOR**

## Second Quarter Summary

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### Executive Summary

During the second quarter, the Office of the Chief Auditor (OCA) continued work on the Fiscal Year 2023 Audit Plan. The quarter was very active with the OCA completing three engagements. Also, the OCA collaborated with the Marketing Department to revamp the webpage for reporting fraud, waste, abuse, and ethics violations. The new webpage offers additional functionality and information. Details on all activities included in the Audit Plan are given below.

### Performance Measures

For Fiscal Year 2023, six major performance measures were developed to evaluate the OCA. The OCAs performance against the selected performance measures is displayed in Table 1.<sup>1</sup>

*Table 1: Status of Performance Measures as of December 31, 2022*

#	Performance Measure	Goal	Actual	Benchmark
1	Customer satisfaction ratings from auditee	4.0	5.0	4.0
2	Number of recommendations	16	9	16
3	Percentage of audit and consulting engagements completed	40%	40%	40%
4	Percentage of recommendations accepted	95%	100%	83%
5	Percentage of staff time spent on audit and consulting engagements and general audit activities	81%	85%	81%
6	Percentage of audit and consulting engagements completed within budget	80%	100%	73%

#### *Customer Satisfaction Rating:*

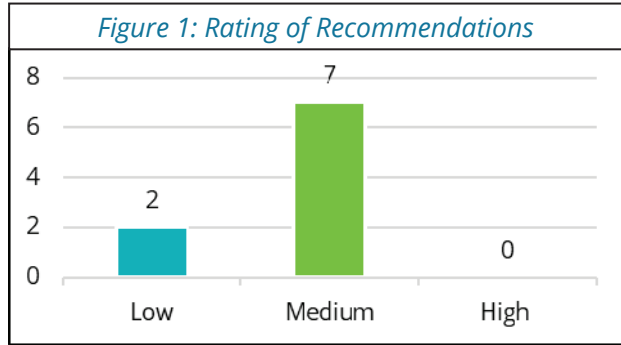
After the completion of an audit or consulting engagement, a survey is sent to the department to obtain customer satisfaction data. The OCAs goal for customer satisfaction is 4.0, on a 1 to 5 scale (with 1 being very dissatisfied and 5 being very satisfied). To date this fiscal year, we have achieved a score of 5.0.

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<sup>1</sup> The OCA tracks additional performance measures that are not shown above. Their results are compiled and shared with the Audit Committee annually.

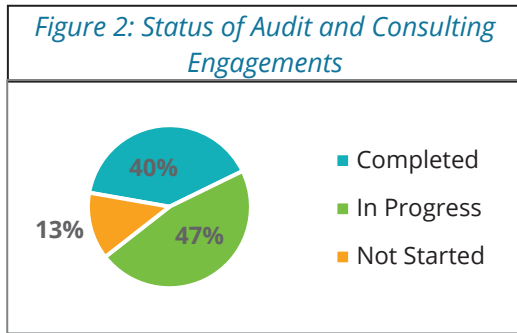
*Number of Recommendations:*

One of the OCAs primary objectives is to identify risks that could pose a threat to the Authority. As of December 31, 2022, the OCA provided 9 recommendations to management to remediate risks identified. Each of the recommendations are rated based on a qualitative value of risk, identified as Low, Medium, or High. A summary of the ratings is shown in Figure 1.



*Percentage of Audit and Consulting Engagements Completed:*

As of the second quarter, the OCA completed 6 engagements, or 40%, of audit and consulting engagements (6/15 = 40%) that are planned to be completed on the Fiscal Year 2023 Audit Plan.<sup>2</sup> In addition to the six engagements completed, the OCA had 47% of engagements in progress as of the end of the second quarter, as shown in Figure 2. The engagements completed in the second quarter are summarized in the upcoming section titled Engagements Issued.



The status of all activities in the Fiscal Year 2023 Audit Plan is included in Appendix A.

*Percentage of Recommendations Accepted:*

This category helps to evaluate the quality of the findings and recommendations issued by the OCA. Additionally, it helps hold the OCA accountable for the quality of the recommendations issued. As of the first quarter, management accepted 100% of all audit recommendations.

*Percentage of Staff Time Spent on Audit & Consulting Engagements and General Audit Activities:*

This measure tracks the time spent on audit and consulting engagements and general audit activities.<sup>3</sup> The OCAs goal is for staff to spend 81% of their working hours<sup>4</sup> on audit engagements, consulting engagements, and general audit activities. The OCA is currently exceeding the goal established, spending 85% of time on audit engagements, consulting engagements, and general audit activities.

<sup>2</sup> The Fiscal Year 2023 Audit Plan has 15 audits and 1 consulting engagement. However, the audit titled "Tenant Lease Administration and Management – FY2023 Rental Car Companies" will be carried forward, as anticipated, into Fiscal Year 2024, when required data is captured to complete the audit. This results in 14 audits and 1 consulting engagement on the Fiscal Year 2023 Audit Plan to be completed in the fiscal year.

<sup>3</sup> Appendix A details all planned activities in these categories for Fiscal Year 2023.

<sup>4</sup> Time off (e.g., Holidays, Paid Time off) has been excluded from this calculation.



## FISCAL YEAR 2023 SECOND QUARTER REPORT

### *Percentage of Audit and Consulting Engagements Completed within Budgeted Time:*

This category monitors the efficiency of audit staff in performing audits and consulting engagements. Specifically, audit staff is responsible for the internally prepared budget hours assigned to each audit or consulting engagement. As of the second quarter of Fiscal Year 2023, the OCA completed 100% of its projects within the budgeted time, exceeding the benchmark and the OCAs goal.

## Engagements Issued

The Office of the Chief Auditor completed three engagements during the second quarter. Below is a summary of these engagements.

**Turner-Flatiron, A Joint Venture, Cost Controls During Validation Phase:** The objective of this audit was to determine if project controls surrounding the costs incurred during the validation phase were in place and operating as designed. The audit determined that the Airport Design & Construction controls were properly in place, operating as designed, and adequate to ensure costs were properly managed during the validation phase. The audit did not identify any findings or provide any recommendations.



**Consulting – Grant Funding Assistance:** The objective of the consulting services was to provide research and interpretation of the federal procurement requirements as they pertain to the Federal Aviation Administration (FAA) terminal grants under the Bipartisan Infrastructure Law (BIL), and analyze and examine the processes to determine cost eligibility and allowability for the use of these grant funds. The consulting engagement ended December 31, 2022; however, the OCA is in discussions to initiate another grant consulting engagement for the calendar year 2023 based on grant funding availability and the needs of management.



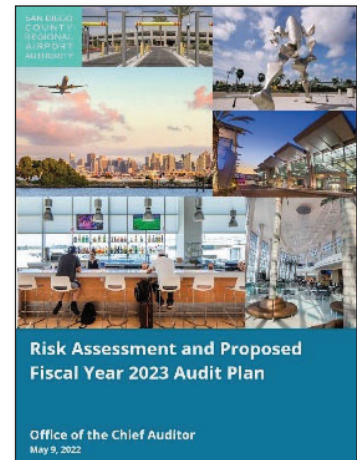
**Security Assessment – Authority Websites and Web Applications:** This confidential audit report was completed during the second quarter. The audit provided one recommendation.

## General Audit Activities

In addition to performing audit engagements, the OCA is involved in other general audit activities that do not result in a formal audit report/opinion being issued. The OCA is either required<sup>5</sup> to perform these activities or believes completion of these activities to be in the best interest of the Authority. A summary of the *General Audit Activities* is presented below.

### Risk Assessment and Audit Plan

The OCA is required to submit a formal risk-based internal Audit Plan to the Audit Committee annually. The Risk Assessment & Audit Plan is the culminating result of data gathering, management discussions, surveys, and data analysis. The annual Risk Assessment and Audit Plan is generally initiated during the third quarter of each Fiscal Year. However, informally, the OCA is constantly assessing risk and adjusting the Audit Plan as needed.



### Construction Activities

Construction audit activity for the second quarter of Fiscal Year 2023 consisted of attending meetings regarding the New Terminal 1 (New T1) terminal and roadways, the new administration building, and the New T1 airside improvements projects. The OCA, in collaboration with Baker Tilly, U.S., LLP (Baker Tilly), completed the Validation Phase cost controls audit, included in the Fiscal Year 2022 audit plan. The OCA continued to collaborate with Baker Tilly to develop the risk assessment and proposed audit plan for the Guaranteed Maximum Price development phase of the design-build terminal and roadways contract. Additionally, the OCA began work on a recently added audit at the request of the Airport Design & Construction Department (ADC) to determine if the ADC construction change order process is effective and efficient. The OCA remains involved with issues identified by ADC and Authority management, providing assistance and attending meetings specific to all aspects of the Authority's construction activity.

### Information Technology Meeting Attendance

Information technology's central role to Authority operations makes meeting attendance on this subject a vital activity for the Chief Auditor. In Fiscal Year 2023, meetings have been focused on the audit related to the Authority's web-facing sites and future initiatives.

### Development of Data Analytics

The OCA is actively exploring options to increase its audit coverage through data analytics and to identify where in-depth audits should be initiated. The Fiscal Year 2023 Audit Plan has two data analytics audits related to rental car companies. These audits are serving as a foundation to explore other areas where utilizing data analytics could benefit the Authority and the OCA. The development of the Data Analytics platform has already proven to be

<sup>5</sup> Requirements are dictated by the Charter for the Office of the Chief Auditor, Charter of the Audit Committee, or the International Standards for the Professional Practice of Internal Auditing.

## FISCAL YEAR 2023 SECOND QUARTER REPORT

successful. During the OCAs validation of data received last year, the OCA identified that an audit of AVIS Budget should be initiated. An audit was added to the Fiscal Year 2022 Audit Plan and was completed in the first quarter of Fiscal Year 2023. The use of data analytics directly resulted in the identification of this audit engagement. The engagement resulted in \$42,327 due to the Authority.

The OCA expects to issue the Fiscal Year 2022 Data Analytics audit for rental car companies in the upcoming months.

### Ethics Program Activities

The OCA manages the Authority's Ethics Program that includes a confidential Fraud, Waste, Abuse, and Ethics reporting hotline. During the first two quarters of Fiscal Year 2023, 35 tips/reports were received. These tips ultimately did not require any investigation by the OCA. Tips/reports that are not investigated by the OCA are forwarded to management, as appropriate.

A summary of the tips/reports received in Fiscal Year 2023 is shown in Table 2 below.

*Table 2: Ethics Hotline Tips/Reports Received in Fiscal Year 2023*

	Number of Tips / Reports Received	Investigation Initiated by OCA	Investigation Results Supported Code Violation (Ethics or Workplace) *
<b>Category</b>			
Human Resource, Diversity, and Workplace Respect	34	-	-
Environment, Health, and Safety	1	-	-
Total	35	-	-

\*As required by the Charter for the Office of the Chief Auditor, any fraud or illegal acts that the Chief Auditor becomes aware of are communicated to the Chair of the Audit Committee, General Counsel, and the President/CEO.

In addition to the tips received above, the OCA tracked two ethics investigations that were reported in Fiscal Year 2022. Both investigations were conducted by an outside independent party. The outside independent parties conducted thorough investigations, and both found that no ethics violations had occurred. Based on the conclusions of the independent investigations the Board found that there were no ethics violations.

### Recommendation Follow-up

The OCA is mandated by its Charter to track the recommendations issued in audit reports and to report their implementation status to the Audit Committee on a periodic basis. The OCA tracks recommendations through regular inquiries made to the audited departments or to the owner of the specific recommendation(s) (See Appendix B). These inquiries allow

## FISCAL YEAR 2023 SECOND QUARTER REPORT

the OCA to determine how many recommendations have been completed, as well as to obtain the status on progress being made to implement the recommendation.

Table 3 below shows the number of recommendations that were *Completed* or *In Progress* as of the second quarter of Fiscal Year 2023, along with the estimated/actual implementation timeframes based on the audit report issue date. Of the Completed recommendations, nine were implemented within the initial timeframe identified when the recommendations were issued. Of the In Progress recommendations, four were still within the initial timeframe identified for implementation.

In general, the OCA is satisfied with the progress that Authority departments are currently making with the implementation, as based upon our inquiries during the tracking process.

*Table 3: Recommendations with Estimated/Actual Implementation Timeframe*

Recommendations	Zero to 7 Months	7 Months to 1 Year	Over 1 Year	Total <sup>6</sup>
Completed	11	3	3	17
In Progress	-	5	3	8

### Quality Assurance and Improvement Program

The Institute of Internal Auditors' (IIA) *Standards* require the OCA to maintain a Quality Assurance and Improvement Program (QAIP) that includes internal (self) assessments, ongoing monitoring, and external assessments (required every 5 years). The objective of ongoing monitoring is to provide assurance that the OCAs processes in place are working effectively to ensure that quality is derived on an audit-by-audit basis.

The OCA completed ongoing monitoring of its Fiscal Year 2022 activities and operations during the first quarter of Fiscal Year 2023. The OCA found no items that would impact audit report quality. Full results were included in the Fiscal Year 2022 OCA Annual Report as part of the November 21, 2022, Audit Committee Meeting materials.<sup>7</sup>

The OCA continues to monitor its activities and report on performance measures each quarter. Those results are presented in quarterly reports to the Audit Committee.

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<sup>6</sup> Recommendation(s) contained in confidential audit reports are not included in Table 3 or in Appendix B. They are tracked separately by the OCA.

<sup>7</sup> The results of on-going monitoring were originally included in the September 12, 2022, Audit Committee Meeting materials. The meeting did not have five votes required to move the item to the Board and was re-submitted in November.

### Peer Review Participation

The OCA is required to participate on a peer review team(s) as part of a reciprocal agreement with the Association of Local Government Auditors (ALGA). This agreement requires OCA auditors to participate on a team assigned to assess another organization's compliance to the Institute of Internal Auditors' (IIA) *Standards*.

When COVID restrictions began to lift, scheduling of peer reviews and the necessary review teams resumed. Shane Ellis, an OCA Senior Auditor, completed a peer review of the Greater Orlando Aviation Authority in September 2022. The OCA is in contact with the regional coordinator of ALGA to schedule the remaining staff member on an appropriate peer review team.

## *Administrative*

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The activities that reside within the Administrative classification on the OCA Audit Plan include meetings attended by the OCA, holiday and vacation time, and the fulfillment of Continuing Professional Education (CPE) requirements. Following is a summary of the *Administrative* activities.

### **Tracking Budget and Expenses**

The OCA expenses totaled approximately \$657,000 through the end of the second quarter, which represents 45% of the Fiscal Year 2023 budget. No unexpected or large outlays occurred within the department during the second quarter of Fiscal Year 2023. The OCA expects to remain close to budget through the fiscal year-end.

### **Continuing Professional Development**

OCA staff continues to obtain Continuing Professional Education (CPE) credits as required by their various certifications. The OCAs CPE credits are tracked on a calendar year basis. At the end of calendar year 2022 all OCA staff met their respective CPE requirements. In the second quarter, staff attended training on topics that included construction, cybersecurity, ethics, internal controls, fraud, and data analytics.

### **Procedural/Supervisory**

One Audit Committee meeting took place during the first quarter of Fiscal Year 2023, which occurred on November 21, 2022. The meeting contained all regularly scheduled agenda items, of which the OCA assisted in coordination with the Committee Chair and Board Services.

### **Contract Language**

The OCA has been collaborating with Revenue Generation & Partnership Development and with other departments to examine audit-related language in contracts. The OCA appreciates the opportunity to be included in these discussions for they have the potential to impact future concessionaires and audit activities.

### **Audit Software**

The OCA has been working on identifying a cloud-based audit software solution. Currently, the OCA utilizes a software that is housed “on-site” and generally requires staff to be in the office to access information. A new solution is anticipated to be more robust allowing greater functionality and reporting. A new solution will provide auditors full access to workpapers, will track time and schedule staff, fully integrate the Risk Assessment and Audit Plan, and will facilitate a more seamless recommendation follow-up process. The OCAs target is to have a new solution in place by the end of the Fiscal Year.

## Fraud, Waste, Abuse, and Ethics Violations Reporting Webpage

The OCA has collaborated with the Marketing Department to develop an improved webpage for reporting fraud, waste, abuse, and ethics violations that features definitions, information on the reporting process, and enhanced functionality allowing an individual to upload supporting documentation. The new webpage was successfully launched in the Second Quarter of the Fiscal Year.



## Use of Report

The information in this report is intended solely for the use of the San Diego County Regional Airport Authority's (SDCRAA) Audit Committee, Board, and management and is not intended to be, and should not be, used by anyone other than the specified parties.

This report has been authorized for distribution to the Audit Committee and as specified:

- Board Members
- President/Chief Executive Officer
- General Counsel
- Vice Presidents
- Director, Authority Clerk
- Director, Government Relations
- Assistants specified by Board Members and SDCRAA



FISCAL YEAR 2023 SECOND QUARTER REPORT

Appendix A – Fiscal Year 2023 Audit Plan

#	Activity	Status as of 12/31/2022	Over/Under Budget	No. of Recs.
<b>Audit</b>				
1	Tenant Lease Admin. & Management – FY 2022 Rental Car Companies	In Progress		
2	Terminals and Roadway Validation Phase Cost Controls	Completed	Under	-
3	Tenant Lease Admin. & Management – 2% Surcharge	Completed	Under	4
4	Tenant Lease Admin. & Management – FY 2023 Rental Car Companies <sup>8</sup>	In Progress		
5	System Security –Web Facing Sites and Applications	Completed	Under	1
6	Harbor Police Contract Management – Fiscal Year 2021 Costs	In Progress		
7	Contractor Monitoring – Administration Building	In Progress		
8	Employee Benefits – Payroll Deductions	Not Started		
9	Records Management – Official Records & Electronic Signatures	In Progress		
10	Parking Management- Ace Parking	In Progress		
11	Small Business Management	Not Started		
12	Harbor Police Contract Management – Fiscal Year 2018, 2019, 2020 Costs <sup>9</sup>	In Progress		
13	Harbor Police Contract Management –True -Up Controls <sup>9</sup>	Completed	Under	-
14	Tenant Lease Admin. & Management – Avis <sup>9</sup>	Completed	Under	4
15	Change Orders	In Progress		
	To Be Determined – Construction	N/A		
	To Be Determined - Discretionary	N/A		
	<b>Total</b>			<b>9</b>
<b>Consulting</b>				
16	Grant, PFC & CFC Administration - Grants	Completed	Under	-
<b>General Audit</b>				
17	Risk Assessment & Audit Plan	In Progress		
18	Construction Meeting Attendance & Coordination	In Progress		
19	Information Technology Meeting Attendance	In Progress		
20	Development of Data Analytics	In Progress		
21	Ethics Program	In Progress		
22	Recommendation Follow-up	In Progress		
23	Quality Assurance & Improvement Program	In Progress		
24	Peer Review Participation	In Progress		
<b>Administrative</b>				
25	Indirect - Attendance at Staff/Board/Committee Meetings, Continuing Professional Development, and Other	In Progress		
26	Benefit - Vacation, Holiday Time, and Other Leave/Time Off	In Progress		

<sup>8</sup> Audit engagement is not anticipated to be completed in Fiscal Year 2023 and will be carried forward to Fiscal Year 2024.

<sup>9</sup> Audit Engagement is included on November 21, 2022, Audit Committee Agenda Item: Revision to the Fiscal Year 2023 Audit Plan of the Office of the Chief Auditor.

**Appendix B - Status of Recommendations**

Fiscal Year 2023 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>Completed</b>						
20-26	Audit Report 20001 Issued: June 25, 2020 Title: Tenant Lease Administration and Management  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	High	RG&PD staff should continue to evaluate the property management software vendors, first by examining the Authority’s Real Estate Management Property Management module already in E1, to implement a desired solution.	3/31/22	12/31/2022	ABRM (Airport Business and Revenue Management) software system is now in use. Transition period is underway before fully integrated.
20-27	Audit Report 20001 Issued: June 25, 2020 Title: Tenant Lease Administration and Management  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	High	RG&PD, in cooperation with the Finance & Risk Management Department, should analyze the current security deposits on hand, determine if the security deposits on hand are sufficient to cover the risk to the Authority, make adjustments, and document any exceptions to security deposits, as needed.	3/31/22	12/31/2022	Lease language for new generation of leases is complete and approved by Legal. “Flags” being programmed into ABRM to review security deposits annually.

**Appendix B - Status of Recommendations**

Fiscal Year 2023 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>Completed</b>						
22-29	Audit Report 22010 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Direct Labor Billing During Validation Phase  Department: AIRPORT DESIGN & CONSTRUCTION	High	We recommend that ADC work with the JV to develop a process to ensure all billing rate submissions are accurate to facilitate the payment application review process by the JV and ADC. This could include limiting the billing rate information to when a current employee receives a rate change or a new employee is added to the project.	2/1/2023	12/31/2022	Gensler rate changes will be allowed on an annual basis in April. Gensler subconsultants will be in September. Additionally, JV has developed master list of rates for their personnel. ADC continues to review this. JV rate changes will continue to occur on a case by case basis because this is not a billing rate.
22-13	Audit Report 22007 Issued December 29, 2021 Title: Fire Extinguisher Compliance  Department: FACILITIES MANAGEMENT	Medium	FMD should develop and maintain a listing of all Authority fire extinguishers and their locations. This listing could be included in a computer application such as the Geographic Information System to produce and maintain a map of the Authority that shows all fire extinguisher locations.	2/28/2022	12/4/2022	A GIS layer has been implemented. Additionally, we are working with our new service provider, First Response to provide an enhanced inventory which will show GPS location, when units have been inspected and by whom.

**Appendix B - Status of Recommendations**

Fiscal Year 2023 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>Completed</b>						
22-37	Audit Report 22010 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Direct Labor Billing During Validation Phase  Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend that ADC require the JV to provide the applicable billing rate information for the employees identified without approved rates to allow ADC to determine the appropriateness of the rates charged.	2/1/2023	12/31/2022	JV has developed a master list of rates for their personnel. ADC continues to review this. JV rate changes will continue to occur on a case by case basis because this is not a billing rate.
23-01	Audit Report 22011 Issued: August 10, 2022 Title: Avis Budget Car Rental, LLC  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request the Accounting Department to issue a credit to Avis-Budget in the amount of \$2,534 for the overpayment of concession fees under the Avis brand.	10/31/2022	11/30/2022	Credit was issued.
23-02	Audit Report 22011 Issued: August 10, 2022 Title: Avis Budget Car Rental, LLC  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request the Accounting Department issue an invoice to Avis-Budget in the amount of \$54,320 for the underpayment of concession fees under the Budget brand.	10/31/2022	11/30/2022	Invoice issued and paid by Avis-Budget.

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>Completed</b>						
23-03	Audit Report 22011 Issued: August 10, 2022 Title: Avis Budget Car Rental, LLC  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request both Avis and Budget to refund car rental customers \$21,146 and \$7,156, respectively, for the over collection of CFCs.	10/31/2022	11/30/2022	Letter request sent.
23-04	Audit Report 22011 Issued: August 10, 2022 Title: Avis Budget Car Rental, LLC  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request the Accounting Department to issue a credit to Avis and Budget in the amount of \$2,475 and \$6,984, respectively, for the overpayment of CFCs.	10/31/2022	11/30/2022	Credit was issued.

**Appendix B - Status of Recommendations**

Fiscal Year 2023 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>Completed</b>						
23-05	Audit Report 22016 Issued: Sept. 29, 2022 Title: 2% Surcharge Program Compliance  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should remind all F&B concessionaires that the 2% surcharge must be displayed on every menu, or they may incur a fine. In addition, RG&PD should verify compliance to this requirement on a regular basis. Alternately, if the 2% Surcharge Program is continued, RG&PD could consider removing the requirement for the surcharge notification to be on every menu if there is adequate signage notifying the customer.	12/31/2022	12/31/2022	RGPD produced signs for each concession and have been posted at all locations.
23-08	Audit Report 22016 Issued: Sept. 29, 2022 Title: 2% Surcharge Program Compliance  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	If the 2% Surcharge Program is continued, the Authority should consider the timeframe in which employees are paid and disallow any plan that results in excessive wait times.	1/1/2023	12/31/2022	As of December 31, 2022, the Authority approved 3 plans and rejected 1 plan that did not comply with the Surcharge Program requirements. Subsequently, for the plan that was rejected, a new plan was received and approved. There is no excessive wait times for the approved plans.

**Appendix B - Status of Recommendations**

Fiscal Year 2023 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>Completed</b>						
21-03	Audit Report 20004 Issued October 28, 2020 Title: Formal Bidding/Contracting Process  Department: PROCUREMENT	Low	We recommend that Authority Management evaluate and update Authority Policies 5.01 and 5.02 where necessary.	10/15/2021	11/3/2022	Policies 5.01 and 5.02 were amended by resolution at the November 3, 2022, Board Meeting.
22-21	Audit Report 22004 Issued: May 25, 2022 Title: Employee Training & Development  Department: HUMAN RESOURCES	Low	HR should update the Career Development Standard to meet the operational needs and current practices of the Authority.	12/31/2022	12/31/2022	Human Resources determined that the Career Development Standard was no longer relevant and required. It has been removed from all locations.
22-24	Audit Report 22004 Issued: May 25, 2022 Title: Employee Training & Development  Department: HUMAN RESOURCES	Low	HR should provide guidance on mandatory trainings. The guidance should include the steps needed for a training to be deemed “mandatory”, how attendance is tracked, and the repercussion for non-attendance.	12/31/2022	12/31/2022	Human Resources has identified and catalogued all mandatory trainings, including what makes the training mandatory, who is responsible to attend, and how often the training must be completed.

**Appendix B - Status of Recommendations**

Fiscal Year 2023 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>Completed</b>						
22-25	Audit Report 22008 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Payment Applications During Validation Phase  Department: AIRPORT DESIGN & CONSTRUCTION	Low	We recommend that ADC ensure their internal controls over review of the payment applications are continually operating effectively.	2/1/2023	12/31/2022	ADC & JV's Pay App Team are in constant communication and collaboration to ensure all supporting documentations are included within a pay application.
23-06	Audit Report 22016 Issued: Sept. 29, 2022 Title: 2% Surcharge Program Compliance  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Low	If the 2% Surcharge Program is continued, RG&PD should provide specifications (e.g., font size, placement, etc.) to the F&B concessionaires on what signage appropriately notifies a customer of the surcharge.	12/31/2022	12/31/2022	RGPD produced signs for each concession and have been posted at all locations.
23-07	Audit Report 22016 Issued: Sept. 29, 2022 Title: 2% Surcharge Program Compliance  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Low	If the 2% Surcharge Program is continued, RG&PD should provide guidance to the F&B concessionaires how on the surcharge is to be labeled on customer receipts.	11/30/2022	11/30/2022	Guidance was provided to concessionaires on how to handle constraints in payment systems for the number of characters on receipts, and what they should state.



**Appendix B - Status of Recommendations**

Fiscal Year 2023 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>In Progress</b>						
22-30	Audit Report 22010 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Direct Labor Billing During Validation Phase  Department: AIRPORT DESIGN & CONSTRUCTION	High	We recommend that ADC notify the JV concerning the over-billing based on the actual payroll hours and determine the most appropriate method to receive the \$37,525 incorrectly billed to the Authority.	2/1/2023	2/1/2023	Work in progress. JV has been notified, ADC and JV continue to work to resolve this item.
22-33	Audit Report 22010 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Direct Labor Billing During Validation Phase  Department: AIRPORT DESIGN & CONSTRUCTION	High	We recommend that ADC notify the JV of the \$4,814 overcharge for holiday and paid time-off for the JV staff and the \$12,917 overcharge for the consultants to determine the most appropriate method to receive the total incorrectly billed to the Authority.	2/1/2023	2/1/2023	Work in progress. JV has been notified, ADC and JV continue to work to resolve this item.
21-30	Audit Report 21005 Issued: June 30, 2021 Title: Automobile Citations  Department: GROUND TRANSPORTATION	Medium	GT should develop and implement a methodology to review citation fine amounts periodically and adjust the amounts as appropriate.	9/30/2021	2/28/2023	GT developed a methodology to review citation fine amounts. The first review will occur during the 3rd quarter of FY23.

**Appendix B - Status of Recommendations**

Fiscal Year 2023 Second Quarter Report

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>In Progress</b>						
22-10	Audit Report 22005 Issued: Nov. 22, 2021 Title: Terminal Space Management  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	Authority staff should cleanup E1 Plat Management and GIS Space Manager for mismatched or incorrect data and perform regular maintenance, review, and reconciliation of the data between E1 Plat Management and GIS Space Manager.	1/2/2023	6/30/2023	This work is ongoing with ADC in the lead. ABRM system will likely be integrated with GIS in the future.
22-11	Audit Report 22005 Issued: Nov. 22, 2021 Title: Terminal Space Management  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	Authority Management should perform a physical inventory of plats throughout Terminal 2, and the New Terminal 1 when completed, to ensure that the reported attributes of space in the E1 Plat Management and GIS Space Manager reports reflect the physical space in the terminals. Any discrepancies should be timely corrected. Additionally, the written procedures referred to in Recommendation #22-8 should include a procedure for the periodic physical inventory of plats in Terminals 1 and 2.	12/1/2022	6/30/2023	ADC staff continues to work on this effort as staffing resources allow.

**Appendix B - Status of Recommendations**

Rec. No.	Audit Report Description	Priority Rating	Recommendation	Initial Estimated Completion Date	Revised / Current Estimated Completion Date	Status as of December 31, 2022
<b>In Progress</b>						
22-31	Audit Report 22010 Issued: June 30, 2022 Title: Turner-Flatiron, a Joint Venture, Direct Labor Billing During Validation Phase  Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend that ADC notify the JV concerning the underbilling based on the actual payroll register pay rates and determine the most appropriate method to address the \$1,750 that was not billed to the Authority.	2/1/2023	2/1/2023	Work in progress. JV has been notified, ADC and JV continue to work to resolve this item.
22-22	Audit Report 22004 Issued: May 25, 2022 Title: Employee Training & Development  Department: HUMAN RESOURCES	Low	The training hours contained in the Sustainability Report (or other public documents) should aggregate both internal and external trainings completed by employees. Additionally, management should determine if the new LMS365 will be used by HR to track both internal and external training completed by employees.	12/31/2022	3/31/2023	HR is in the process of implementing this recommendation.
22-23	Audit Report 22004 Issued: May 25, 2022 Title: Employee Training & Development  Department: HUMAN RESOURCES	Low	HR should evaluate and track the results of trainings completed to determine if they were effective in meeting the need identified and for which the training was developed.	12/31/2022	3/31/2023	HR is in the process of implementing this recommendation.

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Revision to the Fiscal Year 2023 Audit Plan of the Office of the Chief Auditor**

**Recommendation:**

The Audit Committee recommends that the Board adopt Resolution No. 2023-0021, approving the revision to the Fiscal Year 2023 Audit Plan of the Office of the Chief Auditor.

**Background/Justification:**

The Charter for the Office of the Chief Auditor, instituted by Board Resolution No. 2003-062 on October 2, 2003, and most recently amended on October 7, 2021, per Board Resolution No. 2021-0109, defines the role and requirements of the Office of the Chief Auditor (OCA).

As directed in the Charter, the Chief Auditor shall submit, at least annually, a risk-based Audit Plan to the Audit Committee and to Authority executive management, and shall review and adjust the Audit Plan, as necessary, responding to changes in business risks, operations, special requests, programs, systems, and controls. All changes to the Audit Plan shall be communicated to the Audit Committee prior to being submitted to the Board for approval.

Additionally, International Standards for the Professional Practice of Internal Auditing require that the Chief Auditor review and adjust the Audit Plan, as necessary.

The OCAs initial Audit Plan for Fiscal Year 2023 was approved by the Audit Committee during its May 9, 2022, meeting, and was subsequently approved on June 2, 2022, by Board Resolution No. 2022-0056.

During the first and second quarters of Fiscal Year 2023, a review of the Audit Plan was undertaken by the OCA and it was determined that a revision would be needed. On November 21, 2022, a proposed amendment was presented to the Audit Committee that precisely accounted for the audits that carried over from Fiscal Year 2022 and adjusted the allocation of audit hours to reflect the OCAs operational requirements. That revision to the Fiscal Year 2023 Audit Plan was approved by the Board on December 1, 2022, by Resolution No. 2022-0111.

Upon continued appraisal of the operational requirements within the Authority and the OCA, a revision to the Fiscal Year 2023 Audit Plan is requested at this time; and includes:

1. Add three construction audits to be performed in partnership with Baker Tilly US LLP.
2. Distribute the unallocated time listed as "To Be Determined – Construction" and "To Be Determined" toward new and/or other audits.
3. Replace a planned audit (Small Business Management) with a contingent audit (Accounts Payable – Paymode X).
4. Add one consulting engagement to assist management with grants.

On February 6, 2023, staff presented the Audit Committee with the proposed Audit Plan revision for their consideration. The Audit Committee voted unanimously to accept the revision and forward the item to the Board for approval. The proposed revision to the Fiscal Year 2023 Audit Plan is provided in Attachment A.

### Fiscal Impact:

Adequate funding for Fiscal Year 2023 Audit Plan is included in the adopted FY 2023 and conceptually approved FY 2024 Operating Expense Budgets within the Office of the Chief Auditor.

### Authority Strategies/Focus Areas:

This item supports one or more of the following:

#### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

#### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

## Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

## Application of Inclusionary Policies:

Not Applicable

## Prepared by:

Lee M. Parravano  
Chief Auditor

RESOLUTION NO. 2023-0021

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE REVISION TO THE FISCAL YEAR 2023 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR

**WHEREAS**, California Public Utilities Code §170018 specifies the San Diego County Regional Airport Authority's Audit Committee membership (consisting of board members and public members), terms, and its responsibilities; and

**WHEREAS**, §170018(g) of the California Public Utilities Code and the Authority Charter for the Office of the Chief Auditor require the Audit Committee to approve the annual internal and external audits, including the auditor's annual audit plan for each fiscal year, and submit the same to the Board for approval; and

**WHEREAS**, at its regular meeting on May 9, 2022, the Audit Committee was presented with the Fiscal Year 2023 Proposed Audit Plan and voted to accept the plan and forward it to the Board for approval, as adopted by Board Resolution No. 2022-0056 on June 2, 2022; and

**WHEREAS**, on November 21, 2022, during a Special Meeting of the Audit Committee, the Committee unanimously agreed to revise the Fiscal Year 2023 Audit Plan to precisely account for the audits that carried over from Fiscal Year 2022 and to adjust the allocation of audit hours to reflect the Office of the Chief Auditor's current operational requirements; and

**WHEREAS**, on February 6, 2023, during a Special Meeting of the Audit Committee, the Committee unanimously agreed to revise the Fiscal Year 2023 Audit Plan by distributing the allocation of audit hours to add three construction audits, one contingent audit, and one consulting engagement to reflect the Office of the Chief Auditor's current operational requirements and voted to forward the revision to the Board for approval.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD HEREBY** approves the revision to the Fiscal Year 2023 Audit Plan of the Office of the Chief Auditor (Attachment A); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2<sup>nd</sup> day of March 2023 by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



Office of the Chief Auditor  
Fiscal Year 2023  
Proposed Audit Plan February 6, 2023

Key Work Activity	Objective <sup>1</sup>	Prior Estimated Hours	Change Requested	Revised Hours
<b>Audit Hours</b>				
Tenant Lease Administration and Management <sup>2</sup>	To determine if fiscal year 2022 concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for all Airport rental car companies.	425	-	425
Terminals and Roadway Validation Phase Cost Controls <sup>2</sup>	To determine if the controls surrounding the Validation Phase costs are adequate and operating as designed. <sup>3</sup>	350	-	350
Tenant Lease Administration and Management <sup>2</sup>	To determine if the food and beverage concessionaire surcharge is administered appropriately.	90	-	90
Tenant Lease Administration and Management <sup>4</sup>	To determine if fiscal year 2023 concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for all Airport Rental Car Companies.	500	-	500
Tenant Lease Administration and Management <sup>2</sup>	To determine if Avis Budget Car Rental, LLC accurately paid concession fees and Customer Facility Charges for the period July 1, 2018, through June 30, 2021.	40	-	40
Harbor Police Contract Mgmt. <sup>2</sup>	To determine if Harbor Police costs and services are appropriate and equitable for the fiscal years 2018, 2019, and 2020.	400	-	400
Harbor Police Contract Mgmt. <sup>2</sup>	To determine if controls surrounding the Accounting Department's review of the Fiscal Year 2020 True-up of Harbor Police costs are appropriate.	25	-	25
System Security	To evaluate the Authority's security posture by performing penetration testing of the Authority's web facing sites.	250	-	250
Harbor Police Contract Mgmt.	To determine if selected Harbor Police costs or services are appropriate related to fiscal year 2021.	425	-	425
Contractor Monitoring	To determine if the construction of the new administration building is properly managed.	450	-	450
Employee Benefits	To determine if employee payroll deductions are administered appropriately.	550	-	550

<sup>1</sup> Objective may change based on the preliminary survey performed by the OCA.

<sup>2</sup> Audit activity has been carried forward from Fiscal Year 2022.

<sup>3</sup> This audit is being performed in partnership with the construction audit firm, Baker Tilly. The hours listed are the hours for OCA staff only and do not include the hours for Baker Tilly.

<sup>4</sup> Audit activity will continue to the Fiscal Year 2024 Audit Plan. Fiscal Year 2024 audit hours are estimated at approximately 200 hours. Total hours for this audit are estimated at 700.

Office of the Chief Auditor  
Fiscal Year 2023  
Proposed Audit Plan February 6, 2023

ATTACHMENT A

Key Work Activity	Objective <sup>1</sup>	Prior Estimated Hours	Change Requested	Revised Hours
Records Management	To determine if official records and electronic signatures meet Authority requirements.	500	-	500
Parking Management Contract Admin.	To determine if Ace Parking is compliant with the agreement.	600	-	600
Small Business Management	To determine if commitments to small businesses are met and reported.	500	(500)	-
Change Orders	To determine if the construction change order process is effective and efficient.	400	-	400
Turner-Flatiron Insurance	To determine if insurance billed is appropriate and complies with the agreement. <sup>5</sup>	-	175	175
Turner-Flatiron Self Perform Work	To determine if work self-performed by Turner-Flatiron complies with the agreement. <sup>6</sup>	-	96	96
Turner-Flatiron Direct Labor GMP Devel. Phase	To determine if direct labor is properly billed in accordance with the terms of the agreement. <sup>5</sup>	-	225	225
Accounts Payable	To determine if the controls for Paymode X are appropriate.	-	500	500
To Be Determined - Construction	To initiate audits related to the New T1 based on a Risk Assessment(s) performed by Baker Tilly.	302	(302)	-
To Be Determined	To initiate audit(s)/consulting engagements based on risks identified at the discretion of the Chief Auditor.	244	(244)	-
<b>Total Audit Hours</b>		<b>6,051</b>	<b>(50)</b>	<b>6,001</b>
<b>Consulting Hours</b>				
Grant, PFC, & CFC Administration <sup>7</sup>	To provide management assistance with grant funding. Assistance is anticipated to be limited to items such as research, interpretation, and application of the federal requirements regarding procurement (Calendar Year 2022).	75	-	75
Grant, PFC, & CFC Administration	To provide management assistance with grant funding. Assistance is anticipated to be limited to items such as research, interpretation, and application of the federal requirements regarding procurement (January 1, 2023 – June 2023).	-	50	50
<b>Total Consulting Hours</b>		<b>75</b>	<b>50</b>	<b>125</b>

<sup>5</sup> This audit is being performed in partnership with the construction audit firm, Baker Tilly. The hours listed are the hours for OCA staff only and do not include the hours for Baker Tilly.

<sup>6</sup> This audit is being performed in partnership with the construction audit firm, Baker Tilly. The hours listed are the hours for OCA staff only and do not include the hours for Baker Tilly. Audit activity is planned to continue into Fiscal Year 2024. Fiscal Year 2024 audit hours are estimated at approximately 104 hours.

<sup>7</sup> Consulting activity has been carried forward from Fiscal Year 2022.

Office of the Chief Auditor  
Fiscal Year 2023  
Proposed Audit Plan February 6, 2023

ATTACHMENT A

Key Work Activity	Objective <sup>1</sup>	Prior Estimated Hours	Change Requested	Revised Hours
<b>General Audit Hours</b>				
Risk Assessment and Audit Plan <sup>8</sup>	To conduct a Risk Assessment that will identify the high-risk activities to be considered when preparing the annual Audit Plan.	232	-	232
Construction Meeting Attendance & External Construction Auditor Coordination	Attend various construction meetings and incorporate knowledge into ongoing risk assessments and management of the external construction auditor.	380	-	380
Information Technology Meeting Attendance	Attend various Information Technology meetings, incorporate knowledge into ongoing risk assessments, and initiate audits, if needed.	40	-	40
Peer Review Participation	To satisfy the Association of Local Government Auditors (ALGA) reciprocal requirement for the OCA to supply two audit staff to serve on a Quality Assurance Review for another organization.	180	-	180
Development of Data Analytics	Develop a data analytics program for in-terminal concessions or other programs.	200	-	200
Ethics Program <sup>8</sup>	To review ethics policies, perform training, and investigate reported incidents.	300	-	300
Recommendation Follow-up <sup>8</sup>	To verify that audit recommendations have been implemented as intended.	160	-	160
Quality Assurance & Improvement Program <sup>8</sup>	To assess conformance with the <i>Standards</i> , whether internal auditors apply the Code of Ethics, and allow for the identification of improvement opportunities.	320	-	320
	<b>Total General Audit Hours</b>	<b>1,812</b>	-	<b>1,812</b>
<b>Administrative Hours</b>				
Administrative - Indirect	Attendance at Staff/Board/Committee Meetings, Continuing Professional Development and Other.	2,390	-	2,390
Administrative - Benefit	Vacation, Holiday Time, and Other Time Off.	2,152	-	2,152
	<b>Total Administrative Hours</b>	<b>4,542</b>	-	<b>4,542</b>
	<b>Total Hours</b>	<b>12,480</b>	-	<b>12,480</b>

<sup>8</sup> Required activity in the Charter for the Office of the Chief Auditor or Charter of the Audit Committee.

Office of the Chief Auditor  
Fiscal Year 2023  
Proposed Audit Plan February 6, 2023

ATTACHMENT A

Key Work Activity	Objective <sup>9</sup>	Original Estimated Hours	Change Requested	Revised Hours
<b>Contingent Audit Hours</b>				
Tenant Lease Administration and Management	To determine if concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for a selected Airport Rental Car Company.	400	-	400
Airport Ground Transportation Operations Management	To determine if the privacy and personal information security procedures and practices related to the Automated License Plate Reader (ALPR) system are adequate.	500	-	500
Social Media/Website / Webmaster	To determine if the controls around social media and/or website administration are appropriate and adequate.	450	-	450
Accounts Payable	To determine if the controls related to the Accounts Payable automated payment files are appropriate.	450	-	450
Account Provisioning /De-Provisioning	To determine if account provisioning and de-provisioning are performed timely.	450	-	450
Rental Car Shuttle Service Contract Administration	To determine if the Shuttle Service operations are administered appropriately.	650	-	650
Contractor Monitoring	To determine if the AECOM contract is administered appropriately.	500	-	500
Asset Management	To determine if computer imaging is administered appropriately.	500	-	500
Curfew Violations	To determine if curfew violations are administered appropriately	450	-	450
TNC Contract Administration & Revenue Collection	To determine if the TNC contract is administered appropriately.	475	-	475
Employee & Parking Card and Policy Administration	To determine if Parking Cards are administered appropriately.	550	-	550
Leaves of Absence / Catastrophic Leave	To determine leaves of absences are administered appropriately.	525	-	525
Accounts Payable	To determine if the controls for Paymode X are appropriate.	500	(500)	-
<b>Total Contingent Audit Hours</b>		<b>6,400</b>	<b>(500)</b>	<b>5,900</b>

<sup>9</sup> Objective may change based on the preliminary survey performed by the OCA.

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Approve and Authorize an Increase in the President/CEO's Change Order Authority to Increase Contract Duration for the Shuttle Lot Relocation Project at San Diego International Airport**

**Recommendation:**

Adopt Resolution No. 2023-0022 approving and authorizing an increase in the President/CEO's change order authority to increase the Contract duration from 269 days to 380 days, for Project No. 413002 Shuttle Lot Relocation at San Diego International Airport.

**Background/Justification:**

On February 3, 2022, the San Diego County Regional Airport Authority ("Authority") Board ("Board") awarded a Contract to Griffith Company ("Griffith") in the amount of \$6,363,363 for Project No. 413002, Shuttle Lot Relocation [Resolution No. 2022-0013]. The Project scope consists of construction of a new storage and operations facility for the Authority's electric shuttle bus fleet that will be located off airport property, along the north-east side of Pacific Highway, between Laurel Street and Palm Street. This site has been leased from the San Diego Unified Port District ("Port").

A Notice to Proceed was issued to Griffith on June 9, 2022, with an effective date of June 13, 2022, and an initial Contract duration of 180 days or December 10, 2022. The Authority subsequently extended the contract duration by 89 days to March 9, 2023, due to unforeseen circumstances that included differing existing site conditions, extended procurement times, permitting delays, Federal Aviation Administration determinations, and additional interagency coordination.

Authority Staff ("Staff") is now requesting an additional time extension of 111 days to June 28, 2023, due to the recent inclement weather and additional required scope coordination. Additionally, the current Contract with Griffith does not include a construction milestone date at which time the Project would be determined to be Substantially Complete per the terms of the Contract. Staff intends to add this milestone to the Contract at this time and proposes to establish a Substantial Completion date of April 29, 2023. The period from April 29, 2023, to the revised Contract end date of June 28, 2023, will be for the final completion of all Project punch list and closeout items.

Meeting Date: March 2, 2023

Pursuant to Authority Policy 5.02(4)(b)(iii), Board approval is required to authorize the President/CEO to execute Contract Change Orders increasing the Contract duration beyond 90 days. The additional days required for Griffith to complete the project would exceed the President/CEO's authority under Policy 5.02 without further Board approval.

Staff recommends that Policy 5.02(4)(b)(iii) be waived in this instance and the Contract duration be increased by 111 calendar days, from 269 days to an amount not to exceed 380 calendar days.

## Fiscal Impact:

Adequate funds for Shuttle Lot Relocation are included within the Board adopted FY2023-FY2027 Capital Program Budget in Project No. 413002. The sources of funding for this project include Customer Facility Charges and Airport Cash.

## Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

## Environmental Review:

- A. CEQA: This Board action is for a project that is Categorically Exempt as defined by the California Environmental Quality Act ("CEQA"), Existing Facilities (15301) - Class 1 and Replacement or Reconstruction (15302) - Class 2.
- B. California Coastal Act Review: This Board action is for a project that is located on Port tidelands and a Coastal Development Permit Amendment (CDP-2021-05) was issued consistent with the adopted Port Master Plan, on August 10, 2021.
- C. NEPA: This Board action is for a project that was issued a Categorical Exclusion by the Federal Aviation Administration on June 9, 2021.

## Application of Inclusionary Policies:

Not Applicable.

## Prepared by:

Bob Bolton  
Director, Airport Design & Construction

RESOLUTION NO. 2023-0022

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING AN INCREASE IN THE PRESIDENT/CEO'S CHANGE ORDER AUTHORITY TO INCREASE THE CONTRACT DURATION FROM 269 DAYS TO 380 DAYS, FOR PROJECT NO. 413002 SHUTTLE LOT RELOCATION AT SAN DIEGO INTERNATIONAL AIRPORT

**WHEREAS**, on February 3, 2022, the San Diego County Regional Airport Authority ("Authority") Board ("Board") awarded a Contract to Griffith Company ("Griffith") in the amount of \$6,363,363 for Project No. 413002, Shuttle Lot Relocation [Resolution No. 2022-0013]; and

**WHEREAS**, the Project scope consists of construction of a new storage and operations facility for the Authority's electric shuttle bus fleet that will be located off airport property, along the north-east side of Pacific Highway, between Laurel Street and Palm Street; and

**WHEREAS**, this site has been leased from the San Diego Unified Port District ("Port"); and

**WHEREAS**, a Notice to Proceed was issued to Griffith on June 9, 2022, with an effective date of June 13, 2022, and an initial Contract duration of 180 days or December 10, 2022; and

**WHEREAS**, the Authority subsequently extended the contract duration by 89 days to March 9, 2023, due to unforeseen circumstances that included such as differing existing site conditions, extended procurement times, permitting delays, Federal Aviation Administration determinations, and additional interagency coordination; and

**WHEREAS**, Authority Staff ("Staff") is now requesting an additional time extension of 111 days to June 28, 2023, due to the recent inclement weather and additional scope coordination; and



**WHEREAS**, the current Contract with Griffith does not include a construction milestone date at which time the Project would be determined to be Substantially Complete per the terms of the Contract; and

**WHEREAS**, Staff intends to add this milestone to the Contract at this time and proposes to establish a Substantial Completion date of April 29, 2023; and

**WHEREAS**, the period from April 29, 2023 to the revised Contract end date of June 28, 2023, will be for the final completion of all Project punch list and closeout items; and

**WHEREAS**, pursuant to Authority Policy 5.02(4)(b)(iii), Board approval is required to authorize the President/CEO to execute Contract Change Orders increasing the Contract duration beyond 90 days; and

**WHEREAS**, the proposed change order will exceed the President/CEO's authorized Contract duration extension limit by 111 days; and

**WHEREAS**, Staff recommends that Policy 5.02(4)(b)(iii) be waived in this instance and the Contract duration be increased by 111 calendar days, from 269 days to an amount not to exceed 380 days, to accommodate the additional time required to complete the project; and

**WHEREAS**, the Board finds it in the Authority's best interest to waive Policy 5.02(4)(b)(iii) and grants the President/CEO authorization to extend the Contract term by 111 days; and

**NOW, THEREFORE, BE IT RESOLVED** the Board hereby waives Policy 5.02(4)(b)(iii); and

**BE IT FURTHER RESOLVED** that the Board approves and authorizes an increase in the President/CEO's change order authority, an increase in the Contract duration from 269 days to 380 days, for Project No. 413002, Shuttle Lot Relocation at San Diego International Airport; and

**BE IT FURTHER RESOLVED** that the Authority's and its officers, employees, and agents hereby authorized, empowered, and directed to do and perform all such acts as may be necessary or appropriated in order to effectuate fully the foregoing resolutions; and

**BE IT FURTHER RESOLVED** that the Board finds that this action is for a project that is Categorically Exempt as defined by the California Environmental Quality Act ("CEQA"), Existing Facilities (15301) – Class 1 and Replacement or Reconstruction (15302) – Class 2; and

**BE IT FURTHER RESOLVED** that the Board finds that this action is for a project that is located on Port tidelands and a Coastal Development Permit Amendment (CDP-2021-05) was issued consistent with the adopted Port Master Plan, on August 10, 2021; and

**BE IT FURTHER RESOLVED** that the Board finds that this action is for a project that was issued a Categorical Exclusion by the Federal Aviation Administration on June 9, 2021.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2<sup>nd</sup> day of March, 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Approve and Authorize the President/CEO to Execute an Extension to the Agreement with Willis Towers Watson Midwest, Inc. for Operational Insurance Brokerage Services and Other Risk Management Services extending the term to align with the Construction Brokerage Services Contract Period and increasing the Compensation Amount**

**Recommendation:**

Adopt Resolution No. 2023-0023, approving and authorizing the President/CEO to execute an amendment to the agreement with Willis Towers Watson Midwest, Inc. extending the term for 14.5 months and increasing the not to exceed compensation amount by \$138,950.

**Background/Justification:**

On January 31, 2018, the Authority entered a three-year contract, with an option for two (2) one-year extensions, with Willis of Illinois, Inc. (now Willis Towers Watson Midwest, Inc.) for operational insurance broker and other risk management services for \$115,000 per year for a total not to exceed compensation amount of \$660,000. The contract will expire on April 30, 2023.

The current construction broker services contract expires July 14, 2024. Aligning both insurance broker services contract periods will allow the Authority to efficiently advertise and award the contracts simultaneously. Additionally, advertising the bid for both contracts concurrently will result in advantageous terms and fees for the Authority. In order to align the contracts, staff recommends that the Board authorize an amendment to the agreement to extend the term for 14.5 months and increase the not-to-exceed compensation amount by \$138,950.

## Fiscal Impact:

Adequate funding for Extension of the Operational Insurance and Other Risk Management Services Contract is included in the adopted FY 2023 and conceptually approved FY 2024 Operating Expense Budgets within the Professional Services line item.

## Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

## Environmental Review:

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

## Application of Inclusionary Policies:

The Authority has the following inclusionary programs and policy: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program and Policy 5.12. These programs and policy are intended to promote the inclusion of small, local, service disabled/veteran owned small businesses, historically underrepresented businesses, and other business enterprises, on all contracts. Only one of the programs or policy named above can be used in any single contracting opportunity.

This contract does not utilize federal funds and provides limited opportunities for sub-contractor participation; therefore, at the option of the Authority. Policy 5.12 was applied to promote the participation of qualified small businesses and local businesses. Policy 5.12 provided a preference of up to seven percent (5%) in the award of selected Authority contracts. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$200,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid.

In accordance to Policy 5.12, the recommended firm Willis of Illinois, Inc. (now Willis Towers Watson Midwest, Inc.) did not receive small or local business preference.

## Prepared by:

John Dillon  
Director, Finance & Risk Management

RESOLUTION NO. 2023-0023

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH WILLIS TOWERS WATSON MIDWEST, INC. EXTENDING THE TERM FOR 14.5 MONTHS AND INCREASING THE NOT TO EXCEED COMPENSATION AMOUNT BY \$138,950

**WHEREAS**, on January 31, 2018, the Authority entered a three-year contract, with an option for two (2) one-year extensions, with Willis of Illinois, Inc. (now Willis Towers Watson Midwest, Inc.) for operational insurance broker and other risk management services for a not to exceed amount of \$660,000; and

**WHEREAS**, the contract will expire on April 30, 2023; and

**WHEREAS**, the current construction broker services contract expires July 14, 2024; and

**WHEREAS**, aligning both insurance broker services contract periods will allow the Authority to efficiently advertise and award the contracts simultaneously; and

**WHEREAS**, advertising the bid for both contracts concurrently will result in advantageous terms and fees for the Authority; and

**WHEREAS**, aligning the contracts requires an extension in the term of the agreement with Willis Towers Watson Midwest, Inc for 14.5 months and an increase in the not-to-exceed compensation amount of \$138,950.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves and authorizes the President/CEO to execute an amendment to the agreement with Willis Towers Watson Midwest, Inc. for Operational Insurance Brokerage Services and Other Risk Management Contract increasing the term by 14.5 months and increasing the not-to-exceed compensation amount by \$138,950 to align both insurance broker services contract periods; and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.



**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2<sup>nd</sup> day of March, 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Award a Contract to S&L Specialty Construction, Inc. for Quieter Home Program Phase 12, Group 7, Project No. 381207 Thirty-Four (34) Non-Historic Single-Family and Multi-Family Units on Twenty-Five (25) Residential Properties Located East and West of the San Diego International Airport.**

**Recommendation:**

Adopt Resolution No. 2023-0024, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,487,182.00 for Phase 12, Group 7, Project No. 381207, of the San Diego County Regional Airport Authority's Quieter Home Program and making a finding that the project is exempt from the California Environmental Quality Act.

**Background/Justification:**

The San Diego County Regional Airport Authority's ("Authority") Quieter Home Program ("Program") provides sound attenuation treatments to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). This contract for Phase 12, Group 7, Project No. 381207 includes installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels and provide sound attenuation to Thirty-Four (34) non-historic single-family and multi-family units on Twenty-Five (25) residential properties located east and west of the Airport (refer to Attachment A).

To date, the Program has completed 5,127 residences, of which 1,329 are historic and 3,798 are non-historic. 3,463 residences are located west of SDIA and 1,664 are located east of SDIA.

Project No. 381207 was advertised on December 13, 2022, and bids were opened on January 17, 2023. The following bids were received (refer to Attachment B):

<b>Company</b>	<b>Total Bid</b>
S&L Specialty Construction, Inc.	\$1,487,182.00
G&G Specialty Contractors, Inc.	\$1,519,471.00
HHJ Construction	\$1,520,833.00

Engineer's Estimate: \$1,286,859.73

After reviewing the bids, it was determined that the lowest bid received for this project was over the Engineer's Estimate by 15.6% primarily due to increasing costs for products and transportation, as well as a recent update to Prevailing Wage rates in December 2022 that were not accounted for in the original estimate.

The low bid of \$1,487,182.00 is considered responsive and S&L Specialty Construction, Inc. is considered responsible. Award to S&L Specialty Construction, Inc. is, therefore, recommended in the amount of \$1,487,182.00.

### Fiscal Impact:

Adequate funds for the contract with S&L Specialty Construction, Inc. are included in the adopted FY 2023 and conceptual FY 2024 Operating Expense Budgets within the Quieter Home Program budget line item. Sources of funding include federal Airport Improvement Program grants and Passenger Facility Charges.

### Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

#### Strategies

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

#### Focus Areas

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

### Environmental Review:

A. CEQA: This Board action is a "project" subject to the California Environmental Quality Act ("CEQA"), Pub. Res. Code §21065. The individual projects under the Quieter Home Program are part of a class of projects that are categorically exempt from CEQA: 14 Cal. Code Regs. §15301 – "Existing Facilities: Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination."

- B. California Coastal Act Review: This Board action is a “development” as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. This project under the Quieter Home Program will consist of treatments to single-family and multi-family dwellings. Improvements to single-family homes are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(a) and 14 Cal. Code Regs. §13250 – “Improvements to Single-Family Residences.” The proposed improvements to multi-family residences are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(b) and 14 Cal. Code Regs. §13253 – “Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits.”
- C. NEPA: This Board action is a project that involves approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, also requires review under the National Environmental Policy Act (“NEPA”) for its potential environmental impacts. The FAA issued a Categorical Exclusion under NEPA on March 22, 2021, for these Quieter Home Program projects.

## Application of Inclusionary Policies:

The Authority has the following inclusionary programs/policies: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program, and Policy 5.12. These programs/policy are intended to promote the inclusion of small, local, service disabled/veteran owned small businesses, historically underrepresented businesses, and other business enterprises, on all contracts. Only one of the programs/policy named above can be used in any single contracting opportunity.

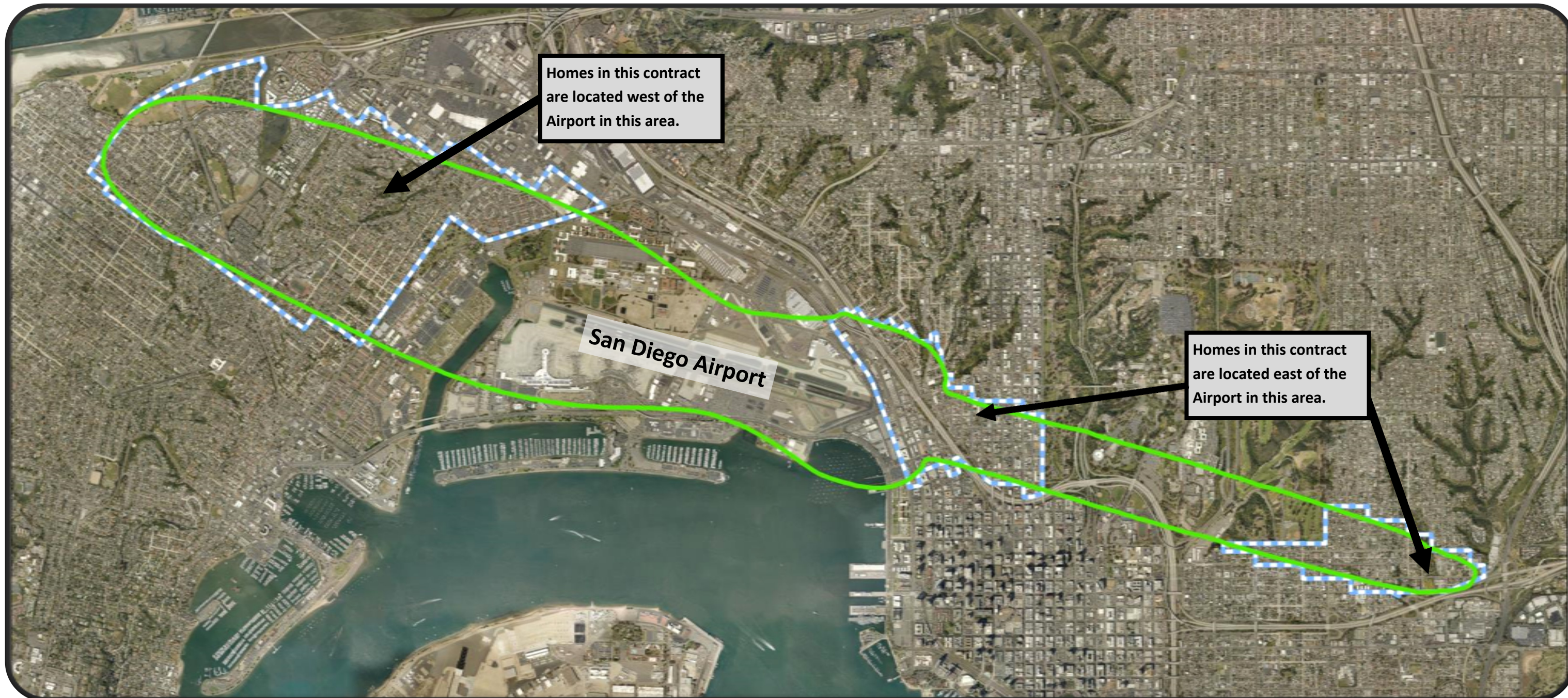
The Authority’s DBE Program, as required by the U.S. Department of Transportation, 49 Code of Federal Regulations (CFR) Part 26, calls for the Authority to submit a triennial overall goal for DBE participation on all federally-funded projects. When federal funds are utilized, the Authority is prohibited from using a program that provides a preference such as those used in Policy 5.12. Therefore, the Authority must utilize other means as provided in the DBE Plan to achieve participation.

This project utilizes federal funds; therefore, it will be applied toward the Authority's overall DBE goal. S&L Specialty Construction, Inc. proposed 2.6% DBE participation on QHP Phase 12, Group 7.



## Prepared by:

Sjohnna Knack  
Interim Director, Airport Planning & Environmental Affairs

# Attachment A



## LEGEND

-  65 dB Boundary
-  65 dB CNEL Contour

San Diego County Regional Airport Authority  
Quieter Home Program  
Project 381207



RESOLUTION NO. 2023-0024

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AWARDING A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC., IN THE AMOUNT OF \$1,487,182.00 FOR PHASE 12, GROUP 7, PROJECT NO. 381207, OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY'S QUIETER HOME PROGRAM AND MAKING A FINDING THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

**WHEREAS**, the San Diego County Regional Airport Authority ("Authority") has established a residential sound insulation program, known as the Quieter Home Program ("Program"), to reduce aircraft noise levels in the homes of residents living within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("Airport"); and

**WHEREAS**, Phase 12, Group 7, of the Program will include installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

**WHEREAS**, Phase 12, Group 7, of the Program provides sound attenuation to thirty-four (34) single-family and multi-family units on twenty-five (25) non-historic residential properties located east and west of the San Diego International Airport; and

**WHEREAS**, the Authority issued a Bid Solicitation Package for Phase 12, Group 7, on December 13, 2022; and

**WHEREAS**, on January 17, 2023, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

**WHEREAS**, the apparent low bidder, S&L Specialty Construction, Inc., submitted a bid of \$1,487,182.00 and the Authority's staff has duly considered the bid and has determined that S&L Specialty Construction, Inc. is responsible, and its bid is responsive in all material respects; and

**WHEREAS**, the San Diego County Regional Airport Authority Board (“Board”) believes that it is in the best interest of the Authority and the public that it serves to award S&L Specialty Construction, Inc., the lowest bidder, the contract for Phase 12, Group 7, upon the terms and conditions set forth in the Bid Solicitation Package.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby awards a contract to S&L Specialty Construction, Inc., in the amount of \$1,487,182.00 for Phase 12, Group 7, Project No. 381207, of the San Diego County Regional Airport Authority’s Quieter Home Program; and

**BE IT FURTHER RESOLVED** that the Authority’s President/CEO or designee is hereby authorized to execute and deliver such contract to S&L Specialty Construction, Inc.; and

**BE IT FURTHER RESOLVED** that the Authority and its officers, employees, and agents are hereby authorized, empowered, and directed to do and perform all such acts as may be necessary or appropriate in order to effectuate fully the foregoing; and

**BE IT FURTHER RESOLVED** that the Board of the San Diego County Regional Airport Authority finds that this is a “project” as defined by the California Environmental Quality Act (“CEQA”), Cal. Pub. Res. Code §21065, and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. §15301(f), “Existing Facilities.”

**BE IT FURTHER RESOLVED** that the Board finds that this action is a “development” as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. This project under the Quieter Home Program will consist of treatments to single-family and multi-family dwellings. Improvements to single-family homes are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(a) and 14 Cal. Code Regs. §13250 – “Improvements to Single-Family Residences.” The proposed improvements to multi-family residences are exempt from coastal permit requirements under Cal. Pub. Res. Code §30610(b) and 14 Cal. Code Regs. §13253 – “Improvements to Structures Other than Single-Family Residences and Public Works Facilities that Require Permits.”; and



**BE IT FURTHER RESOLVED** that the Board finds that this action is a project that involves approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, also requires review under the National Environmental Policy Act ("NEPA") for its potential environmental impacts. The FAA issued a Categorical Exclusion under NEPA on March 22, 2021 for these Quieter Home Program projects.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2nd day of March 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Approve and Authorize the President/CEO to execute an agreement for Investment Advisory Services to Chandler Asset Management, Inc.**

**Recommendation:**

Adopt Resolution No. 2023- 0025, approving and authorizing the President/CEO to execute an agreement for investment advisory services to Chandler Asset Management, Inc. for a term of three years with two one-year options to extend the term with a maximum amount payable not-to-exceed \$1,900,000.

**Background/Justification:**

The Authority requires the services of an investment advisory firm to serve as a key advisor regarding the Authority's Investment Portfolio. The selected firm will provide a broad range of investment advisory services to the Authority including assistance with:

- Development of Investment Strategy
- Investment and valuation of Assets in Authority's investment portfolio
- Monitoring and analyzing market conditions and investments
- Reporting on all investment performance
- Review and recommendation of changes to Authority's Investment Policy (Policy 4.20)

Accordingly, in September 2022 Authority staff issued a Request for Proposals (RFP) for Investment Advisory Services. Thirty firms viewed the proposal; six proposals were received on October 12, 2022. A review panel comprising Authority Staff and a representative from the San Diego County Investment Pool was convened to evaluate the submissions. The three top respondents Chandler Asset Management, Inc; PFM, LLC; and Public Trust Advisors, LLC were invited for interviews which were conducted on January 25, 2023.

Each Panel member evaluated the firms' proposals and interviews. Panel members' scores were then summed for each criterion and the firms were ranked by total score (with the highest total score being ranked first). The final scoring matrix from the Panel is as follows:

Combined Final Scores	SB	Local	Vet.	Cost	Work Plan	Primary Staff Capabilities	Firm Experience and Skill	Reporting and Monitoring	Total
Chandler	120	0	0	300	680	1110	740	570	3520
PFM	0	0	0	300	620	990	660	465	3035
Public Trust	0	0	0	300	560	960	660	555	3035

Chandler Asset Management, Inc is an investment advisor firm with a targeted focus on the management of fixed-income portfolios for the public sector. The firm specializes in managing funds for public agencies who are guided by the objectives of preservation of principal, access to cash, and maximization of investment returns without undue exposure to risk. Working with 183 public agencies across the U.S. has given Chandler Asset Management unique perspective on helping transportation authorities and other local governments achieve their financial goals. The firm is a small business, headquartered locally in San Diego, has operated in this sector for over 34 years and currently manages nearly \$30.0 Billion in assets.

### Fiscal Impact:

Adequate funding for Chandler Asset Management, Inc. Contract for investment advisory services is included in the adopted FY 2023 and conceptually approved FY 2024 Operating Expense Budgets within the Professional Services line item. For budget years that have not been adopted/approved by the Board this expense will be included in future year budget requests.

### Authority Strategies/Focus Areas:

This item supports one or more of the following (*select at least one under each area*):

#### Strategies

- Community Strategy  
  Customer Strategy  
  Employee Strategy  
  Financial Strategy  
  Operations Strategy

#### Focus Areas

- Advance the Airport Development Plan  
  Transform the Customer Journey  
  Optimize Ongoing Business

### Environmental Review:

A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.

## **Application of Inclusionary Policies:**

The Authority has the following inclusionary programs and policy: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program and Policy 5.12. These programs and policy are intended to promote the inclusion of small, local, service disabled/veteran owned small businesses, historically underrepresented businesses, and other business enterprises, on all contracts. Only one of the programs or policy named above can be used in any single contracting opportunity.

This contract does not utilize federal funds and provides limited opportunities for sub-contractor participation; therefore, at the option of the Authority, Policy 5.12 was applied to promote the participation of qualified small businesses, service disabled/veteran owned small businesses, and local businesses. Policy 5.12 provides a preference of up to seven percent (7%) in the award of selected Authority contracts. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$200,000. The preference is only applied in measuring the bid. The final contract award is based on the amount of the original bid.

In accordance to Policy 5.12, the recommended firm Chandler Asset Management, Inc. received small business preference but did not receive local business and service disabled/veteran owned small business preference.

## **Prepared by:**

Scott Brickner  
Vice President/CFO

RESOLUTION NO. 2023-0025

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT FOR INVESTMENT ADVISORY SERVICES TO CHANDLER ASSET MANAGEMENT, INC. FOR A TERM OF THREE (3) YEARS WITH TWO (2) ONE-YEAR OPTIONS TO EXTEND THE TERM WITH A MAXIMUM AMOUNT PAYABLE NOT TO EXCEED \$1,900,000

**WHEREAS**, the Authority has a continuing need for investment advisory services; and

**WHEREAS**, the Authority released a Request for Proposals (“RFP”) in September, 2022 to obtain the services of a qualified firm to perform investment advisory services for the Authority; and

**WHEREAS**, the Authority received 6 proposals in response to the RFP; and

**WHEREAS**, the Authority’s evaluation panel, after reviewing the proposals and interviewing the firms, recommend awarding an agreement for investment advisory services to Chandler Asset Management Inc.; and

**WHEREAS**, the Board finds that awarding the agreement to Chandler Asset Management Inc. is in the best interest of the Authority.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the award of an agreement for investment advisory services to Chandler Asset Management Inc. and authorizes the President/CEO to take all necessary actions to execute the agreement; and

**BE IT FURTHER RESOLVED** that said agreement shall have a term of three (3) years with two (2) one-year options to renew that are exercisable at the discretion of the President/CEO and a compensation amount that shall not exceed \$1,900,000; an

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2<sup>nd</sup> day of March 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

---

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



# Approve And Authorize The President/CEO To Execute An Agreement With Chandler Asset Management, Inc For Investment Advisory Services

March 2 2023

SAN DIEGO  
COUNTY  
REGIONAL  
AIRPORT  
AUTHORITY

# Investment Advisor

## Key Responsibilities



*Development of Investment Strategy*



*Monitoring and analyzing market conditions and investments*



*Investment, valuation and reporting of assets in Authority's investment portfolio .*



*Review and recommendation of changes to Authority's Investment Policy (Policy 4.20)*



# RFP

## Results

- ❑ 30 Firms Reviewed RFP
- ❑ 6 proposals received
- ❑ Shortlisted 3 Firms
  - ❑ Chandler Asset Management
  - ❑ PFM
  - ❑ Public Trust Advisors



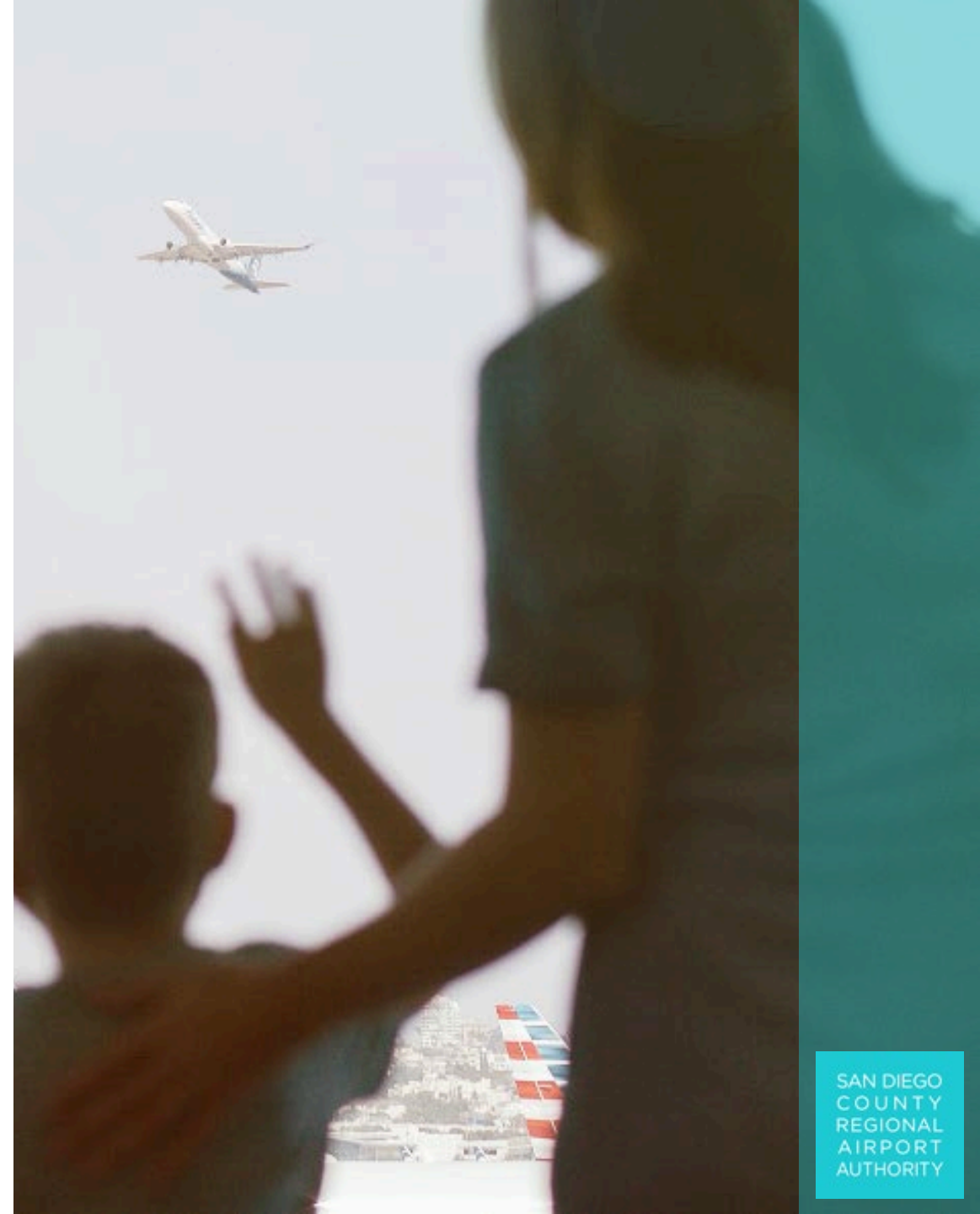
# Chandler Asset Management


- ❑ Currently serve as the Authority's Investment advisor
- ❑ Small business located in San Diego County
- ❑ Operated in the public sector investment advisory sector for over 34 years
- ❑ Currently manage nearly \$30 Billion in assets
- ❑ Fees anticipated to range between 4 and 5 Basis points



# Board Action Required

approving and authorizing the President/CEO to execute an agreement for investment advisory services to Chandler Asset Management, Inc. for a term of three years with two one-year options to extend the term with a maximum amount payable not-to-exceed \$1,900,000.





# Thank You! Questions?

SAN DIEGO  
COUNTY  
REGIONAL  
AIRPORT  
AUTHORITY

## Staff Report

**Meeting Date: March 2, 2023**

**Subject:**

**Approve and Authorize the President/CEO to Negotiate and Execute Three On-Call Technical Airport Planning Services Agreements at San Diego International Airport**

**Recommendation:**

Adopt Resolution No. 2023-0026, approving and authorizing the President/CEO to negotiate and execute three On-Call Technical Airport Planning Services agreements, one with Ricondo & Associates, Inc., one with Landrum & Brown, Inc., and one with Jacobsen-Daniels Associates, LLC, each for a term of three (3) years, with the option for two (2) one-year extensions, in a maximum total aggregate amount not-to-exceed \$7,000,000 in support of numerous airport planning and environmental review efforts at San Diego International Airport.

**Background/Justification:**

The On-Call Technical Airport Planning Services agreement provides essential on-call technical airport planning and environmental review consultant services to support the Airport Authority's Planning & Environmental Affairs Department. These services are necessary to address numerous airside, terminal, and landside projects at San Diego International Airport ("SAN"), as well as any related environmental analyses as required under the California Environmental Quality Act (CEQA), National Environmental Policy Act, or the California Coastal Act. These consultant services also support off-airport projects associated with airport land use compatibility planning around the region's sixteen airports and aircraft noise analysis. In addition, the contract provides analytical planning services support for other Authority departments' projects, especially Airside & Terminal Operations, Airport Design & Construction, Ground Transportation, and Revenue Management.

The current On-Call Technical Airport Planning Consulting Services agreements began May 1, 2019, and extend through April 30, 2023. Two firms (Ricondo & Associates, Inc. and Landrum & Brown, Inc.) were selected to perform the services and have completed tasks, to date, totaling approximately \$5.6 million dollars. Major tasks performed and completed under the current contracts include the following:

- Terminal 2 East Advanced Planning

- Northside Land Use Feasibility Study
- Parking Demand Analysis Update
- ADP Environmental Assessment (EA) Air Quality Analysis
- Fuel Farm Expansion Project - CEQA Services
- Letter of Intent (LOI) Application for New Terminal 1 Airfield Development Projects
- Airfield Congestion Assessment and Recommendations
- Passenger Intercept Survey

Based upon historic expenditure trends, it is estimated that the Authority could spend up to \$7.0 million over the five-year period to support anticipated airport planning and environmental review activities. Beyond unforeseen and ongoing projects, the following specific services will be needed over the next five-year period:

- Preparation of aviation activity forecast update;
- Preparation of airfield operational efficiency study;
- Update of 2011 Regional Aviation Strategic Plan ("RASP");
- State and federal environmental review of major projects and the capital improvement program, including Terminal 2 East modernization;
- Periodic traffic volume inventories on major roads and intersections surrounding the airport; and
- Continued flight procedures analysis related to aircraft noise.

On November 17, 2022, the Authority published a Request for Proposals ("RFP") to provide professional airport planning services. On January 4, 2023, the Authority received proposals from the following three entities, with all respondents being deemed a responsive:

- Ricondo & Associates, Inc.
- Landrum & Brown, Inc.
- Jacobsen-Daniels Associates, LLC

The evaluation criteria used to evaluate the firms was a weighted criteria of six factors, including: proposed fees (cost); prior company experience; experience of the company's primary staff; a proposed work plan and approach to potential contract assignments; sustainability; and small business preference under Authority Policy 5.12 (inclusionary).

The Authority's Evaluation Panel ("Panel"), which was comprised of three representatives from the Planning & Environmental Affairs Dept., one from Airside & Terminal Operations, and one from Airport Design and Construction, conducted a thorough review of all proposals.

All three of the firms were invited to interview on January 31, 2023, after which the firms were ranked as follows:

Rankings	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	Total	Rank
Jacobsen-Daniels Associates, LLC	3	3	3	2	3	14	3
Landrum & Brown, Inc.	2	2	2	2	2	10	2
Ricondo & Associates, Inc.	1	1	1	1	1	5	1

Combined Scores	Cost	Prior Company Exp.	Primary Staff	Work Plan	Sustainability	Inclusionary	Total
Jacobsen-Daniels Associates, LLC	525	1025	1435	615	210	230	4040
Landrum & Brown, Inc.	525	1125	1575	630	200	215	4270
Ricondo & Associates, Inc.	750	1150	1575	660	215	190	4540

1. Ricondo & Associates, Incorporated
2. Landrum & Brown, Incorporated
3. Jacobsen-Daniels Associates, LLC

The firms selected by the panel were Ricondo & Associates, Inc. (“Ricondo”), Landrum & Brown, Inc. (“L&B”), and Jacobsen-Daniels Associates, LLC (“J|D”). All teams had excellent interviews, and each has unique qualities and previous work experience that are valuable. A brief background of the selected firms is provided below:

**Ricondo & Associates, Inc.**

The Ricondo team was given the highest score by the selection panel. The panel agreed that the Ricondo team had the widest breadth of knowledge on issues specific to San Diego International Airport and provided detailed insight on how their team could help the Authority address them. They have a local office in San Diego County and have historically provided quick response times to on-call airport planning assignments issued by the Authority.

Ricondo is a full-service aviation consultancy specializing in airport planning and business management services in support of airports and operators, airlines, and federal and state agencies. Over the last 34 years, Ricondo has delivered on-call planning services at airports throughout the United States, including San Diego International Airport.

## **Landrum & Brown, Inc.**

The L&B team scored second highest by the selection panel. L&B has provided technical airport planning services for over 74 years to airports around the world, including San Diego International Airport. This includes recent terminal planning work on New Terminal 1 and Terminal 2 East.

L&B, as the world's oldest and largest pure aviation planning firm, has been involved in some of the most complex issues, helping clients evolve into state of the art, award-winning airports. For their proposal, L&B composed a multidisciplinary team that can provide all aspects of the requested aviation and environmental planning services requested, including master planning, environmental, airfield & airspace, business & finance, ground transportation, terminal planning, commercial development, and activation planning.

## **Jacobsen-Daniels Associates, LLC**

The J|D team was scored third highest by the selection panel. Founded in 2001, J|D, is a DBE certified professional consulting services firm specializing in airport planning, implementation, and operations. Their professional experience includes terminal, landside, airside, airfield, transportation, and land use planning; strategic business plans; financial analysis; concessions and operational plans; construction management and implementation support. J|D also has extensive experience working directly with the Federal Aviation Administration (FAA) and currently serves as an on-call contractor to FAA-Headquarters, providing support in developing Advisory Circulars, policy, engineering, analysis, research support and other guidance.

## **Fiscal Impact:**

Adequate funds for the two On-call Technical Airport Planning Services agreements are included in the Planning & Environmental Affairs Department's adopted FY 2023 and conceptual FY 2024 operating expense budget, or within the approved 5-Year Capital Improvement Program's budget, if applicable.



**Authority Strategies/Focus Areas:**

This item supports one or more of the following (*select at least one under each area*):

**Strategies**

- Community Strategy    Customer Strategy    Employee Strategy    Financial Strategy    Operations Strategy

**Focus Areas**

- Advance the Airport Development Plan    Transform the Customer Journey    Optimize Ongoing Business

**Environmental Review:**

- A. CEQA: This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (“CEQA”), as amended. 14 Cal. Code Regs. §15378. This Board action is not a “project” subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This Board action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

**Application of Inclusionary Policies:**

The Authority has the following inclusionary programs and policy: a Disadvantaged Business Enterprise (DBE) Program, an Airport Concession Disadvantaged Business Enterprise (ACDBE) Program and Policy 5.12. These programs and policy are intended to promote the inclusion of small, local, service disabled/veteran owned small businesses, historically underrepresented businesses and other business enterprises, on all contracts. Only one of the programs/policies named above can be used in any single contracting opportunity.

The Authority’s DBE Program, as required by the U.S. Department of Transportation, 49 Code of Federal Regulations (CFR) Part 26, calls for the Authority to submit a triennial overall goal for DBE participation on all federally funded projects. When federal funds are utilized, the Authority is prohibited from using a program that provides a preference such as those used in Policy 5.12. Therefore, the Authority must utilize other means as provided in the DBE Plan to achieve participation.

This project may utilize federal funds; therefore, it may be applied toward the Authority's overall DBE goal. No preferences were applied to the award of the On-Call Technical Airport Planning Services contract. Ricondo & Associates, Inc., Landrum & Brown, Inc., and Jacobsen-Daniels Associates, LLC each submitted an Inclusionary Outreach Plan identifying a list of subcontractors and has committed to working with the Airport Authority to maximize participation by small, disadvantaged, local, and veteran-owned small business on this contract.

**Prepared by:**

Sjohnna Knack  
Interim Director, Planning & Environmental Affairs

RESOLUTION NO. 2023-0026

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE THREE ON-CALL TECHNICAL AIRPORT PLANNING SERVICES AGREEMENTS, ONE WITH RICONDO & ASSOCIATES, INC., ONE WITH LANDRUM & BROWN, INC., AND ONE WITH JACOBSEN-DANIELS ASSOCIATES, LLC, EACH FOR A TERM OF THREE (3) YEARS, WITH THE OPTION FOR TWO (2) ONE-YEAR EXTENSIONS, IN A MAXIMUM TOTAL AGGREGATE AMOUNT NOT-TO-EXCEED \$7,000,000 IN SUPPORT OF NUMEROUS AIRPORT PLANNING AND ENVIRONMENTAL REVIEW EFFORTS AT SAN DIEGO INTERNATIONAL AIRPORT

**WHEREAS**, the On-Call Technical Airport Planning Services agreement provides essential on-call technical airport planning and environmental review consultant services to support the Airport Authority's Planning & Environmental Affairs Department; and

**WHEREAS**, these services are necessary to address numerous airside, terminal, and landside projects at San Diego International Airport ("SAN"), as well as any related environmental analyses as required under the California Environmental Quality Act (CEQA), National Environmental Policy Act, or the California Coastal Act; and

**WHEREAS**, these consultant services also support off-airport projects associated with airport land use compatibility planning around the region's sixteen airports and aircraft noise analysis; and

**WHEREAS**, the On-Call Technical Airport Planning Services agreements will provide analytical planning services support for other departments' projects, including Airside & Terminal Operations, Airport Design & Construction, Ground Transportation, and Revenue Management; and

**WHEREAS**, based upon historic expenditure trends, it is estimated that the Authority could spend up to \$7.0 million over the five-year period to support anticipated airport planning and environmental review activities. Beyond unforeseen and ongoing projects, the following specific services will be needed over the next five-year period:

- Preparation of aviation activity forecast update;
- Preparation of airfield operational efficiency study;
- Update of 2011 Regional Aviation Strategic Plan (“RASP”);
- State and federal environmental review of major projects and the capital improvement program, including Terminal 2 East modernization;
- Periodic traffic volume inventories on major roads and intersections surrounding the airport; and
- Continued flight procedures analysis related to aircraft noise; and

**WHEREAS**, on November 17, 2022, the Authority published a Request for Proposals (“RFP”) to provide professional airport planning services; and

**WHEREAS**, on January 4, 2023, the Authority received proposals from the following three entities, with all respondents being deemed as responsive:

- Ricondo & Associates, Inc.
- Landrum & Brown, Inc.
- Jacobsen-Daniels Associates, LLC; and

**WHEREAS**, the evaluation criteria used to evaluate the firms was a weighted criteria of six factors, including: small business preference under Authority Policy 5.12; proposed fees; prior company experience; experience of the company’s primary staff; a proposed work plan and approach to potential contract assignments; and sustainability; and

**WHEREAS**, the Authority’s Evaluation Panel (“Panel”), which was comprised of three representatives from the Planning & Environmental Affairs Dept., one from Airside & Terminal Operations, and one from Airport Design and Construction, conducted a thorough review of all proposals and interviewed all proposers; and

**WHEREAS**, the firms selected by the Panel were Ricondo & Associates, Inc., Landrum & Brown, Inc., and Jacobsen-Daniels Associates, LLC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves and authorizes the President/CEO to negotiate and execute three On-Call Technical Airport Planning Services agreements, one with Ricondo & Associates, Inc., one with Landrum & Brown, Inc., and one with Jacobsen-Daniels Associates, LLC, each for a term of three (3) years, with the option for two (2) one-year extensions, in a maximum total aggregate amount not-to exceed \$7,000,000 in support of numerous airport planning and environmental review efforts at San Diego International Airport; and

**BE IT FURTHER RESOLVED** that the Authority and its officers, employees, and agents hereby are authorized, empowered, and directed to do and perform all such acts as may be necessary or appropriate in order to effectuate fully the foregoing resolution; and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “project” as defined by the California Environmental Quality Act (“CEQA”) (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration (“FAA”) and, therefore, no formal review under the National Environmental Policy Act (“NEPA”) is required.

**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 2<sup>nd</sup> day of March, 2023, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

---

TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Board Communication

Date: March 2, 2023  
To: Board Members  
From: Tony R. Russell, Director, Board Services/ Authority Clerk  
Subject: Business and Travel Expense Reimbursement Reports for Board Members,  
President/CEO, Chief Auditor and General Counsel When Attending  
Conferences, Meetings, and Training at the Expense of the Authority

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Authority Policy 3.30 (3)(b) and (4) require that travel and business expense reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved or pre-approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

The attached reports are being presented to comply with the requirements of Policy 3.30.

# **TRAVEL EXPENSE REINBURSEMENT**



**Kim Becker**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor**  
 (To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. Attach all required supporting documentation. All receipts must be detailed (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

Policy 3.30 - Business and Travel Expense Reimbursement

Business and Travel Reimbursement Guidelines

**Employee/Trip Information** **Date:** \_\_\_\_\_

**Name:** Kimberly J. Becker **Dept:** 6 - Executive Division

**Departure Date:** 1/7/2023 **Return Date:** 1/12/2023 **Report Due:** 2/11/23

**Destination:** Mauli, HI

**Business Purpose:** AAAE 37th Annual Aviation Issues Conference

Expense Items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		1/7/23 Saturday	1/8/23 Sunday	1/9/23 Monday	1/10/23 Tuesday	1/11/23 Wednesday	1/12/23 Thursday	1/13/23 Friday	
Air Fare, Railroad, Bus	674.49								-
Conference Fees	775.00								-
Rental Car							529.07		529.07
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging		527.21	527.21	527.21	527.21	527.21			2,636.05
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
Please Note - as a Policy Review Committee member, AAAE will reimburse Kim's hotel and airfare for this trip.									
	\$ 1,449.49								\$3,165.12

**Expense Items included in Per Diem:**

**Meals & Incidental Expenses (M&IE)** Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

Enter Daily Per Diem Rate	GSA Per Diem for Domestic				US Dept of State Per Diem for International			
	1/7/23 Saturday	1/8/23 Sunday	1/9/23 Monday	1/10/23 Tuesday	1/11/23 Wednesday	1/12/23 Thursday	1/13/23 Friday	
Breakfast	\$23.00							
Lunch	\$37.00		23.00	23.00	23.00	23.00	23.00	115.00
Dinner	\$60.00			37.00	37.00	37.00	37.00	185.00
Incidentals	\$30.00			60.00	60.00	60.00	60.00	240.00
<b>Total M&amp;IE</b>	<b>\$150.00</b>			<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>180.00</b>
Approved Meal Exception Above Per Diem Rate <sup>1</sup>								
<b>Total Meal and Incidental Expenses</b>	<b>\$ 67.00</b>	<b>\$ 53.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>		<b>720.00</b>

<b>Explanation:</b> Substantiation for exception should be attached	<b>Trip Grand Total</b>	<b>5,334.61</b>
	Less Cash Advance (Attach copy of Authority check)	
	Less Expenses Prepaid by Authority	1,449.49
	<b>Due Traveler</b> - if positive amount, prepare check request <b>Due Authority</b> - if negative, attach check payable to SDCRAA	<b>\$3,885.12</b>

Note: Send this report to Accounting even if the amount is \$0.

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certifies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Diane Casey Ext.: 2445

Traveler's Signature: Kimberly J. Becker Date: Feb 3, 2023

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be completed by Clerk)**

I, \_\_\_\_\_ hereby certify that this document was approved by the Executive Committee at it's meeting on \_\_\_\_\_

Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AAAE Receipt**

member.services@aaae.org <member.services@aaae.org>

Thu 9/29/2022 12:55 PM

To: Casey Diane <dcasey@san.org>

Dear Kimberly,

Thank you for your order! This is a receipt for your transaction - if applicable, you will receive a more detailed confirmation soon.

Here are the details of your order. Please retain this email for your records.

**Order Number:** 1105728

**Order Date:** Sep 29, 2022 3:51 PM

**Bill To:** Ms. Kimberly J. Becker, C.M.

**Order Total:** 775.00

**Payment Method:** DV VISA \*\*\*\*\*6785

**Name on Card:** Diane Casey

Item	Price	Qty	Total
230101 37th Annual Aviation Issues Conference - Ms. Kimberly J. Becker, C.M. <i>When:</i> Jan 8, 2023 - Jan 12, 2023 <i>Where:</i> Maui, HI United States	775.00	1	775.00

*Registration option:* Sep 6, 2022 - Registration

<b>Item Total</b>	775.00
<b>Shipping</b>	0.00
<b>Handling</b>	0.00
<b>Item Grand Total</b>	775.00
<b>Transaction Grand Total</b>	775.00

Thank you again!

AAAE

Connect with us:

American Association of Airport Executives | The Barclay Building | 601 Madison St | Alexandria, VA 22314



Traveltrust  
374 North Coast Highway 101  
Encinitas, CA 92024  
760-635-1700

For a single calendar entry click [here](#)  
Travel Itinerary

**Passenger Names**

BECKER/KIMBERLY JANE - 06

Traveltrust Business Hours are Monday-Friday 5am -5pm Pacific

Agency Reference Number: XSGOTG

CHECK IN FOR FLIGHT 24 HOURS PRIOR TO DEPARTURE

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt

Travel requirements are being updated constantly, please be sure to check with your airline or CDC.gov for the latest in travel requirements and restrictions.

<i>Alaska Airlines</i> Alaska Airlines - Flight Number 0829		Confirmation: ZSXOTR
Departure: Sat, 01/17/2023 8:50 AM Departure City: San Diego, CA (SAN) Departing Terminal: TERMINAL 2 Status: Confirmed	Arrival: Sat, 01/17/2023 1:00 PM Arrival City: Kahului, HI (OGG) Arrival Terminal: Class of Service: S - ECONOMY	Equipment: 73H  Travel Time: 6 hour(s) 10 minute(s) <a href="#">Add flight to Calendar</a> <a href="#">Baggage Info</a> <a href="#">Weather</a> <input type="button" value="CHECK IN"/>
Seat Assignments: BECKER/KIMBERLY JANE - 20D AISLE SEAT CONFIRMED FREQUENT FLYER NUMBER ██████████		

\*  
See  
NOTE  
Attached

<i>Alaska Airlines</i> Alaska Airlines - Flight Number 0806		Confirmation: ZSXOTR
Departure: Thu, 01/12/2023 12:40 PM Departure City: Kahului, HI (OGG) Departing Terminal: Status: Confirmed	Arrival: Thu, 01/12/2023 7:56 PM Arrival City: San Diego, CA (SAN) Arrival Terminal: TERMINAL 2 Class of Service: O - ECONOMY	Equipment: 73H  Travel Time: 5 hour(s) 18 minute(s) <a href="#">Add flight to Calendar</a> <a href="#">Baggage Info</a> <a href="#">Weather</a> <input type="button" value="CHECK IN"/>
Seat Assignments: BECKER/KIMBERLY JANE - 09D AISLE SEAT CONFIRMED FREQUENT FLYER NUMBER ██████████		

**Invoice Detail**

Name: BECKER/KIMBERLY JANE		
Alaska	Issue Date: 08/30/2022	Amount: \$477.50
Airlines Ticket: 0277788248661		
Invoice Number: 5631266		Amount: \$30.00
Service Fee: 8900826511738	Issue Date: 08/30/2022	
Ancillary Fees 333333333 1	30AUG22	Amount: \$166.99
		<b>Total Fare: USD \$674.49</b>
Your total has been charged to American Express ending In 1013		

**General Remarks**

THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED. BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT TO CHANGE IF NECESSARY. PER MANDATORY IATA RESOLUTION 830D YOUR CONTACT DETAILS HAVE BEEN GIVEN TO THE AIRLINES FOR FLIGHT MODIFICATIONS ONLY

Thank you for choosing Traveltrust! TSA Guidance: a government issued photo id is needed for check-in. Please allow minimum 3-hour check-in for international flights and 2 hours for Domestic. For Additional security information visit [www.tsa.gov](http://www.tsa.gov). For EMERGENCY AFTER-HOURS ASSISTANCE FROM ANYWHERE, PLEASE CALL 1-882-990-7183. VIT Code is HSJE72. Each call is billed at \$35 Domestic + ticketing fees, \$45 International + ticketing and international fees.

 <b>Boarding pass</b>		<b>TSA Pre✓</b>											
<b>Name:</b> BECKER/ KIMBERLY JANE		<b>Date:</b> 7JAN23											
<b>Flight:</b> HA 57 T		<b>E-ticket:</b> 0272322208977											
<b>Departs:</b> 10:35A San Diego/SAN		<b>Stop:</b>											
<b>Arrives:</b> 2:40P Kahului/OGG		<b>Conf:</b> IPOXOH											
<b>Lyly#:</b>		<b>Bag count / Bag tag #</b>											
<table border="1"> <thead> <tr> <th>BOARDING START</th> <th>GATE</th> <th>SEAT</th> <th>ZONE</th> <th>BOARDING CLOSES</th> </tr> </thead> <tbody> <tr> <td>9:50A</td> <td>XXXX</td> <td>44G</td> <td>4</td> <td>10:15A</td> </tr> </tbody> </table>		BOARDING START	GATE	SEAT	ZONE	BOARDING CLOSES	9:50A	XXXX	44G	4	10:15A	Up to 50LB/23KG and 62IN/158CM: 1 Up to 50LB/23KG and 62IN/158CM: 1	
BOARDING START	GATE	SEAT	ZONE	BOARDING CLOSES									
9:50A	XXXX	44G	4	10:15A									
		<table border="1"> <tr> <td><b>GATE</b></td> <td><b>XXXX</b></td> </tr> <tr> <td><b>SEAT:</b></td> <td><b>44G</b></td> </tr> <tr> <td><b>ZONE:</b></td> <td><b>4</b></td> </tr> </table>		<b>GATE</b>	<b>XXXX</b>	<b>SEAT:</b>	<b>44G</b>	<b>ZONE:</b>	<b>4</b>				
<b>GATE</b>	<b>XXXX</b>												
<b>SEAT:</b>	<b>44G</b>												
<b>ZONE:</b>	<b>4</b>												
<b>Seq: 001</b>													

Details are subject to change. Please confirm upon arrival at the airport.

**Next steps:**

**Passengers traveling without check-in items**

Customers traveling without check-in items may bring their documents and proceed directly to a T.S.A. Security Checkpoint for entry to the secure airport departure gate areas. Arrive at the airport 1.5 hours (or more) before departure, and ensure that any carry-on items comply with our current policies. Please also verify your departure information upon arrival as things do occasionally change on short-notice, and be aware that at peak times, lines for T.S.A. security screening can get long. Please plan accordingly. For more information: [HawaiianAirlines.com](http://HawaiianAirlines.com)

**Passengers traveling with check-in items**

Customers with check-in items should proceed to our check-in lobby to process baggage, and will first need to scan their barcode at a Self-Service Kiosk inside the lobby in order to print documents. Baggage will then be tagged and delivered to a drop point for acceptance. Arrive 1.5 hours (or more) before the scheduled departure, and ensure that any carry-on items comply with our current policies. Please also verify your departure information upon arrival as things do occasionally change on short-notice, and be aware that at peak times, lines for T.S.A. security screening can get long. Please plan accordingly. For more information: [HawaiianAirlines.com](http://HawaiianAirlines.com)

**Baggage must be checked-in at least 45 minutes before flight departure.**

\* Kim's Alaska Air flight was cancelled. Hawaiian Air transferred the ticket - kim was issued a Boarding Pass at the counter but not a new ticket. I confirmed with Scott Mackenley at Travel Trust that this was an equal exchange with no additional cost.



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 610954046

RECEIPT

Your Information

Customer Name: KIMBERLY BECKER
Budget Customer Discount: UP TO 5K OFFER
Method of Payment: MASTER XX0764
AUTH: 28899Z
Frequent Traveler Number: AD/MTJ4330

Your Vehicle Information

Vehicle Number: 90818136
Vehicle Group Rented: Full-Size
Vehicle Group Charged: Full-Size
Vehicle Description: WHI HYBRID FORD
License Plate Number: HILKE462
Odometer Out: 39640
Odometer In: 39764
Total Driven: 124
Fuel Reading: Out 8/8| In 8/8

Your Rental

Pickup Date/Time: JAN 07, 2023@4:28PM
Pickup Location: 101 AIRPORT ACCESS ROAD
KAHULUI AIRPORT (MAUI)
KAHULUI, HI, 96732, US
808-871-8811

Return Date/Time: JAN 12, 2023@9:45AM
Return Location: 101 AIRPORT ACCESS ROAD
KAHULUI AIRPORT (MAUI)
KAHULUI, HI, 96732, US
808-871-8811

Additional fees may apply if changes are made to your return date, time and/or location.

Your Vehicle Charges (MIN 49 HRS IF NOT MET DLY RT = 84.99 / MAX 98 HRS)

Table with columns: Rate Chart, Free Miles, Time and Mileage. Includes rows for Miles (UNLIMITED), Hourly (63.75), Ad'l day (84.99), Period (424.95), Your Discount, and Time and Mileage (403.70).

Your Optional Products/Services

Optional Services Total: 0.00

Your Taxable Fees

Table with columns: Fee Description, Amount. Includes 11.11% Concession Recovery Fee (45.41), Vehicle License Fee .98/DY (4.90), FTP SR5 1.00DY (5.00), CUST FACILITY CHARGE 4.50/DA (22.50).

Sub-total-Charges: 481.51
TAX 4.166%: 20.06

Your Non-Taxable Products/Services

5.50/DY HIGHWAY SURCHARGE 27.50

Your Total Charges: 529.07 Estimated Travel Partner Points: 750
Prepayment: 0.00 Earned\*:

Net Charges: USD 529.07
Your Total Due: 0.00

## Casey Diane

---

**From:** Gil Cabrera <gil@cabrerafirm.com>  
**Sent:** Tuesday, January 3, 2023 11:06 AM  
**To:** Casey Diane  
**Subject:** Re: APPROVAL REQUEST - Kim Becker, Rental Car Request

Approved.

Gil Cabrera, Esq.  
The Cabrera Firm, APC  
600 West Broadway, Suite 700  
San Diego, CA 92101  
v. 619.500.4880  
f. 619.785.3380  
e. [gil@cabrerafirm.com](mailto:gil@cabrerafirm.com)  
[www.cabrerafirm.com](http://www.cabrerafirm.com)

Sent from my iPad

CONFIDENTIAL

This e-mail was sent by a law firm and may contain information that is privileged or confidential. If you are not the intended recipient, please delete the e-mail and any attachments without reading, printing, copying or forwarding it, and please notify us.

---

**From:** Casey Diane <dcasey@san.org>  
**Date:** Tuesday, January 3, 2023 at 10:49 AM  
**To:** Gil Cabrera <gil@cabrerafirm.com>  
**Subject:** APPROVAL REQUEST - Kim Becker, Rental Car Request

Hi Gil,

Kim will be attending the AAAE Aviation Issues Conference on January 7<sup>th</sup> through January 12<sup>th</sup>. Because of the distance of the hotel from the airport (1 hour, 10 minutes) and needing to move from place to place for the various meetings and receptions, it would be easier for Kim to have a rental car rather than constantly using an Uber/Lyft. If you agree, would you please approve Kim using a rental car for this conference? I've attached the Conference Confirmation Letter, which will give you an idea of her schedule during the conference.

Also, FYI, because Kim is a member of the AAAE Policy Review Council (which will be meeting during this conference), AAAE will be reimbursing the Authority for Kim's hotel and airfare expenses.

Thanks and take care, Di

Diane Casey

Executive Assistant

Office 619.400.2445 | Cell 609.440.7479

[dcasey@san.org](mailto:dcasey@san.org)



**From:** Erin O'Connor <[Erin.OConnor@aaae.org](mailto:Erin.OConnor@aaae.org)>  
**Sent:** Thursday, December 29, 2022 1:20 PM  
**To:** Becker Kim <[kbecker@san.org](mailto:kbecker@san.org)>  
**Cc:** Casey Diane <[dcasey@san.org](mailto:dcasey@san.org)>  
**Subject:** AA AE Aviation Issues Conference Confirmation Letter

Good afternoon,

Attached is your confirmation letter for the upcoming 37<sup>th</sup> Annual Aviation Issues Conference taking place January 8-12, 2023 in Maui, HI at the [Ritz Carlton Kapalua Hotel](#). I have also attached the Travel Account Policy and Reimbursement Form if you wish to submit for reimbursement after the conference.

Please do not hesitate if you have any questions or need any other information.  
Safe travels and Happy New Year!

Erin

Erin O'Connor  
Senior Manager, Leadership and Events  
e. [erin.oconnor@aaae.org](mailto:erin.oconnor@aaae.org)  
p. 703.797.2520 | c. 914.263.6638

[American Association of Airport Executives](#)  
The Barclay Building | 601 Madison Street | Alexandria, VA 22314





THE RITZ-CARLTON  
MAUI, KAPALUA

Mrs. Kimberly Becker

United States

Room Number: 1803  
Arrival Date: 01/07/23  
Departure Date: 01/12/23  
CRS Number: 85116296  
Rewards No: XXXXX9603  
Page No: 1 of 2

INFORMATION INVOICE

Folio No:

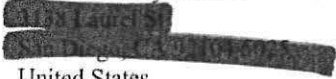
01/12/23

Date	Description	Charges	Credits
01/07/23	Advance Deposit		1,030.91
01/07/23	Group Room Charge	439.00	Room 01/07
01/07/23	Resort Fee	10.00	
01/07/23	General Excise Room Tax	18.29	\$527.21
01/07/23	Transient Accommodation Tax	45.00	
01/07/23	Resort Fee Tax	0.42	
01/07/23	Resort Fee Transient Accommodati	1.03	
01/07/23	Maui Transient Accommodation Tax	13.17	
01/07/23	Resort Fee Maui Transient Accomr	0.30	
01/08/23	Group Room Charge	439.00	Room 01/08
01/08/23	Resort Fee	10.00	
01/08/23	General Excise Room Tax	18.29	\$527.21
01/08/23	Transient Accommodation Tax	45.00	
01/08/23	Resort Fee Tax	0.42	
01/08/23	Resort Fee Transient Accommodati	1.03	
01/08/23	Maui Transient Accommodation Tax	13.17	
01/08/23	Resort Fee Maui Transient Accomr	0.30	
01/09/23	Group Room Charge	439.00	Room 01/09
01/09/23	Resort Fee	10.00	
01/09/23	General Excise Room Tax	18.29	\$527.21
01/09/23	Transient Accommodation Tax	45.00	
01/09/23	Resort Fee Tax	0.42	
01/09/23	Resort Fee Transient Accommodati	1.03	
01/09/23	Maui Transient Accommodation Tax	13.17	
01/09/23	Resort Fee Maui Transient Accomr	0.30	
01/10/23	Group Room Charge	439.00	Room 01/10
01/10/23	Resort Fee	10.00	
01/10/23	General Excise Room Tax	18.29	\$527.21
01/10/23	Transient Accommodation Tax	45.00	



THE RITZ-CARLTON  
MAUI, KAPALUA

Mrs. Kimberly Becker



United States

Room Number: 1803  
Arrival Date: 01/07/23  
Departure Date: 01/12/23  
CRS Number: 85116296  
Rewards No: XXXXX9603  
Page No: 2 of 2

INFORMATION INVOICE

Folio No:

01/12/23

Date	Description	Charges	Credits
01/10/23	Resort Fee Tax	0.42	
01/10/23	Resort Fee Transient Accommodati	1.03	
01/10/23	Maui Transient Accommodation Tax	13.17	
01/10/23	Resort Fee Maui Transient Accomr	0.30	
01/11/23	Group Room Charge	439.00	
01/11/23	Resort Fee	10.00	Room 01/11
01/11/23	General Excise Room Tax	18.29	
01/11/23	Transient Accommodation Tax	45.00	\$ 527.21
01/11/23	Resort Fee Tax	0.42	
01/11/23	Resort Fee Transient Accommodati	1.03	
01/11/23	Maui Transient Accommodation Tax	13.17	
01/11/23	Resort Fee Maui Transient Accomr	0.30	
<b>Total</b>		<b>2,636.05</b>	<b>1,030.91</b>
<b>Balance</b>		<b>1,605.14</b>	

Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity. Mahalo!

ISLE OF KAUAI	01/01-12/31	325	113	65	28			466	01/01/2021
ISLE OF LANAI	01/01-12/31	218	107	62	27			352	01/01/2021
ISLE OF MAUI	01/01-12/31	304	120	68	30			454	01/01/2021
ISLE OF MOLOKAI	01/01-12/31	218	85	51	21			324	01/01/2021
ISLE OF OAHU	01/06-12/16	177	119	68	30			326	12/01/2021
ISLE OF OAHU	12/17-01/05	312	119	68	30			461	12/01/2021
JB PEARL HARBOR-HICKAM	01/06-12/16	177	119	68	30			326	12/01/2021
JB PEARL HARBOR-HICKAM	12/17-01/05	312	119	68	30			461	12/01/2021
KAPOLEI	01/06-12/16	177	119	68	30			326	12/01/2021
KAPOLEI	12/17-01/05	312	119	68	30			461	12/01/2021
KILAUEA MILITARY CAMP	01/01-12/31	199	96	56	24			319	01/01/2021
LIHUE	01/01-12/31	325	113	65	28			466	01/01/2021
MCB HAWAII	01/06-12/16	177	119	68	30			326	12/01/2021
MCB HAWAII	12/17-01/05	312	119	68	30			461	12/01/2021
NCTAMS PAC WAHIAWA HI	01/06-12/16	177	119	68	30			326	12/01/2021
NCTAMS PAC WAHIAWA HI	12/17-01/05	312	119	68	30			461	12/01/2021
NOSC PEARL HARBOR	01/06-12/16	177	119	68	30			326	12/01/2021
NOSC PEARL HARBOR	12/17-01/05	312	119	68	30			461	12/01/2021
PEARL HARBOR	01/06-12/16	177	119	68	30			326	12/01/2021
PEARL HARBOR	12/17-01/05	312	119	68	30			461	12/01/2021
PMRF BARKING SANDS	01/01-12/31	325	113	65	28			466	01/01/2021
SCHOFIELD BARRACKS	01/06-12/16	177	119	68	30			326	12/01/2021
SCHOFIELD BARRACKS	12/17-01/05	312	119	68	30			461	12/01/2021
TRIPLER ARMY MEDICAL CENTER	01/06-12/16	177	119	68	30			326	12/01/2021
TRIPLER ARMY MEDICAL CENTER	12/17-01/05	312	119	68	30			461	12/01/2021
WHEELER ARMY AIRFIELD	01/06-12/16	177	119	68	30			326	12/01/2021
WHEELER ARMY AIRFIELD	12/17-01/05	312	119	68	30			461	12/01/2021
[OTHER]	01/01-12/31	218	119	68	30			367	01/01/2021

\$147	22	37	59	29
\$148	22	37	59	30
\$149	22	37	60	30
\$150	23	37	60	30
\$151	23	38	60	30
\$152	23	38	61	30
\$153	23	38	61	31
\$154	23	39	61	31
\$155	23	39	62	31
\$156	23	39	63	31
\$157	24	39	63	31
\$158	24	40	63	31
\$159	24	40	64	31
\$160	24	40	64	32
\$161	24	40	65	32
\$162	24	41	65	32
\$163	24	41	65	33
\$164	25	41	65	33
\$165	25	41	66	33
\$166	25	42	66	33
\$167	25	42	67	33
\$168	25	42	67	34
\$169	25	42	68	34
\$170	26	42	68	34
\$171	26	43	68	34
\$172	26	43	69	34
\$173	26	43	69	35
\$174	26	44	69	35
\$175	26	44	70	35
\$176	26	44	71	35
\$177	27	44	71	35
\$178	27	45	71	35
\$179	27	45	72	35
\$180	27	45	72	36
\$181	27	45	73	36
\$182	27	46	73	36
\$183	27	46	73	37
\$184	28	46	73	37
\$185	28	46	74	37
\$186	28	47	74	37

## 2022-2023 AAAE LEADERSHIP TRAVEL ACCOUNT POLICY

Board of Directors, Policy Review Council (PRC), Committee Leaders, and Board of Examiners

It is expected that each AAAE Board member, Policy Review Council (PRC) member, Committee Chair, Co-Chair, Vice Chair and Board of Examiner (BOE) member have the support of their airport to the maximum extent possible for the time and travel expenses required for leadership service in AAAE.

However, AAAE recognizes that airport employers may not be able to cover all the travel expenses to attend certain official events. It is for that reason that AAAE provides an annual travel account – starting after the 94<sup>th</sup> Annual AAAE Conference & Exposition (held June 5-8, 2022, in Seattle, WA) and ending with the following year's 95<sup>th</sup> Annual Conference & Exposition (to be held June 3-5, 2023, in Denver, CO)

\*\$5,000 to each Board and PRC member (including Chapter Presidents, who are part of the PRC during their year as Chair of their respective chapter)

\*\$1,500 to Committee Leaders (Chairs, Co-Chairs, and Vice Chairs) who are not on the Board or PRC

\*\$4,500 for the Board of Examiners (BOE) to participate in BOE meetings, AAAE conferences where BOE meetings are scheduled and to travel to administer a test or participate in interviews

Per recommendations of the AAAE auditors and the AAAE Audit Committee, and as approved by the Executive Committee, the travel account may only be used for air fare, ground transportation, and hotel lodging expenses for attendance at AAAE Board & PRC Meetings and other pre-determined eligible AAAE conferences that require your attendance due to committee meeting taking place or international meetings. The travel form for each conference will include the official reimbursable travel dates.

Travel accounts may not be used for conference registration fees. As such, the airport employer or individual member is responsible for paying conference registration fees. The IRS does allow for registration fees for educational conferences to be tax deductible. The specifics of this deduction are defined in IRS publication 463 <http://www.irs.gov/pub/irs-pdf/p463.pdf>, with conventions defined on page 9.

For reimbursement of allowable travel expenses, please complete and send the attached form and all applicable receipts to Erin O'Connor, at [erin.oconnor@aaae.org](mailto:erin.oconnor@aaae.org). **Please note that your travel must have occurred before AAAE will issue reimbursements.** For questions, contact Jacky Sher Raker at [jacky.sherraker@aaae.org](mailto:jacky.sherraker@aaae.org) or 703.575.2472.

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**TRAVEL EXPENSE REIMBURSEMENT REPORT - Board Members, President/CEO, General Counsel, Chief Auditor**  
 (To be completed within 30 days from travel return date for domestic travel; 45 days for international travel)

Refer to Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy, outlining appropriate reimbursable expenses. Attach all required supporting documentation. All receipts must be detailed (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

[Policy 3.30 - Business and Travel Expense Reimbursement](#)

[Business and Travel Reimbursement Guidelines](#)

**Employee/Trip Information**

Date: \_\_\_\_\_

Name: Kimberly J. Becker Dept: 6 - Executive Division  
 Departure Date: 2/7/2023 Return Date: 2/9/2023 Report Due: 3/11/23  
 Destination: Santa Monica, CA  
 Business Purpose: ACI Winter Board Meeting & CEO Forum

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		2/7/23 Tuesday	2/8/23 Wednesday	2/9/23 Thursday	2/10/23 Friday	2/11/23 Saturday	2/12/23 Sunday	2/13/23 Monday	
Air Fare, Railroad, Bus									-
Conference Fees	1,095.00								-
Rental Car									-
Gas									-
Parking & Tolls		66.00	66.00						132.00
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare									-
Lodging		430.27	430.27						860.54
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	\$ 1,095.00								\$ 992.54

**Expense items included in Per Diem:**

Meals & Incidental Expenses (M&IE) Meals will be reimbursed at established Per Diem rates. Receipts shall not be required except for authorized meals above per diem rate (approved by CEO or Vice President below). If a meal is provided by a conference or meeting, do not include the meal for reimbursement below. On first travel day, only include lunch and dinner if flight departs after 9:00 a.m. On last travel day, only include breakfast and lunch if flight returns before 6:00 p.m.

GSA Per Diem for Domestic

US Dept of State Per Diem for International

Enter Daily Per Diem Rate	2/7/23	2/8/23	2/9/23	2/10/23	2/11/23	2/12/23	2/13/23	TOTAL
	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	
Breakfast	\$17.00		17.00					34.00
Lunch	\$18.00	18.00	18.00					54.00
Dinner	\$34.00	34.00	34.00					68.00
Incidentals	\$5.00	5.00	5.00					15.00
Total M&IE	\$74.00							
Approved Meal Exception Above Per Diem Rate <sup>1</sup>								
<b>Total Meal and Incidental Expenses</b>	<b>\$ 57.00</b>	<b>\$ 74.00</b>	<b>\$ 40.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>171.00</b>

Explanation: Substantiation for exception should be attached

Trip Grand Total	2,258.54
Less Cash Advance (Attach copy of Authority check)	
Less Expenses Prepaid by Authority	1,095.00
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	<b>\$ 1,163.54</b>

Note: Send this report to Accounting even if the amount is \$0.

By signing below, TRAVELER: (a) acknowledges understanding and agreeing to be bound by Authority Policy 3.30 - Business and Travel Expense Reimbursement Policy; (b) certifies that this report is true and correct and all claimed expenses were incurred in connection with official Authority business; and (c) understands that any purchases/claims that are not allowed will be traveler's responsibility. By signing below, ADMINISTRATOR certifies, based on reasonable inquiry, that expenses approved in this report were reasonable, necessary, directly related to the Authority's business, and that they are reimbursable under Authority Policy 3.30.

Prepared By: Diane Casey Ext: 2445  
 Traveler's Signature: Kimberly J. Becker Date: Feb 13, 2023

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be completed by Clerk)**

I, \_\_\_\_\_ hereby certify that this document was approved by the Executive Committee at its meeting on \_\_\_\_\_  
 Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Shop

## Order Confirmation

### Airports Council International - North America

1615 L Street N.W., Suite 300, Washington, DC 20036

**Order Number** 126400  
**Order Date** 11/21/2022  
**Bill To** Ms. Kimberly J. Becker  
**Payment Method** VISA \*\*\*\*\*6785  
**Name on Card** Diane Casey  
**Ship To** Ms. Kimberly J. Becker  
San Diego International Airport  
PO Box 82776  
San Diego, CA 92138-2776

Item	Quantity	Price	Total
2023 ACI-NA Winter Board Meeting & CEO Forum <b>When:</b> 2/8/2023 - 2/10/2023 <b>Where:</b> Loews Santa Monica Beach Hotel (310) 576-3136 1700 Ocean Ave Santa Monica, CA 90401 United States <b>Registration Option:</b> Full Conference Registration	1	1,095.00	1,095.00

# SANTA MONICA BEACH

Ms. Kimberly Becker

United States

Room Number: 818  
 Arrival Date: 02-07-23  
 Departure Date: 02-09-23  
 Confirmation Number: 29998847  
 Page No: 1 of 1

Guest Name:

INVOICE

A/R No:

Folio No: 750374

02-09-23

Date	Description		Charges	Credits
02-07-23	Parking - Overnight	Room# 818 : 611337 Becker	66.00	Parking
02-07-23	Group Accommodation		369.00	02/07 Room
02-07-23	Occ Tax Local - 14 PCT		51.66	
02-07-23	Tourism Assessment - .37 PCT		1.11	\$430 <sup>23</sup>
02-07-23	TMD Assessment		6.50	
02-07-23	SMB Tourism Improvement Dist		2.00	
02-08-23	Parking - Overnight	Room# 818 : 611337 Becker	66.00	Parking
02-08-23	Group Accommodation		369.00	02/08 Room
02-08-23	Occ Tax Local - 14 PCT		51.66	
02-08-23	Tourism Assessment - .37 PCT		1.11	\$430 <sup>23</sup>
02-08-23	TMD Assessment		6.50	
02-08-23	SMB Tourism Improvement Dist		2.00	
02-09-23	Mastercard	XXXXXXXXXXXX0764 XX/XX		992.54
Total			992.54	992.54
Balance			0.00	



# FY 2023 Per Diem Rates for Los Angeles, California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$74	\$17	\$18	\$34	\$5	\$55.50

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
OUT-OF-TOWN TRAVEL REQUEST**

**GENERAL INSTRUCTIONS:**

- A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

**TRAVELER INFORMATION:**

Traveler Name: Kimberly J. Becker Department: Executive, BU6  
 Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 11/21/2022 DATE OF DEPARTURE/RETURN: 02/07/2023 / 02/10/2023

**DESTINATION / BUSINESS PURPOSE:**

Destination: Santa Monica, CA Business Purpose: ACI CEO Forum & Winter Board Meeting

**PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:**

A. Transportation Costs:	
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ _____
• Rental Car	\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>100.00</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$ <u>160.00</u>
B. Lodging	\$ <u>1,200.00</u>
C. Meals and Incidental Expenses ( <i>Per Diem</i> )	\$ <u>296.00</u>
D. Seminar and Conference Fees	\$ <u>1,095.00</u>
E. Entertainment	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSES</b>	<b>\$ <u>2,851.00</u></b>

**CERTIFICATION BY TRAVELER**

By my signature below, I certify the following:

- The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
- I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: Kimberly J. Becker Date: 11/22/22

**CERTIFICATION BY ADMINISTRATOR** *(If Administrator is Executive Committee, Clerk certifies below.)*

By my signature below, I certify the following:

- I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
- I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, Arely Valenzuela, Assistant Authority Clerk I, certify that this document was approved  
(Name of Clerk)

by the Executive Committee at its 12/22/2022 meeting.  
(Meeting Date)

## Casey Diane

---

**From:** Gil Cabrera <gil@cabrerafirm.com>  
**Sent:** Tuesday, November 22, 2022 7:18 AM  
**To:** Casey Diane  
**Subject:** Re: Kim Becker - Travel Approval Request

Approved.

Gil Cabrera, Esq.  
The Cabrera Firm, APC  
600 West Broadway, Suite 700  
San Diego, CA 92101  
v. 619.500.4880  
f. 619.785.3380  
e. [gil@cabrerafirm.com](mailto:gil@cabrerafirm.com)  
[www.cabrerafirm.com](http://www.cabrerafirm.com)

Sent from my iPad

CONFIDENTIAL

This e-mail was sent by a law firm and may contain information that is privileged or confidential. If you are not the intended recipient, please delete the e-mail and any attachments without reading, printing, copying or forwarding it, and please notify us.

On Nov 21, 2022, at 2:07 PM, Casey Diane <[dcasey@san.org](mailto:dcasey@san.org)> wrote:

Hi Gil,

Because of the timing of this conference, the next Executive/Finance Committee Meeting (12/22), and the early-bird registration deadline, may I ask you to pre-approve Kim's attendance at this ACI CEO Forum in Santa Monica in February? If you approve, you can send me a note through email. I will still submit this for Board approval at the December Executive/Finance Committee Meeting.

Thanks and take care, Di

**Diane Casey**  
Executive Assistant  
Office 619.400.2445 | Cell 609.440.7479  
[dcasey@san.org](mailto:dcasey@san.org)



As of November 18, 2022.  
Working agenda subject to change.  
All times local Pacific time.

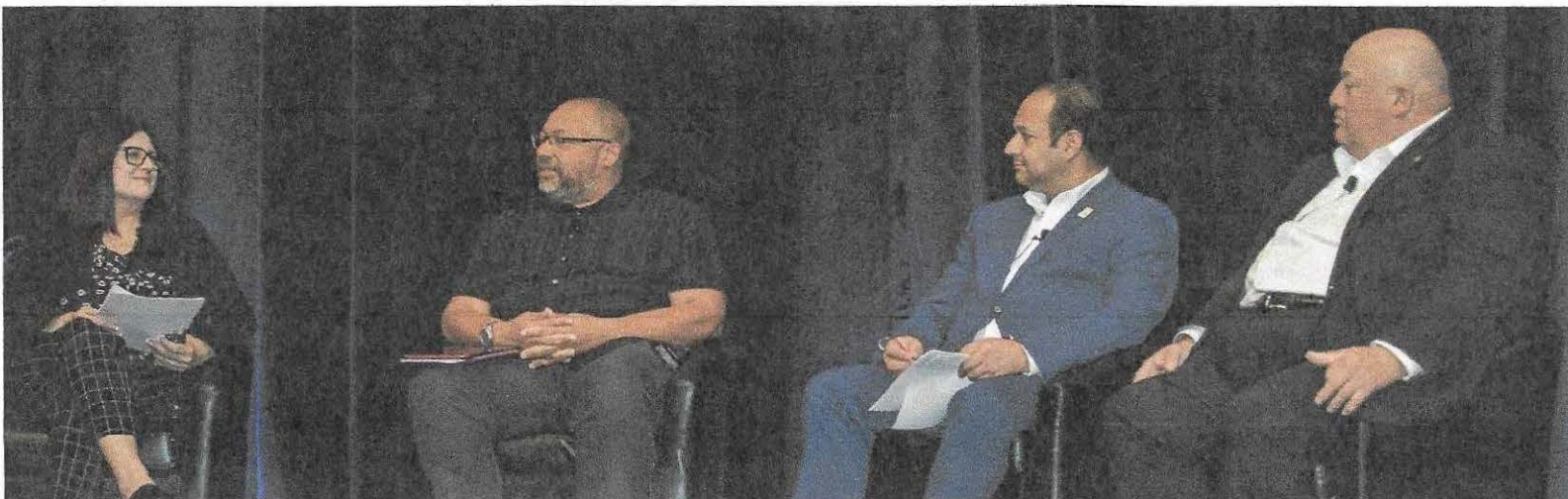
Note - Kim only stayed through noon on 02/09

## Tuesday, February 7, 2023

- 12:00 PM – 1:00 PM **Executive Committee Lunch with Conference Look-Ahead** *Invite Only*
- 1:30 PM – 3:00 PM **Past ACI-NA Chairs and Executive Committee Meeting** *Invite Only*
- 3:30 PM – 4:30 PM **Exec-to-Exec Meeting** *ACI-NA and WBP/Associates Board Executive Committee Members Only*
- 6:00 PM **Executive Committee and Past ACI-NA Chairs Dinner** *Invite Only*

## Wednesday, February 8, 2023

- 9:00 AM – 12:00 PM **Strategic Dialogue Sessions with Dr. Laila Rach** ✓
- 1:00 PM – 2:00 PM **ACI-NA Board of Directors Meeting** ✓
- 2:00 PM – 3:30 PM **Governance Review Committee Meeting with Board of Directors** ✓
- 3:45 PM – 5:15 PM **Governance Review Committee Meeting** *Invite Only* ✓
- 2:00 PM – 5:45 PM **Networking Time** ✓
- 5:45 PM – 7:00 PM **Welcome Reception with Open Bar** ✓
- 7:00 PM **ACI-NA Political Action Committee (PAC) Dinner** *Separate Registration Required*  
*Contact Amanda LaJoie at [alajoie@airportscouncil.org](mailto:alajoie@airportscouncil.org) for additional information.* ✓





As of November 18, 2022.  
Working agenda subject to change.  
All times local Pacific time.

## Thursday, February 9, 2023

- 8:00 AM – 10:30 AM **U.S. Small Airports Committee Meeting**
- 8:30 AM – 10:30 AM **Canadian Small Airport Caucus Meeting** *Canadian Airports Only*
- 8:30 AM – 10:30 AM **Canadian Large Airport Caucus Meeting** *Canadian Airports Only*
- 8:30 AM – 10:30 AM **U.S. Medium Hub Committee Meeting** *Airports Only*
- 8:30 AM – 10:30 AM **U.S. Large Hub Committee Meeting** ✓ *Airports Only*
- 9:00 AM – 11:00 AM **WBP/Associates Board of Directors Meeting**
- 10:45 AM – 11:45 AM **Airports Only Session** ✓
- 12:00 PM – 1:30 PM **Canadian Policy Council and Membership Meeting** *With Lunch*
- 12:00 PM – 1:30 PM **U.S. Policy Council Meeting** ✓ *With Lunch*
- 1:45 PM – 2:30 PM **Joint Canadian and U.S. Policy Council Meeting** ✓
- 2:30 PM – 6:00 PM **Networking Time** ✓
- 6:00 PM – 7:00 PM **Networking Reception** ✓  
*Sponsored by SSP America*

## Friday, February 10, 2023

- 8:00 AM **Airport Tour** ✓
- 8:30 AM – 11:30 AM **Executive Committee Meeting**  
*Invite Only*



# **OUT OF TOWN TRAVEL REQUESTS**

**Kim Becker**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**OUT-OF-TOWN TRAVEL REQUEST**

**GENERAL INSTRUCTIONS:**

- A. All out-of-town travel requests must conform to applicable provisions of [Policy 3.30](#).
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

**TRAVELER INFORMATION:**

Traveler Name: Kimberly J. Becker Department: Executive, BU6  
Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 01/27/2023 DATE OF DEPARTURE/RETURN: 06/01/2023 / 06/03/2023

**DESTINATION / BUSINESS PURPOSE:**

Destination: Denver, CO Business Purpose: AAAE Annual Conference & Expo

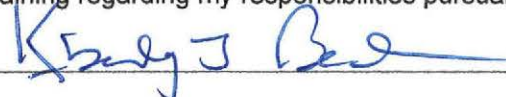
**PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:**

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ <u>400.00</u>
• Rental Car	\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>100.00</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$ _____
B. Lodging	\$ <u>800.00</u>
C. Meals and Incidental Expenses (Per Diem)	\$ <u>240.00</u>
D. Seminar and Conference Fees	\$ <u>785.00</u>
E. Entertainment	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSES</b>	<b>\$ <u>2,325.00</u></b>

**CERTIFICATION BY TRAVELER**

By my signature below, I certify the following:

- 1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
- 2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature:  Date: 1/27/23

**CERTIFICATION BY ADMINISTRATOR** (If Administrator is Executive Committee, Clerk certifies below.)

By my signature below, I certify the following:

- 1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
- 2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, \_\_\_\_\_, certify that this document was approved  
(Name of Clerk)  
by the Executive Committee at its \_\_\_\_\_ meeting.  
(Meeting Date)



# AGENDA

Preview the agenda for the 95th Annual AAAE Conference & Exposition below. More information is coming soon! Bookmark this page for updates.

Please note, all sessions and the exhibit hall will be hosted at the Colorado Convention Center unless otherwise noted.

Friday, June 2

Saturday, June 3

Sunday, June 4


Monday, June 5

View or Search the Full Agenda

**SESSION TITLE  
CONTAINS**

**SPEAKER NAME  
CONTAINS**

**SESSION DATE/DATES  
BETWEEN**

6/2/2023 

and

6/5/2023 

Find

[Sessions](#)

**8:00 AM - 3:00 PM**

F  
06/02

Sessions

**Exhibitor Set-up**

8:00 AM - 5:00 PM

**AAAE Accreditation Final Interviews**

8:00 AM - 5:00 PM

**Delegate and Exhibitor Registration**

12:00 PM - 5:00 PM

**Board of Directors/Policy Review Council** ✓

8:00 AM - 3:00 PM

**Exhibitor Set-up**

8:00 AM - 6:30 PM

**Delegate and Exhibitor Registration**

8:30 AM - 9:45 AM

**AAAE Chapter Meetings**

9:30 AM - 2:00 PM

**Accreditation Final Interviews**

10:15 AM - 12:00 PM

**Executive Business Meeting**

12:00 PM - 1:30 PM

F  
06/02

S  
06/03

Sessions

**Corporate Committee Meeting**

12:30 PM - 4:00 PM

**AAAE Committee Meetings**

12:45 PM - 4:00 PM

**Top 100 Airport CEO Leadership Focus** ✓

2:30 PM - 4:00 PM

**AAAE Committee Meetings**

3:00 PM - 3:30 PM

**Exhibitor Meeting**

5:00 PM - 6:30 PM

**Exhibit Hall Grand Opening and Welcome Reception**

5:15 PM - 5:45 PM

**Networking Reception with Newly Accredited Members**

6:45 PM - 7:45 PM

**Young Professionals Mixer**

8:00 AM - 9:00 AM

**Breakfast with Exhibitors**

8:00 AM - 6:30 PM

Sun  
06/04

Sessions

**Delegate and Exhibitor Registration**

10:30 AM - 11:00 AM

**Networking Break with Exhibitors**

11:00 AM - 12:30 PM

**Official Conference Opening Ceremonies & General Session I**

12:30 PM - 1:30 PM

**Lunch with Exhibitors**

12:30 PM - 1:45 PM

**International Association of Airport Executives (IAAE) Board of Directors Meeting**

1:30 PM - 2:00 PM

**Visit with Exhibitors**

3:15 PM - 3:45 PM

**Networking Break with the Exhibitors**

5:00 PM - 6:30 PM

**Reception with the Exhibitors**

8:00 AM - 9:00 AM

**Breakfast with Exhibitors**

8:00 AM - 9:00 AM

Sun  
06/04

M  
06/05

M  
06/05  
Sessions

**U.S. Contract Tower Association (USCTA) General Membership Meeting**

8:00 AM - 2:00 PM

**Delegate and Exhibitor Registration**

10:15 AM - 10:45 AM

**Networking Break with the Exhibitors**

10:45 AM - 12:00 PM

**General Session II**

12:00 PM - 12:30 PM

**Executive Business Meeting**

12:30 PM - 1:30 PM

**Lunch with Exhibitors**

12:30 PM - 1:30 PM

**Visit with Exhibitors**

2:00 PM - 3:00 PM

**Chair's Reception**

2:00 PM - 4:00 PM

**Delegate Registration**

Sessions

**2:00 PM - 6:00 PM**

**Exhibitor Tear-down and Move-out**

**5:15 PM - 6:00 PM**

**Closing Ceremony with Gavel Exchange**

//

*There is no single conference that covers all things aviation the way this conference does.*

**Kathy Dennis, A.A.E., ACE** | Senior Principal Planner | Charlotte Douglas International Airport

CODE OF CONDUCT & TERMS

GET UPDATES

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**AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**

The Barclay Building | 601 Madison Street  
Alexandria, VA 22314

[P] 703.824.0504 | [F] 703.820.1395

## Casey Diane

---

**From:** Todd Hauptli <Todd.Hauptli@aaae.org>  
**Sent:** Friday, January 27, 2023 6:43 AM  
**Cc:** Erin O'Connor  
**Subject:** 8th Annual Top 100 Airport CEO Leadership Focus Session | June 3, 2023 | Denver, CO  
**Attachments:** Top 100 Airport CEO Leadership Focus Session Agenda.pdf

Good morning,

I would like to invite you to the **8th Annual Top 100 Airport CEO Leadership Focus Session**, to be held in conjunction with the [95<sup>th</sup> Annual AAAE Conference and Exposition](#) in Denver, CO. This session, on **Saturday, June 3** will address airport management, leadership, and innovation, with a primary focus on the unique challenges facing leaders of the top 100 U.S. airports.

We are excited about the program and lineup of speakers we have put together for this event; you can find the agenda attached here.

I hope you will be able to join us for this dynamic session. Please RSVP at your earliest convenience to Erin O'Connor at [erin.oconnor@aaae.org](mailto:erin.oconnor@aaae.org) or (703) 797-2520.

Todd Hauptli  
AAAE President and CEO  
601 Madison Street  
Alexandria, VA 22314  
703 578 2514 (direct)  
703 298 0577 (cell)

## TOP 100 AIRPORT CEO LEADERSHIP FOCUS SESSION COLORADO CONVENTION CENTER

### SATURDAY, JUNE 3

12 – 12:45 p.m.

**LUNCH**

12:45 – 12:50 p.m.

**WELCOME & INTRODUCTIONS**

Todd Hauptli  
President & CEO, AAAE

12:50 – 2 p.m.

**TOP THREE IN '23**

Lightning round where all the leaders in the room will share their top three leadership challenges in '23.

2 – 3 P.M.

**LEADERSHIP INSIGHTS WITH LEADERSHIP GURU AMY RILEY**

A presentation and interactive discussion with best-selling author Amy Riley.



3 – 3:15 p.m.

**BREAK**

3:15 – 4:15 p.m.

**LEADERSHIP LECTURE SERIES – VOLUME EIGHT**

Since the inception of the Top 100 CEO Focus Sessions, we have had great conversations with a host of former airport leaders “unshackled” and “unplugged” as they share their observations and hard-earned wisdom. In Denver, we will hear from two longtime aviation leaders in our industry.



**Kelly Johnson, A.A.E.**  
Retired  
Northwest Arkansas Regional Airport



**Mark Duebner**  
Retired  
Dallas Love Field

4:15 – 5 p.m.

**TOP 100 AIRPORT CEO NETWORKING RECEPTION**

*Hosted by SSP America*

5 – 6:30 p.m.

**EXHIBIT HALL GRAND OPENING AND WELCOME RECEPTION**

*The Top 100 Airport CEO Leadership Focus Session is Sponsored by:*





**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**OUT-OF-TOWN TRAVEL REQUEST**

**GENERAL INSTRUCTIONS:**

- A. All out-of-town travel requests must conform to applicable provisions of [Policy 3.30](#).
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

**TRAVELER INFORMATION:**

Traveler Name: Kimberly J. Becker Department: Executive, BU6  
Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 01/27/2023 DATE OF DEPARTURE/RETURN: 06/25/2023 / 06/28/2023

**DESTINATION / BUSINESS PURPOSE:**

Destination: Scottsdale, AZ

Business Purpose: ACI Business of Airports Conference

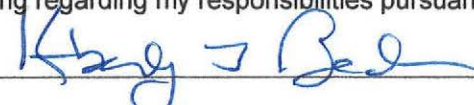
**PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:**

A. Transportation Costs:	
• Airfare <input type="checkbox"/> <i>check box for business class or equivalent (international only)</i>	\$ <u>400.00</u>
• Rental Car	\$ _____
• Other Transportation ( <i>Taxi, TNC, Train, Bus</i> )	\$ <u>100.00</u>
• Auto ( <i>Gas, Parking/Tolls, Mileage</i> )	\$ _____
B. Lodging	\$ <u>550.00</u>
C. Meals and Incidental Expenses ( <i>Per Diem</i> )	\$ <u>280.00</u>
D. Seminar and Conference Fees	\$ <u>990.00</u>
E. Entertainment	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSES</b>	<b>\$ <u>2,320.00</u></b>

**CERTIFICATION BY TRAVELER**

By my signature below, I certify the following:

- 1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
- 2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature:  Date: 1/27/23

**CERTIFICATION BY ADMINISTRATOR** *(If Administrator is Executive Committee, Clerk certifies below.)*

By my signature below, I certify the following:

- 1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
- 2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, \_\_\_\_\_, certify that this document was approved  
*(Name of Clerk)*  
by the Executive Committee at its \_\_\_\_\_ meeting.  
*(Meeting Date)*

[View in a browser.](#)

THE **VOICE OF AIRPORTS**<sup>®</sup>

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2023  
**BUSINESS** >>  
*of*  
**AIRPORTS**

June 26 - 28, 2023  
Scottsdale, AZ  
The Phoenician



## GETTING DOWN TO BUSINESS IS WHAT WE DO BEST

The [Business of Airports Conference](#) is the must-attend industry forum of 2023! Join the conversation in **Scottsdale, AZ** from **June 26 - 28** to help enhance the ever-evolving airport business model.

This premier event takes a deep dive into concessions management, financial management, workforce planning, and new trends in aeronautical and non-aeronautical revenue all in *one* location.



## WHAT TO EXPECT

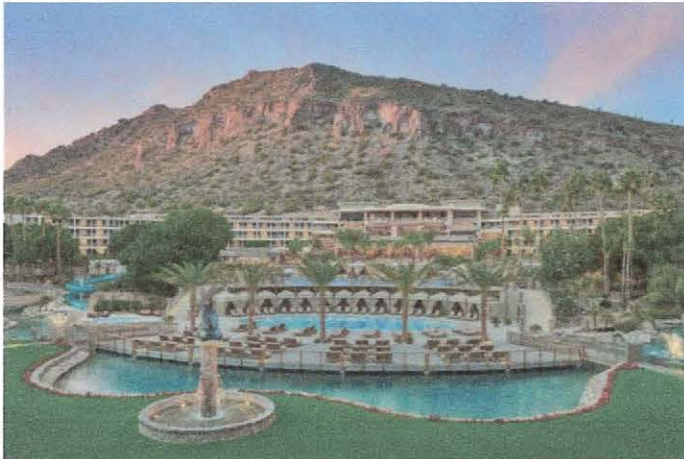
Interested in disruptive business trends, conversations with airlines, capital improvement program planning, airport concessions business strategies and regulations, recruitment and retention, CEO workforce expectations, or Diversity, Equity, and Inclusion? Those topics and MORE will be on the 2023 agenda. Stay tuned for updates!

We hope to see you in Scottsdale, where learning, networking and FUN will take center stage.



REGISTER NOW

## HOTEL INFORMATION



[The Phoenician, a Luxury Collection Resort, Scottsdale](#)

6000 E Camelback RD  
Scottsdale, AZ 85251  
(480) 941-8200

ACI-NA has reserved rooms at The Phoenician. The discounted hotel rate is \$234 USD single/double occupancy per night plus applicable taxes. To book online, please [click here](#).

**A deposit of 1 night's room/tax is required at time of booking. This deposit is refundable if the reservation is canceled 72 hours prior to arrival.**

The last day to reserve your room at the discounted rate is **Friday, June 2.**

## INTERESTED IN SPONSORING?

Sponsorship opportunities are available for the 2023 Business of Airports Conference.

Get the details [here!](#)

---

### Airports Council International-North America

1615 L Street NW

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Washington, DC 20036

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202-293-8500

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**Airports Council International - North America**  
1615 L Street NW, Suite 300, Washington, DC 20036  
(202) 293-8500

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This message sent to: [kbecker@san.org](mailto:kbecker@san.org)

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# 2023 Business of Airports Conference

June 26-28  
Phoenician Scottsdale  
Scottsdale, AZ

[REGISTER NOW](#)

[Early Bird Registration \(Until May 17\)](#)  
[Regular Registration \(After May 17\)](#)

[EVENT](#)   **[REGISTRATION](#)**   [HOTEL](#)   [AGENDA](#)   [SPONSORSHIP](#)   [COVID-19 POLICIES](#)

Online registration is now open. Please click the link above to register.

	Early-Bird Registration (Until May 17)	Regular Registration (After May 17)
<b>ACI-NA Member</b>	\$990	\$1,240
<b>Non-Member</b>	\$1,440	\$1,690
<b>US/Canadian Federal Government</b>	\$500	\$500
<b>Full-Time Student</b>	\$300	\$300

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
OUT-OF-TOWN TRAVEL REQUEST**

**GENERAL INSTRUCTIONS:**

- A. All out-of-town travel requests must conform to applicable provisions of [Policy 3.30](#).
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

**TRAVELER INFORMATION:**

Traveler Name: Kimberly J. Becker Department: Executive, BU6  
Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 01/30/2023 DATE OF DEPARTURE/RETURN: 04/18/2023 / 04/21/2023

**DESTINATION / BUSINESS PURPOSE:**

Destination: Washington, DC

Business Purpose: SAN Legislative Meetings & U.S. Travel Board Mtg & GAC Directors Mtg

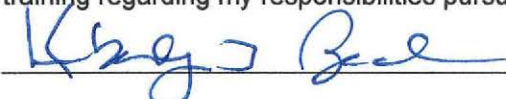
**PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:**

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ <u>800.00</u>
• Rental Car	\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>100.00</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$ _____
B. Lodging	\$ <u>1,200.00</u>
C. Meals and Incidental Expenses ( <a href="#">Per Diem</a> )	\$ <u>320.00</u>
D. Seminar and Conference Fees	\$ _____
E. Entertainment	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSES</b>	<b>\$ <u>2,420.00</u></b>

**CERTIFICATION BY TRAVELER**

By my signature below, I certify the following:

- 1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
- 2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature:  Date: 1/30/23

**CERTIFICATION BY ADMINISTRATOR** (If Administrator is Executive Committee, Clerk certifies below.)

By my signature below, I certify the following:

- 1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
- 2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, \_\_\_\_\_, certify that this document was approved  
(Name of Clerk)  
by the Executive Committee at its \_\_\_\_\_ meeting.  
(Meeting Date)

## Casey Diane

---

**From:** Nicole Penn <npenn@ustravel.org>  
**Sent:** Friday, January 27, 2023 8:48 AM  
**Cc:** Tori Barnes; Andrew Newhart  
**Subject:** SAVE THE DATE -- U.S. Travel Association 2023 Spring Meetings Week -- Book Your Room + Register for DCH

Dear GAC Directors, Airport Staff and Assistants:

Happy New Year!

Sharing the below communication that includes schedule of events and hotel information for U.S. Travel's 2023 Spring Meetings Week and our annual premier legislative fly in, Destination Capitol Hill, April 17 - 21 in Washington, DC.

The Spring GAC Directors meeting will be on Friday, April 21<sup>st</sup>, 8:00am – 12:00pm ET. **Breakfast and lunch will be provided.**

We encourage you to make your hotel reservations as soon as possible, as the room block will sell out!!

Grand Hyatt Washington, DC  
1000 H St NW,  
Washington, DC 20001

### Hotel Reservation Information

Group Rate: \$349 single/double occupancy plus tax, occupancy charge, and destination fee.

**Cutoff Date: March 20, 2023.**

To reserve your room book online [here](#).

I will circulate the board meeting registration information next month.

Please do not hesitate to reach out if you have any questions!

Thank you,  
Nic

**Nicole Penn** | Manager, Government Relations & Public Affairs  
U.S. Travel Association  
1100 New York Avenue, NW | Suite 450  
Washington, D.C. 20005  
T 202.218.3639 M 410.227.9800  
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**U.S. TRAVEL**  
ASSOCIATION®

2023



We look forward to seeing you in Washington, D.C., April 17-21, for a robust Spring Meetings Week.

We strongly encourage you to **join us at Destination Capitol Hill (DCH)**—the travel industry’s premier legislative fly-in. This impactful signature event, falling just before the spring board meeting on April 18-19, **will be thoughtfully integrated as a primary pillar of the spring meeting**. Registration is now open and **your participation will be critical** both to our face-to-face meetings on Capitol Hill and to your overall engagement at the board meeting.

REGISTER FOR DCH

Once you have registered for DCH, review the full week's [schedule of events](#) to inform your travel plans and [book your room](#) at the Grand Hyatt Washington now—we expect the hotel to sell out quickly.

BOOK ROOM

Registration for the board meeting and additional Spring Meetings Week events opens next month—be on the lookout for program updates and an email inviting you to RSVP.

---

**Questions?** Our team is happy to assist.



**Board Meeting Programming:** Contact [DeLisa Selwitz](#)  
**Destination Capitol Hill Programming:** Contact [Nicole Porter](#)  
**Logistics:** Contact [Jennifer Shehan](#)  
**Registration:** Contact [Glenn Reimer](#)



The footer banner is a dark blue horizontal bar. On the left, there is a small red 'x' icon and a white box containing the text '</>'. To the right of this are four circular social media icons: Twitter, Facebook, LinkedIn, and Instagram. Further right, the text 'Official Card' is displayed next to the American Express logo. At the bottom right of the banner, there are two logos: 'MEETINGS MEAN BUSINESS' with a hexagonal icon, and 'TRAVEL ACTION NETWORK U.S. TRAVEL ASSOCIATION'.

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**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
OUT-OF-TOWN TRAVEL REQUEST**

GENERAL INSTRUCTIONS:

- A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

TRAVELER INFORMATION:

Traveler Name: Kimberly J. Becker Department: Executive, BU6  
 Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 02/03/2023 DATE OF DEPARTURE/RETURN: 04/12/2023 / 04/13/2023

DESTINATION / BUSINESS PURPOSE:

Destination: Sacramento, CA

Business Purpose: CAC Board Meeting

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:		
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)		\$ <u>200.00</u>
• Rental Car		\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)		\$ <u>50.00</u>
• Auto (Gas, Parking/Tolls, Mileage)		\$ _____
B. Lodging		\$ <u>250.00</u>
C. Meals and Incidental Expenses ( <u>Per Diem</u> )		\$ <u>100.00</u>
D. Seminar and Conference Fees		\$ _____
E. Entertainment		\$ _____
TOTAL PROJECTED TRAVEL EXPENSES		\$ <u>\$600.00</u>

**CERTIFICATION BY TRAVELER**

By my signature below, I certify the following:

1. The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: Kimberly J. Becker Date: Feb 3, 2023

**CERTIFICATION BY ADMINISTRATOR** (If Administrator is Executive Committee, Clerk certifies below.)

By my signature below, I certify the following:

1. I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
2. I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, \_\_\_\_\_, certify that this document was approved  
(Name of Clerk)  
 by the Executive Committee at its \_\_\_\_\_ meeting.  
(Meeting Date)

## Casey Diane

---

**From:** Lina Bernal <lbernal@calstrat.com>  
**Sent:** Tuesday, January 31, 2023 1:44 PM  
**To:** Casey Diane  
**Subject:** RE: CAC Board Meeting

Hi Di,

Happy new year to you!

The next meeting will be April 12-13 here in Sacramento. Below is the schedule:

Wed., April 12

6 P.M. Dinner – Scott's Seafood (inside Westin Sacramento)

Thurs., April 13

8:30 A.M. to 1 P.M. – Board Meeting at the Westin

The room rate for the night of April 12<sup>th</sup> is \$209.00, not including taxes and fees.

Please let me know if you have additional questions or concerns.

Thanks!

Lina

**From:** Casey Diane <dcasey@san.org>  
**Sent:** Friday, January 27, 2023 3:22 PM  
**To:** Lina Bernal <lbernal@calstrat.com>  
**Subject:** CAC Board Meeting

Hi Lina,

Do you have any details on the upcoming CAC Board Meeting scheduled for April? I'm trying to get all of Kim's FY23 meetings on her calendar so we can get Board approval for her travel and meeting attendance.

Thanks and take care, Di

**Diane Casey**

**Executive Assistant**

**Office** 619.400.2445 | **Cell** 609.440.7479

[dcasey@san.org](mailto:dcasey@san.org)



U.S. General Services Administration

# FY 2023 Per Diem Rates for Sacramento, California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Sacramento	Sacramento	\$69	\$16	\$17	\$31	\$5	\$51.75

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
OUT-OF-TOWN TRAVEL REQUEST**

**GENERAL INSTRUCTIONS:**

- A. All out-of-town travel requests must conform to applicable provisions of Policy 3.30.
- B. Once traveler completes form, submit to the traveler's Administrator for approval (for Board Members, President/CEO, General Counsel and Chief Auditor, Administrator is Board Executive Committee).

**TRAVELER INFORMATION:**

Traveler Name: Kimberly J. Becker Department: Executive, BU6  
 Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 02/13/2023 DATE OF DEPARTURE/RETURN: 04/25/2023 / 04/26/2023

**DESTINATION / BUSINESS PURPOSE:**

Destination: China Lake, CA Business Purpose: Military Airport Visit

**PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:**

A. Transportation Costs:		
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)		\$ _____
• Rental Car		\$ _____
• Other Transportation (Taxi, TNC, Train, Bus)		\$ _____
• Auto (Gas, Parking/Tolls, Mileage)		\$ _____
B. Lodging		\$ <u>150.00</u>
C. Meals and Incidental Expenses (Per Diem)		\$ <u>96.00</u>
D. Seminar and Conference Fees		\$ _____
E. Entertainment		\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSES</b>		<b>\$ <u>246.00</u></b>

**CERTIFICATION BY TRAVELER**

By my signature below, I certify the following:

- The above-listed projected out-of-town travel expenses conform to Policy 3.30, are reasonable and directly related to Authority business; and
- I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Travelers Signature: Kimberly J. Becker Date: Feb 14, 2023

**CERTIFICATION BY ADMINISTRATOR** (If Administrator is Executive Committee, Clerk certifies below.)

By my signature below, I certify the following:

- I have reviewed this out-of-town travel request and made inquiries to determine that the out-of-town travel and identified expenses are directly related to and necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefits to the Authority; and
- I have attended training regarding my responsibilities pursuant to Policy 3.30 within the past two years.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, \_\_\_\_\_, certify that this document was approved  
 (Name of Clerk)  
 by the Executive Committee at its \_\_\_\_\_ meeting.  
 (Meeting Date)

## Casey Diane

---

**To:** McDiarmid, Clairann L CIV (USA); Laurie Scott; Reyes, T N PO1 USN NAVFAC SW SAN CA (USA)  
**Cc:** Wainwright, Benjamin V (Ben) CAPT USN OICC CHINA LAKE CA (USA); Davis, Curtis B CIV USN NAVAIRWPNSTA CHL CA (USA)  
**Subject:** CONFIRMATION - China Lake Airport Visit

Hello Clairann,

We would like to confirm the SAN Leadership Team's visit to China Lake on April 26<sup>th</sup>. They will drive up on the 25<sup>th</sup> and stay at a local hotel. We would like to confirm the adjusted agenda for a morning visit:

0800: San Diego Airport Executives arrive

0815 - 0915: OICC China Lake & Naval Air Warfare Center Weapons Division overview brief

0915 - 1115: Tour SAF Site to include discussion with government and contractor project delivery team

1130 – San Diego Airport Executives depart or join the team for lunch

Please let me know if there is any information you require regarding the attendees to access the base.

Thanks and take care, Di

**Diane Casey**

**Executive Assistant**

**Office** 619.400.2445 | **Cell** 609.440.7479

[dcasey@san.org](mailto:dcasey@san.org)



**From:** McDiarmid, Clairann L CIV (USA) <clairann.l.mcdiarmid@navy.mil>

**Sent:** Thursday, January 19, 2023 10:41 AM

**To:** Laurie Scott <laurie.scott.mil@us.navy.mil>; Reyes, T N PO1 USN NAVFAC SW SAN CA (USA) <thomasmignon.n.reyes.mil@us.navy.mil>; Casey Diane <dcasey@san.org>

**Cc:** Wainwright, Benjamin V (Ben) CAPT USN OICC CHINA LAKE CA (USA) <benjamin.v.wainwright.mil@us.navy.mil>; Davis, Curtis B CIV USN NAVAIRWPNSTA CHL CA (USA) <curtis.b.davis10.civ@us.navy.mil>; Becker Kim <kbecker@san.org>

**Subject:** RE: China Lake Airport Visit

Good morning CAPT Scott,

Is there an updated tentative schedule for the morning visit? I will standby to update the new meeting maker. I left both the morning and afternoon place holders on the calendar until I got a confirmation of schedule. Thank you for the updates. Much appreciated. Standing by.

V/R

ClairAnn McDiarmid

Executive Assistant to the Commanding Officer

OICC China Lake

(760) 428-5895

Email: [clairann.l.mcdiarmid@navy.mil](mailto:clairann.l.mcdiarmid@navy.mil)

**From:** Laurie Scott <[laurie.scott.mil@us.navy.mil](mailto:laurie.scott.mil@us.navy.mil)>

**Sent:** Wednesday, January 18, 2023 11:01 PM

**To:** McDiarmid, Clairann L CIV (USA) <[clairann.l.mcdiarmid@navy.mil](mailto:clairann.l.mcdiarmid@navy.mil)>; Reyes, T N PO1 USN NAVFAC SW SAN CA (USA) <[thomasmignon.n.reyes.mil@us.navy.mil](mailto:thomasmignon.n.reyes.mil@us.navy.mil)>; Casey Diane <[dcasey@san.org](mailto:dcasey@san.org)>

**Cc:** Wainwright, Benjamin V (Ben) CAPT USN OICC CHINA LAKE CA (USA) <[benjamin.v.wainwright.mil@us.navy.mil](mailto:benjamin.v.wainwright.mil@us.navy.mil)>; Davis, Curtis B CIV USN NAVAIRWPNSTA CHL CA (USA) <[curtis.b.davis10.civ@us.navy.mil](mailto:curtis.b.davis10.civ@us.navy.mil)>; Becker Kim <[kbecker@san.org](mailto:kbecker@san.org)>

**Subject:** Re: China Lake Airport Visit

Hi ClairAnn-

The time was adjusted to the morning by CAPT Ben Wainwright to accommodate Ms. Becker and team. He sent a calendar invite. Thanks for your patience and flexibility.

Very Respectfully,

CAPT Laurie Scott, PE

Commanding Officer, NAVFAC Southwest &

Regional Engineer, Navy Region Southwest

Office Number: (619) 705-4000

Mobile: (619) 778-6378

NIPR: [laurie.scott.mil@us.navy.mil](mailto:laurie.scott.mil@us.navy.mil)

SIPR: [laurie.scott2@navy.smil.mil](mailto:laurie.scott2@navy.smil.mil) (New SIPR)

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**From:** McDiarmid, Clairann L CIV (USA) <[clairann.l.mcdiarmid@navy.mil](mailto:clairann.l.mcdiarmid@navy.mil)>

**Sent:** Wednesday, January 18, 2023 1:54 PM

**To:** Scott, Laurie CAPT USN NAVFAC SW SAN CA (USA) <[laurie.scott.mil@us.navy.mil](mailto:laurie.scott.mil@us.navy.mil)>; Reyes, T N PO1 USN NAVFAC SW SAN CA (USA) <[thomasmignon.n.reyes.mil@us.navy.mil](mailto:thomasmignon.n.reyes.mil@us.navy.mil)>; Casey Diane <[dcasey@san.org](mailto:dcasey@san.org)>

**Cc:** Wainwright, Benjamin V (Ben) CAPT USN OICC CHINA LAKE CA (USA) <[benjamin.v.wainwright.mil@us.navy.mil](mailto:benjamin.v.wainwright.mil@us.navy.mil)>; Davis, Curtis B CIV USN NAVAIRWPNSTA CHL CA (USA) <[curtis.b.davis10.civ@us.navy.mil](mailto:curtis.b.davis10.civ@us.navy.mil)>; Becker Kim <[kbecker@san.org](mailto:kbecker@san.org)>

**Subject:** RE: China Lake Airport Visit

Good afternoon CAPT Scott,

If the morning of April 26<sup>th</sup> works better that would work for us as well. Please let me know if it would help to move the meeting maker to the morning. I will put a place holder in the morning and keep everything as is until I hear otherwise.

V/R

**ClairAnn McDiarmid**

Executive Assistant to the Commanding Officer

OICC China Lake

(760) 428-5895

Email: [clairann.l.mcdiarmid@navy.mil](mailto:clairann.l.mcdiarmid@navy.mil)

**From:** Laurie Scott <[laurie.scott.mil@us.navy.mil](mailto:laurie.scott.mil@us.navy.mil)>

**Sent:** Wednesday, January 18, 2023 1:07 PM

**To:** Reyes, T N PO1 USN NAVFAC SW SAN CA (USA) <[thomasmignon.n.reyes.mil@us.navy.mil](mailto:thomasmignon.n.reyes.mil@us.navy.mil)>; McDiarmid, Clairann L CIV (USA) <[clairann.l.mcdiarmid@navy.mil](mailto:clairann.l.mcdiarmid@navy.mil)>; Casey Diane <[dcasey@san.org](mailto:dcasey@san.org)>

**Cc:** Wainwright, Benjamin V (Ben) CAPT USN OICC CHINA LAKE CA (USA) <[benjamin.v.wainwright.mil@us.navy.mil](mailto:benjamin.v.wainwright.mil@us.navy.mil)>;

Davis, Curtis B CIV USN NAVAIRWPNSTA CHL CA (USA) <[curtis.b.davis10.civ@us.navy.mil](mailto:curtis.b.davis10.civ@us.navy.mil)>; Becker Kim

<[kbecker@san.org](mailto:kbecker@san.org)>

**Subject:** RE: China Lake Airport Visit

Clairann-

If morning works better please let us know. You can do a day trip or flying in for a few hours maybe an option too.

Very Respectfully,

CAPT Laurie Scott, PE

Commanding Officer, NAVFAC Southwest &

Regional Engineer, Navy Region Southwest

Office Number: (619) 705-4000

Mobile: (619) 778-6378

NIPR: [laurie.scott.mil@us.navy.mil](mailto:laurie.scott.mil@us.navy.mil)

SIPR: [laurie.scott2@navy.smil.mil](mailto:laurie.scott2@navy.smil.mil) (New SIPR)

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**From:** Reyes, T N PO1 USN NAVFAC SW SAN CA (USA) <[thomasmignon.n.reyes.mil@us.navy.mil](mailto:thomasmignon.n.reyes.mil@us.navy.mil)>

**Sent:** Wednesday, January 18, 2023 12:34 PM

**To:** McDiarmid, Clairann L CIV (USA) <[clairann.l.mcdiarmid@navy.mil](mailto:clairann.l.mcdiarmid@navy.mil)>; Casey Diane <[dcasey@san.org](mailto:dcasey@san.org)>

**Cc:** Wainwright, Benjamin V (Ben) CAPT USN OICC CHINA LAKE CA (USA) <[benjamin.v.wainwright.mil@us.navy.mil](mailto:benjamin.v.wainwright.mil@us.navy.mil)>;

Davis, Curtis B CIV USN NAVAIRWPNSTA CHL CA (USA) <[curtis.b.davis10.civ@us.navy.mil](mailto:curtis.b.davis10.civ@us.navy.mil)>; Becker Kim

<[kbecker@san.org](mailto:kbecker@san.org)>; Scott, Laurie CAPT USN NAVFAC SW SAN CA (USA) <[laurie.scott.mil@us.navy.mil](mailto:laurie.scott.mil@us.navy.mil)>

**Subject:** RE: China Lake Airport Visit

Good afternoon,



# **BUSINESS EXPENSE REQUESTS**

**Johanna Schiavoni**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**2022**

**MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT**

EMPLOYEE NAME			PERIOD COVERED	
Johanna Schiavoni			10/6/2022 - 1/24/2023	
DEPARTMENT/DIVISION				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
10/6/22	8.60	SDCRAA; Board meeting		
10/7/22	4.00	SANDAG; Transportation Comm.		
10/14/22	4.00	SANDAG; Transportation Comm.		
10/24/22	8.60	SDCRAA; Finance Committee		
11/3/22	8.60	SDCRAA; Board meeting		
11/21/22	8.60	SDCRAA; Finance Committee		
12/1/22	8.60	SDCRAA; Board meeting		
12/7/22	8.60	SDCRAA; Briefing and Board tour of NT1		
12/14/22	8.60	SDCRAA; Art Advisory Committee		
1/5/23	8.60	SDCRAA; Board meeting		
1/11/23		Port Pavillion	Lyft ride to/from Port Pavillion (in lieu of parking)	35.69
1/19/23	8.60	SDCRAA; CIPOC		
1/23/23	8.60	SDCRAA; Finance Committee		
1/24/23	8.60	SDCRAA; Exit Meeting with CEO, GC		
SUBTOTAL	102.60		SUBTOTAL	35.69

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**Computation of Reimbursement**

	102.60
REIMBURSEMENT RATE: (see below) *	Rate as of July 2022 X 0.625
TOTAL MILEAGE REIMBURSEMENT	64.13
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	35.69
TOTAL REIMBURSEMENT REQUESTED	\$ 99.82

I acknowledge that I have read, understand and agree to \*Authority Policy 3.30 - Business Expense Reimbursement Policy and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.

Business Expense Reimbursement Policy 3.30

*Johanna Schiavoni*

SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL

Effective 7/1/2022 = \$ .625  
Effective 1/1/2022 = \$ .585  
1/1/21 - 12/31/21 = \$ .56

**Please use the other tabs for mileage  
prior to January 1, 2022**

Your receipt for rides on January 11

1 message

Lyft Receipts <no-reply@lyftmail.com>

Thu, Jan 12, 2023 at 1:24 PM



Your total charges for January 11

January 11, 2023 11:55 AM \$18.90  
Ride fare

- Pickup 11:55 AM  
San Diego, CA 92102, United States
- Drop-off 12:05 PM  
1000 N Harbor Dr San Diego, CA 92101

January 11, 2023 1:42 PM \$16.79  
Ride fare

- Pickup 1:42 PM  
990 N Harbor Dr, San Diego, CA 92101, United States
- Drop-off 1:56 PM  
San Diego, CA 92102, United States

American Express \$35.69