

## Board Meeting Agenda

**Thursday, June 6, 2024**  
**9:00 A.M.**

San Diego County Regional Airport Authority  
Administration Building  
First Floor – Board Room  
2417 McCain Road  
San Diego, California 92101

### Board Members

Gil Cabrera (Chair)  
James Sly (Vice-Chair)  
Whitney Benzian  
Lidia S. Martinez  
Monica Montgomery Steppe  
Rafael Perez  
Esther C. Sanchez  
Steve Vaus  
Marni von Wilpert

### Ex-Officio Board Members

Col. Thomas M. Bedell  
Michele Perrault  
Everett Townsend

### President/CEO

Kimberly J. Becker

***Live webcasts of Authority Board meetings can be accessed at***  
***<http://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: Huerta, Newsom (Chair), Montgomery Steppe, Perez, Sanchez, Vaus, Wong Nickerson
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**  
Committee Members: Benzian, Martinez, Perez, Sanchez, von Wilpert (Chair)
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**  
Committee Members: Cabrera (Chair), Martinez, Sly
- **FINANCE COMMITTEE:**  
Committee Members: Martinez, Sly (Chair), von Wilpert

## ADVISORY COMMITTEES

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

## LIAISONS

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



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- **WORLD TRADE CENTER:**  
Representatives: James Sly

## **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- 23):**

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 April 18, 2024, special meeting, May 2, 2024, regular meeting and May 16, 2024, special 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.  
**(Government Relations: Matt Harris, Director)**

- 3. AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM APRIL 8, 2024, THROUGH MAY 12, 2024, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM APRIL 8, 2024, THROUGH MAY 12, 2024: RECOMMENDATION:**  
Receive the report.  
**(Procurement: Jana Vargas, Director)**
- 4. JUNE 2024 LEGISLATIVE REPORT:**  
RECOMMENDATION: Adopt Resolution No. 2024-0035, approving the June 2024 Legislative Report.  
**(Government Relations: Matt Harris, Director)**
- 5. APPOINTMENT OF PUBLIC MEMBER TO THE AUDIT COMMITTEE:**  
RECOMMENDATION: Adopt Resolution No. 2024-0036, appointing Gretchen Newsom as a public member to the Audit Committee to commence July 2024 for a three-year term.  
**(Government Relations: Matt Harris, Director)**

## CLAIMS

- 6. REJECT THE CLAIM OF ANDREW BETHAY:**  
RECOMMENDATION: Adopt Resolution No. 2024-0037, rejecting the claim of Andrew Bethay.  
**(General Counsel: Amy Gonzalez)**
- 7. REJECT THE CLAIM OF WILLIAM MCLEAN:**  
RECOMMENDATION: Adopt Resolution No. 2024-0038, rejecting the claim of William McLean.  
**(General Counsel: Amy Gonzalez)**
- 8. DENY THE APPLICATION FOR LEAVE TO PRESENT A LATE CLAIM OF ANTOINETTE SYNESIYOU:**  
RECOMMENDATION: Adopt Resolution No. 2024-0039, denying the application for leave to present a late claim of Antoinette Synesiyou.  
**(General Counsel: Amy Gonzalez)**

## COMMITTEE RECOMMENDATIONS

**9. REVIEW OF AUTHORITY POLICY 4.40 – DEBT ISSUANCE AND MANAGEMENT POLICY:**

RECOMMENDATION: The Finance Committee recommends that the Board adopt Resolution No. 2024-0040, approving amendments to Authority Policy 4.40 – Debt Issuance and Management Policy.

**(Finance: Scott Brickner, Vice President/Chief Financial Officer)**

**10. REVIEW OF AUTHORITY POLICY 4.20 - GUIDELINES FOR PRUDENT INVESTMENTS AND DELEGATION OF AUTHORITY TO INVEST AND MANAGE AUTHORITY FUNDS TO THE VICE PRESIDENT, CHIEF FINANCIAL OFFICER/TREASURER:**

RECOMMENDATION: The Finance Committee recommends that the Board adopt Resolution No. 2024-0041, approving amendments to Authority Policy 4.20- Guidelines for Prudent Investments and delegating authority to invest and manage Authority Funds to the Vice President, Chief Financial Officer/Treasurer.

**(Finance: Scott Brickner, Vice President/Chief Financial Officer)**

**11. REQUIRED COMMUNICATION TO THE AUDIT COMMITTEE ON THE FINANCIAL AND COMPLIANCE AUDITS FOR THE FISCAL YEAR ENDED JUNE 30, 2024:**

RECOMMENDATION: The Audit Committee recommends that the Board accept the information.

**(Accounting: Elizabeth Stewart, Director)**

**12. RESULTS FROM THE QUALITY ASSESSMENT REVIEW OF THE OFFICE OF THE CHIEF AUDITOR:**

RECOMMENDATION: The Audit Committee recommends that the Board accept the information.

**(Audit: Lee Parravano, Chief Auditor)**

**13. FISCAL YEAR 2024 THIRD 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)**

**14. REVISION TO THE FISCAL YEAR 2024 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**

RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2024-0042, approving the revision to the Fiscal Year 2024 Audit Plan of the Office of the Chief Auditor.

**(Audit: Lee Parravano, Chief Auditor)**

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**15. RISK ASSESSMENT AND PROPOSED FISCAL YEAR 2025 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**

RECOMMENDATION: The Audit Committee recommends that the Board adopt Resolution No. 2024-0043, approving the Fiscal Year 2025 Proposed Audit Plan of the office of the Chief Auditor.

**(Audit: Lee Parravano, Chief Auditor)**

## CONTRACTS AND AGREEMENTS

**16. AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE A 7-YEAR CONCESSION LEASE WITH SMARTE CARTE, INC. TO OPERATE LUGGAGE CART SERVICES:**

RECOMMENDATION: Adopt Resolution No. 2024-0044, authorizing the President/CEO to negotiate and execute a 7-year Concession Lease with Smarte Carte, Inc. to operate luggage cart services.

**(Revenue Generation & Partnership Development: Deanna Zachrisson, Director)**

**17. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A SECOND AMENDMENT TO THE AGREEMENT WITH FOSTER & FOSTER CONSULTING ACTUARIES, INC. FOR ACTUARIAL SERVICES:**

RECOMMENDATION: Adopt Resolution No. 2024-0045, approving and authorizing the President/CEO to execute a Second Amendment to the Agreement with Foster & Foster Consulting Actuaries, Inc., for Actuarial Services, extending the term for one year to June 29, 2025.

**(Accounting: Elizabeth Stewart, Director)**

**18. AUTHORIZE A THIRD AMENDMENT TO THE AIRPORT PARKING MANAGEMENT SERVICES AGREEMENT TO EXTEND THE TERM BY 31 DAYS:**

RECOMMENDATION: Adopt Resolution No. 2024-0046, authorizing the President/CEO to execute a third amendment to the Airport Parking Management Services Agreement to extend the term of the Agreement by 31 days to July 31, 2024, with no increase in the maximum amount payable.

**(Ground transportation: Marc Nichols, Director)**

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

- 19. AWARD A CONTRACT TO M.W. VASQUEZ CONSTRUCTION CO., INC., DBA VASQUEZ CONSTRUCTION COMPANY IN THE AMOUNT OF \$1,397,498 FOR PROJECT NO. 104300 DIGITAL SIGN REPLACEMENT AT ELEVATED DEPARTURE ROADWAY (EDR) AT SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2024-0047, awarding a contract to M.W. Vasquez Construction Co., Inc., dba Vasquez Construction Company in the amount of \$1,397,498 for Project No. 104300 Digital Sign Replacement at Elevated Departure Roadway at San Diego International Airport.  
**(Airport Design & Construction: Bob Bolton, Director)**
  
- 20. AWARD A CONTRACT TO S&L SPECIALTY CONSTRUCTION, INC. FOR QUIETER HOME PROGRAM PHASE 13, GROUP 6, PROJECT NO. 381306 THIRTY-TWO (32) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON TWENTY (20) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2024-0048, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,707,200 for Phase 13, Group 6, Project No. 381306, 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)**

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**21. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A SOLE SOURCE AGREEMENT WITH THE CITY OF SAN DIEGO FOR EMT-PARAMEDIC SERVICES:**

RECOMMENDATION: Adopt Resolution No. 2024-0049 approving and authorizing the President/CEO to execute a sole source Agreement with the City of San Diego for EMT-Paramedic Services for a total term, including extension option(s), not to exceed seven years with a maximum not to exceed amount of eighteen million dollars (\$18,000,000).

**(Aviation Security and Public Safety: Clint Welch, Director)**

**22. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH WILLIS TOWERS WATSON MIDWEST, INC. TO PROVIDE CONSTRUCTION AND OPERATIONAL INSURANCE BROKER SERVICES FOR THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY:**

RECOMMENDATION: Adopt Resolution No. 2024-0050, approving and authorizing the President/CEO to negotiate and execute an agreement with Willis Towers Watson Midwest, Inc. for a term of three years, with the option for two one-year extensions in an amount not to exceed \$2,900,000 to provide Construction and Operational Insurance Broker Services for San Diego County Regional Airport Authority.

**(Finance & Risk Management: John Dillon, Director)**

**23. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FLEET MAINTENANCE SERVICE AGREEMENT WITH ECOFLEET INDUSTRIES, INC.:**

RECOMMENDATION: Adopt Resolution No. 2024-0051 approving and authorizing the President/CEO to execute a fleet maintenance service agreement with Ecofleet Industries, Inc., for a term of three years, with the option for two (2) one-year extensions exercisable at the discretion of the President/CEO, for a total not-to-exceed amount of \$1,250,000.00.

**(Facilities Management: Stephen Mosca, Director)**

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**24. APPROVAL AND ADOPTION OF THE OPERATING BUDGET FOR FISCAL YEAR 2025, THE CAPITAL PROGRAM FOR FISCAL YEARS 2025-2029, AND CONCEPTUAL APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2026:**

RECOMMENDATION: Adopt Resolution No. 2024-0052 approving and adopting the Authority's Annual Operating Budget for Fiscal Year 2025, the Capital Program for Fiscal Years 2025-2029, and conceptually approving the Operating Budget for Fiscal Year 2026.

**(Finance: Scott Brickner, Vice President/Chief Financial Officer)**

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- 25. AMEND THE VOLUNTARY 2% SURCHARGE PROCEDURE FOR FOOD AND BEVERAGE CONCESSIONS TO CONFORM TO SENATE BILL 478, DODD. CONSUMERS LEGAL REMEDIES:**  
RECOMMENDATION: Adopt Resolution No. 2024-0053 amending the voluntary 2% surcharge procedure for food and beverage concessions to confirm to Senate Bill 478.  
**(Revenue Generation & Partnership Development: Deanna Zachrisson, Director)**

## CLOSED SESSION:

- 26. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:**  
Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9  
Name of Case: *San Diego County Regional Airport Authority v. AQ US SW Holding Co., et al.*, San Diego Superior Court Case No. 37-2023-00032124-CU-BC-CTL
- 27. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:**  
Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9  
Name of Case: *United States of America v. City of San Diego, et al. and Related Cross Actions*  
United States District Court Case No. 3:23-CV-00541-LL-BGS
- 28. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:**  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:  
Number of potential Cases: 2
- 29. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:**  
Significant exposure of litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of potential Cases: 1

## 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 Airport Administration Building Parking Lot (entrance on the east side of McCain Road). Visitors can park in the lot from 8:00 a.m. to 5:00 p.m.**

You may also reach the SDCRAA Building by using public transit via the San Diego MTS System, Route 923. For route and fare information, please call the San Diego MTS at (619) 233-3004 or 511.



**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**SPECIAL BOARD AND CAPITAL IMPROVEMENT PROGRAM OVERSIGHT**  
**COMMITTEE MEETING MINUTES**  
**THURSDAY, APRIL 18, 2024**  
**BOARD ROOM**

**CALL TO ORDER:** Chair von Wilpert called the Special Board and Capital Improvement Program Oversight Committee meeting to order at 10:03 a.m., on Thursday, April 18, 2024, in the Board Room of the San Diego International Airport, Administration Building, 2417 McCain Road, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Board member Vaus led the Pledge of Allegiance.

**ROLL CALL:**

***Board***

Present: Benzian, Cabrera (Chair), Martinez, Montgomery Steppe, Perez, Sanchez, Sly, Vaus, von Wilpert

Absent: Bedell (Ex-Officio), Perrault (Ex-Officio), Townsend (Ex-Officio)

***Capital Improvement Program Oversight Committee***

Present: Benzian, Martinez, Perez, Sanchez, von Wilpert (Chair)

Absent: None

Also Present: Kimberly J. Becker, CEO/President; Amy Gonzalez, Counsel Service; Shawna Morales, Assistant Authority Clerk II, Board Services; Patricia Willis, Assistant Authority Clerk I

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

Chair von Wilpert turned the meeting over to Chair Cabrera of the Authority Board for item 4, Closed Session.

**CLOSED SESSION:** The Board recessed into Closed Session at 10:06 a.m. to hear Item 4.

**4. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**

Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9

Name of Case: San Diego County Regional Airport Authority v. AQ US SW Holding Co., et al., San Diego Superior Court Case No. 37-2023-00032124-CU-BC-CTL

*Board Member Sly arrived at the meeting 10:11 a.m.*

*Board Member Sanchez left the meeting at 11:04 a.m.*

**REPORT ON CLOSED SESSION:** The Board adjourned out of Closed Session at 11:04 a.m. There was no reportable action.

Chair Cabrera turned the meeting over to Chair von Wilpert.

**NEW BUSINESS:**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the October 19, 2023, regular meeting.

**ACTION: Moved by Board Member Benzian and seconded by Board Member Perez to approve staff's recommendation. Motion carried unanimously, noting Board Member Sanchez Absent.**

**2. NEW TERMINAL 1 AND FINANCE UPDATE:**

Bob Bolton, Director, Airport Design & Construction, Brian DeLaura, Airline Technical Rep, Airport & Construction and Maya Dayan, Director, Capital Financial Planning and Airline Relations provided a presentation on New Terminal 1 and Finance Update that included New Terminal 1 Project Timeline and Milestones; Terminal and Roadways Construction Update; New Terminal 1 Airside; New Terminal Logistics; and a Financial Update, including Contingency Use Summary.

Board Member Cabrera inquired about the completion of road work on Pacific Hwy that the Airport Authority is working on. Bob Bolton, Director, Airport Design & Construction reported that the work by Airport Authority is completed but there will be some mitigation measure work to be completed in the future and will have an update at the next CIPOC meeting.

Chair von Wilpert requests that the next Finance Update report include the historical trends with dates.

Chair von Wilpert inquired about the bonds if those were bonds offered or acquired. Bob Bolton and Mayan Dayan stated that they can provide details regarding usage of bonds.

Chair von Wilpert turned the meeting over to Chair Cabrera of the Authority Board for item 3, Board Workshop.

**BOARD WORKSHOP:**

**3. PROPOSED CAPITAL PROGRAM BUDGET FOR FISCAL YEAR 2025-2029:**

Angela Shafer-Payne, Vice President, Development, Shohreh Beladi, Program Manager, Airport Design and Construction and Maya Dayan, Director, Capital Financial Planning and Airline Relations provided a presentation on Proposed Capital Program Budget Fiscal Years 2025-2029 that included Capital Program Overview; Proposed New Capital Projects (6); Prioritization Criteria; IT Infrastructure Refresh; Northside Airfield and Facility Advanced Planning and Improvements Study; Rehabilitate Taxiways B7-10 and D; Restroom Upgrades in Terminal 2 East; Restroom Upgrades in Terminal 2 West; Computerized Maintenance Management System; Current/Proposed Capital Program Project Locations; Capital Program Budget Summary; Proposed Fiscal Year 2025-2029 Capital Program Project Locations; Proposed Fiscal Year 2025-2029 Capital Program Preliminary Sources of Funds.

**COMMITTEE AND BOARD MEMBERS COMMENTS:** None

**ADJOURNMENT:** The meeting adjourned at 11:51 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 6<sup>th</sup> DAY OF JUNE 2024.

ATTEST:

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II,  
BOARD SERVICES

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD**  
**MINUTES**  
**THURSDAY, MAY 2, 2024**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**BOARD ROOM**

**CALL TO ORDER:** Chair Cabrera called the meeting of the San Diego County Regional Airport Authority Board to order at 9:01 a.m. on Thursday, May 2, 2024, at the San Diego County Regional Airport Authority, Administration Building, 2417 McCain Road, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Chair Cabrera led the pledge of allegiance.

**ROLL CALL:**

PRESENT: Board Members: Bedell (Ex-Officio), Benzian, Cabrera (Chair), Martinez, Montgomery Steppe, Perez, Sanchez, Sly, Townsend (Ex-Officio), Vaus

ABSENT: Board Members von Wilpert

ALSO PRESENT: Angela Shafer-Payne, Vice President/CDO; Amy Gonzalez, General Counsel; Shawna Morales, Assistant Authority Clerk II; Patricia Willis, Assistant Authority Clerk I

Chair Cabrera reported that there was a bid protest filed on item 12, so this item was pulled from the agenda to allow time for the completion of the protest process.

**PRESENTATIONS:**

**A. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE NINE MONTHS ENDED MARCH 31, 2024:**

Scott Brickner, Vice President and Chief Financial Officer, provided a presentation on the Review of the Unaudited Financial Statements for the Nine Months, ended March 31, 2024, and 2023 that included, Operating Revenues; Operating Expenses; Non-Operating Revenues and Expenses; Financial Summary; Statement of Net Position as of March 31, 2024; Assets and Deferred Outflow of Resources; Liabilities, Deferred Outflow of Resources and Net Position.

**B. SDCERS ACTUARIAL VALUATION UPDATE FOR THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY PENSION PLAN:**

Elizabeth Stewart, Director, Accounting and Gregg Rademacher, Chief Executive Officer, San Diego City Employees' Retirement System, provided a presentation on SDCERS Actuarial Valuation Updated for the San Diego International Airport that included, Mission; The Big Picture; The Valuation Process; Funding Ratio; Balancing Funding Objectives; Total Portfolio Asset Allocation; Investment Return Assumption; Members Living Longer; Airport UAL History; Airport Valuation Results and Sources of Change; Timing; Peer Funding Survey and California Funding Survey.

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

**COMMITTEES AND LIAISONS:**

- **AUDIT COMMITTEE:** Board Member Sanchez reported that the Audit Committee last met on March 25, 2024.
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** Board Member Perez reported that the last CIPOC Meeting was held on April 18, 2024 and was combined with the annual Capital Budget Workshop. He reported that the Board heard a construction and budget update on New Terminal 1 along with the proposed capital projects for next fiscal year.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** None.
- **FINANCE COMMITTEE:** Board Member Sly reported that the Finance Committee met on April 22<sup>nd</sup>, and at that meeting, the committee reviewed the Unaudited Financial Statements for the nine months ended March 31, 2024, as well as the Authority's investment report as of March 31, 2024.

**ADVISORY COMMITTEES**

- **AUTHORITY ADVISORY COMMITTEE:** None.
- **ARTS ADVISORY COMMITTEE:** Board Member Martinez reported that the current Performing Arts Resident, DrumatiX, will perform their newly created dances in the terminals April 29, 2024, through May 10, 2024 and that the performance is inspired by the rhythms of the Airport. She also reported that this is the first in-terminal residency since the pandemic and proposals are now being accepted for the 2024-2025 performing arts residencies.

## **LIAISONS**

- **CALTRANS:** Board Member Townsend reported that Caltrans is continuing maintenance of facilities around the airport and the I-5 clean up on the ramps to downtown.
- **INTER-GOVERNMENTAL AFFAIRS:** Chair Cabrera reported that the Congressional negotiators announced a deal Monday morning on Federal Aviation Administration (FAA) Reauthorization, this deal will fund the FAA for four years and will include several policy priorities of the San Diego County Regional Airport. He reported that the deal will also include 10 new slot exemptions (or five roundtrip flights) to Ronald Reagan Washington National Airport (DCA) and that the Authority's Government Relations team is hopeful that San Diego Airport will receive one of those slot pairs. He reported that the deal will also include significant funding for the Airport Improvement Program, which is an important grant program the Authority relies on. He also reported that the legislation will be heard on the Senate floor this week ahead of the FAA expiration deadline on May 10, 2024. He reported that in Sacramento, April 26, 2024, was the last day for policy committees to hear and report to fiscal committees all measures requiring new expenditures, and May 5, 2024, is the deadline for all non-fiscal measures to clear policy committees.
- **MILITARY AFFAIRS:** Board Member Bedell reported that repairs on their facilities runways are continuing and on schedule to have dual runways operating by July 4, 2024. He reported that the base did their annual Sempra Forces Protection exercise last week, and it went well. He also reported that there are two events coming up at Miramar Base, which are the 3<sup>rd</sup> annual Flight Line 5K on June 22, 2024, and the America's Air Show on September 27, 2024, through September 28, 2024.
- **PORT:** None.
- **WORLD TRADE CENTER:** None.

## **BOARD REPRESENTATIVES (EXTERNAL)**

- **SANDAG BOARD OF DIRECTORS:** Chair Cabrera reported that the SANDAG Board of Directors has met twice since the last Board meeting. He reported that at the first meeting, the Board was in closed session for the entirety of the meeting and at the second meeting, the Board appointed Mario Orso, the current Caltrans District 11 Chief Deputy Director, as SANDAG's new Chief Executive Officer. He also reported that the Board also received the management response to the Independent Performance Auditor's Report on SANDAG's State Route 125 Toll Operations.

- **SANDAG TRANSPORTATION COMMITTEE:** Board Member Sanchez reported that the SANDAG Transportation Committee met once since the last Board meeting and at that meeting, staff presented an overview of where people lived and worked in the region and how this information is being used as part of the 2025 Regional Plan process.

**CHAIR REPORT:** Chair Cabrera reported that May 19<sup>th</sup> through May 25<sup>th</sup> is National Travel and Tourism Week and he acknowledged the San Diego Tourism Authority, World Trade Center of San Diego, the regional EDCs, the regional and local chambers of commerce, the County of San Diego and its 18 cities, that partners with San Diego Regional County Airport has collectively served as a catalyst for job creation, stimulating economic growth all while enhancing the overall quality of life in the region . He also reported that San Diego International Airport generates an annual economic impact of \$12 billion dollars to the region, and the New Terminal 1 project is projected to create over 15,000 jobs. He reported that he spoke at the Take Flight program at the Airport Authority, the program welcomed a number of college students in the industry. He reported that last month Kimberly Becker, the President, and CEO of the Airport Authority, received the AXN Award for Director of the Year, Large Airports Division by Airport Experience News.

**PRESIDENT/CEO REPORT:** Angela Shafer-Payne, Vice President and Chief Development Officer, reported that the New Terminal 1 construction remains on schedule. She reported that the parking plaza stage one is over 90 percent complete with the expected opening in late August and phase 1A of the terminal building is over 60 percent complete, with progress being made on the exterior, roofing, apron paving and the interior. She reported that ten California Least Terns have been observed circling, they have not nested, and these are the first Least Terns of the season and that there will be continued updates throughout the season. She reported that Breeze Airways completed its inaugural flight to San Diego and that Breeze offers non-stop flights to five destinations: Cincinnati, Jacksonville, Norfolk, Raleigh-Durham, and Pittsburgh. She also reported that last month, British Airways added a seasonal second daily flight to London from San Diego which will run through October 25<sup>th</sup>, and that Lufthansa Airlines expanded their service to Munich, Germany from three to five times per week and that daily service will begin next month. She reported that, April was National Volunteer Month and San Diego International Airport has approximately 200 volunteers who serve as ambassadors in the terminals, where they are a part of creating an exceptional airport experience for the community and the world by being a friendly presence in the terminals through various programs. She also reported that Airport Authority staff participates in volunteer events throughout the year and that most recently they took part in the Creek to Bay Cleanup event at Cesar Chavez Park, as part of *I Love a Clean San Diego*. She reported that the Planning & Environmental Affairs team hosted a free, drive-through Airport Collection Event on April 24<sup>th</sup> to accept electronic waste, spent light bulbs, batteries, and household items, and over a hundred tenants and employees participated.

She reported that, as part of the Authority's Veteran Fellowship Program, there are four Veterans, and they are working on a fifth. She also reported that SAN's Employee Diversity, Equality & Inclusion Committee, along with Kim Becker, CEO, and representatives from the Women's Leadership Group and SAN Pride, hosted a luncheon for the Veteran Fellows and that at this event they had a chance to network and engage with other employees whom they might not normally work with daily. She reported that the program is designed to foster a seamless transition for veterans from active duty to the civilian work environment by providing an opportunity to gain practical work experience in our integrated aviation environment.

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

**CONSENT AGENDA (ITEMS 1 - 11):**

**ACTION: Moved by Board Member Vaus and seconded by Board Member Sanchez to approve the Consent Agenda. Motion carried by the following votes: YES – Benzian, Cabrera, Martinez, Montgomery Steppe, Perez, Sanchez, Sly, Vaus; NO – None; ABSENT –von Wilpert. (Weighted Vote Points: YES – 87; NO – 0; ABSENT - 13)**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the April 4, 2024, regular 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 MARCH 11, 2024, THROUGH APRIL 7, 2024, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM MARCH 11, 2024, THROUGH APRIL 7, 2024:**

RECOMMENDATION: Receive the report.

**4. MAY 2024 LEGISLATIVE REPORT:**

RECOMMENDATION: Adopt Resolution No. 2024-0028, approving the May 2024 Legislative Report.

**CLAIMS:**

**5. REJECT THE CLAIM OF YOLANDA HIGGINS:**

RECOMMENDATION: Adopt Resolution No. 2024-0029, rejecting the claim of Yolanda Higgins.



**6. REJECT THE CLAIM OF GEORGETTE STOTT:**

RECOMMENDATION: Adopt Resolution No. 2024-0030, rejecting the claim of Georgette Stott.

**7. REJECT THE CLAIM OF BIBIAGHA HUSSAIN:**

RECOMMENDATION: Adopt Resolution No. 2024-0031, rejecting the claim of Bibiagha Hussain.

**COMMITTEE RECOMMENDATIONS:**

**8. ACCEPTANCE OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE NINE MONTHS ENDED MARCH 31, 2024:**

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

**9. ACCEPTANCE OF THE AUTHORITY INVESTMENT REPORT AS OF MARCH 31, 2024:**

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

**CONTRACTS AND AGREEMENTS:**

**10. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT WITH NAVISITE, LLC FOR ORACLE JD EDWARDS ENTERPRISEONE MANAGED HOSTING SERVICES:**

RECOMMENDATION: Adopt Resolution No. 2024-0032, approving and authorizing the President/CEO to execute a 1st Amendment to the Agreement with Navisite, LLC for Oracle JD Edwards EnterpriseOne Managed Hosting Services, extending the term for 1-year to November 30, 2025.

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

**11. APPROVE THE THIRD AMENDMENT TO THE AGREEMENT WITH BRADFORD AIRPORT LOGISTICS, LTD TO EXTEND THE CONTRACT TO DECEMBER 31, 2028 AND TO INCREASE THE NOT TO EXCEED AMOUNT BY \$9 MILLION TO A NOT TO EXCEED AMOUNT OF \$21.9 MILLION:**

RECOMMENDATION: Adopt Resolution No. 2024-0033 approving the Third Amendment to the Agreement with Bradford Airport Logistics, LTD to extend the contract to December 31, 2028, and to increase the not to exceed amount by \$9 million to a not to exceed amount of \$21.9 million.

**PUBLIC HEARINGS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**Item not heard at this meeting.**

**12. AWARD AND AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR PARKING MANAGEMENT SERVICES:**

RECOMMENDATION: Adopt Resolution No. 2024-0034, awarding and authorizing the President/CEO to negotiate and execute an agreement with SP Plus Corporation for Parking Management Services for a term of three (3) years with options for two (2) one-year extensions in an amount not to exceed fifty-six million dollars (\$56,000,000.00).

**CLOSED SESSION:** The Board recessed into Closed Session at 9:35 a.m. to hear Items 13, 15 and 16.

**13. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:**

Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9  
Name of Case: *San Diego County Regional Airport Authority v. AQ US SW Holding Co., et al.*, San Diego Superior Court Case No. 37-2023-00032124-CU-BC-CTL

**14. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:**

Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9  
Name of Case: *United States of America v. City of San Diego, et al. and Related Cross Actions*  
United States District Court Case No. 3:23-CV-00541-LL-BGS

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

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:  
Number of potential Cases: 2

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

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:  
Number of cases: 1

**REPORT ON CLOSED SESSION:** The Board adjourned out of Closed Session at 11:00 a.m. There was no reportable action.

**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:** The meeting was adjourned at 11:00 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
BOARD THIS 6<sup>th</sup> DAY OF JUNE 2024.

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

**DRAFT**  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD**  
**MEETING MINUTES**  
**THURSDAY, MAY 16, 2024**  
**SAN DIEGO INTERNATIONAL AIRPORT**  
**BOARD ROOM**

**CALL TO ORDER:** Chair Cabrera called the special meeting of the San Diego County Regional Airport Authority Board to order at 9:12 a.m. on Thursday, May 16, 2024, at the San Diego International Airport, Administration Building, 2417 McCain Road, San Diego, CA 92101.

**PLEDGE OF ALLEGIANCE:** Chair Cabrera led the pledge of allegiance.

**ROLL CALL:**

PRESENT: Board Members: Cabrera (Chair), Martinez, Perez, Sanchez, Vaus, von Wilpert

ABSENT: Board Members: Bedell (Ex-Officio), Benzian, Montgomery Steppe, Perrault (Ex-Officio), Sly, Townsend (Ex-Officio)

ALSO PRESENT: Kimberly J. Becker, President/CEO; Amy Gonzalez, General Counsel; Shawna Morales, Assistant Authority Clerk II; Sonja Banks, Assistant Authority Clerk I

**BUDGET WORKSHOP:**

**1. DISCUSSION REGARDING THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY FISCAL YEAR 2024 PROPOSED BUDGET AND FISCAL YEAR 2025 PROPOSED CONCEPTUAL BUDGET:**

Scott Brickner, Vice President/CFO; John Dillon, Director, Finance & Risk Management; and Renee Miller, Manager, Finance & Risk Management provided a presentation on the Fiscal Year 2025 Proposed Budget & Fiscal Year 2026 Proposed Conceptual Budget that included Purpose Culture and Strategic Plan; Economic, Industry and Credit Overview; Budget Process; Revenue Budget Overview; Expense Budget Overview; Budget Summary; Capital Program Budget for Fiscal Years 2025-2029; and Plan of Finance Fiscal Years 2025-2029.

*Board Member Sanchez arrived at 9:33 a.m.*

Chair Cabrera requested reports on the utilization, wait time and consistency of the San Diego Flyer and the net use and total cost of solar.

Scott Brickner, Vice President/CFO responded that a Board Memo would be sent addressing the questions and concerns regarding solar panels.

**CLOSED SESSION:** The Board recessed into Closed Session at 10:26 a.m. to hear item 2.

**2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:**

Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9

Name of Case: *San Diego County Regional Airport Authority v. AQ US SW Holding Co., et al.*, San Diego Superior Court Case No. 37-2023-00032124-CU-BC-CTL

**REPORT ON CLOSED SESSION:** The Board adjourned out of Closed Session at 10:42 a.m. There was no reportable action.

**BOARD COMMENT:**

**ADJOURNMENT:** The meeting adjourned at 10:42 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 6<sup>th</sup> DAY OF JUNE 2024.

ATTEST:

\_\_\_\_\_  
SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

APPROVED AS TO FORM:

\_\_\_\_\_  
AMY GONZALEZ  
GENERAL COUNSEL



## Staff Report

**Meeting Date: June 6, 2024**

**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 2024 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:

Matt Harris  
Director, Government Relations



# **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.

<b>Period Covered:</b>		May1 through May 31, 2024
<b>Board Member Name:</b>		Gil Cabrera
<b>Date:</b>		5/31/24
<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	5/2/2024 - SDCRAA Admin Building	SDCRAA Board of Directors Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/10/2024 - 9am-12pm - SANDAG Board Room	SANDAG Board of Directors Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	5/13/2024 - 10am-12:30pm - SDCRAA Admin Building	Various Board Member Briefings
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	5/14/2024 - 9:30am-10:30am - Telephone Conference	Telephone Conference with Outside Counsel
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/16/2024 - SDCRAA Admin Building	SDCRAA Board Meeting Budget Workshop
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/24/2024 - 9:00am-12:00pm - SANDAG Board Room	SANDAG Board of Directors Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	5/28/2024 - 10:30am - 12:00pm - SDCRAA Admin Building	Chair Briefings on Port of San Diego Matters
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input checked="" type="checkbox"/> Res. 2019-0074	5/31/2024 9am-11am - SDCRAA Admin Building	Meeting with Port Officials re Outstanding Matters

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

Signature: Gil Cabrera Digitally signed by Gil Cabrera  
Date: 2024.06.01 11:25:31 -07'00'



BOARD MEMBER EVENT/MEETING/TRAINING REPORT SUMMARY

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Period Covered: 5/6/2024
Board Member Name: Claudia Huerta
Date: 5/20/24

Table with 3 columns: Type of Meeting, Date/Time/Location of Event/Meeting/Training, Summary and Description of the Event/Meeting/Training. Includes checkboxes for Brown Act, Pre-approved, and 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: [Handwritten Signature]



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

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<b>Period Covered:</b>		
<b>Board Member Name:</b>		
<b>Date:</b>		
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<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		
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<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: Lidia Martinez

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

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<b>Period Covered:</b> Wed. May 29, 2024		
<b>Board Member Name:</b> Gretchen Newsom		
<b>Date:</b> 5/29/24		
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	May 6, 2024, 9:00am, In Person Audit Committee of the San Diego County Regional Airport Authority	San Diego Airport Authority Audit Committee Meeting - Attended and Chaired
<input checked="" 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:  \_\_\_\_\_

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

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<b>Period Covered:</b> 5/1/24 - 5/31/24		
<b>Board Member Name:</b> Rafael Perez		
<b>Date:</b> 5/31/24		
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	5/2/2024 9am Admin-Board Room	Board/ALUC meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/6/2024 10am Admin-Board Room	Audit Committee
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/16/2024 9am Admin-Board Room	Special Board Budget Workshop
<input checked="" type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/17/2024 9am SANDAG Board Room	SANDAG Transportation Com.
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/23/2024 9am Admin-Board Room	Executive/Finance
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/13/2024 9:30am Virtual Meeting	Meeting with airport authority counsel
<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:  Digitally signed by Rafael Perez  
Date: 2024.05.31 13:21:03 -07'00'





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

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<b>Period Covered:</b>	May 2024
<b>Board Member Name:</b>	Steve Vaus
<b>Date:</b>	5/23/24

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	5/2/24 SDCRAA HQ	Board/ALUC Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/6/24 SDCRAA HQ	Audit Committee Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/14/24 Zoom Meeting	Ace Parking Interview
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/16/24 SDCRAA HQ	Special Budget Workshop
<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:  \_\_\_\_\_



**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>		5/01/2024 - 5/31/2024
<b>Board Member Name:</b>		Marni von Wilpert
<b>Date:</b>		5/24/24
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	May 16, 2024 : 9:00 am - 1:00 pm  San Diego County Regional Airport Authority Administrative Offices at 2417 McCain Road, San Diego, CA 92101	Special Board Budget Workshop
<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		
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<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





## 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>		
<b>Board Member Name:</b>	Agnes Wong Nickerson	
<b>Date:</b>	5/23/24	
Type of Meeting	Date/Time/Location of Event/Meeting/Training	Summary and Description of the Event/Meeting/Training
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2019-0074	5/6/24 Audit 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		
<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:

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Awarded Contracts and Approved Change Orders from April 8, 2024, through May 12, 2024, and Real Property Agreements Granted and Accepted from April 8, 2024, through May 12, 2024**

**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 APRIL 8, 2024 THROUGH MAY 12, 2024**

**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>
4/10/2024		Forms and Surfaces	The Contractor will provide litter and recycling receptacles for the new Terminal 1 at the San Diego International Airport.	Consortium RFP	Airside & Terminal Operations	\$97,354.29	4/30/2024
4/10/2024		KV & Associates	The Contractor will provide promotional items for the San Diego County Regional Airport Authority.	Quote	Marketing, Arts, & Air Service Development	\$7,595.02	4/9/2024
4/17/2024		KV & Associates	The Contractor will provide merchandise for the spring break concessions marketing campaign at the San Diego International Airport.	Informal RFP	Marketing, Arts, & Air Service Development	\$15,291.91	3/12/2024
4/19/2024		Echelon Front	The Contractor will provide on-site leadership training workshops for the San Diego County Regional Airport Authority.	Informal RFP	Human Resources	\$49,500.00	4/30/2024
4/22/2024		Ebix Inc.	The Contractor will provide insurance compliance tracking system for the San Diego County Regional Airport Authority.	RFP	Finance & Risk Management	\$210,000.00	4/30/2027
4/29/2024		ABC License Company	The Contractor will provide liquor license consultant and broker services at the San Diego International Airport.	Informal RFP	Revenue Generation & Partnership Development	\$50,000.00	4/30/2027
4/30/2024		Background Services & Investigations LLC	The Contractor will provide background investigative services for the San Diego County Regional Airport Authority.	RFP	Aviation Security & Public Safety	\$995,000.00	5/29/2027
4/30/2024		Ruthmann Reachmaster North America LP	The Contractor will provide aerial lift annual calibration and training for the San Diego County Regional Airport Authority.	Quote	Facilities Management	\$5,250.00	6/30/2024
4/30/2024		Univision - KLVN	The Contractor will provide radio advertising for the new T1 campaign for the San Diego County Regional Airport Authority.	Informal RFP	Marketing, Arts, & Air Service Development	\$6,859.50	4/26/2024
4/30/2024		Univision - KLQV	The Contractor will provide radio advertising for the new T1 campaign for the San Diego County Regional Airport Authority.	Informal RFP	Marketing, Arts, & Air Service Development	\$8,141.05	12/29/2024
5/2/2024		Cart Mart Inc.	The Contractor will provide golf carts for the San Diego County Regional Airport Authority.	Consortium RFP	Facilities Management	\$46,243.95	4/26/2024
5/3/2024		San Diego Tourism Authority	The Contractor will provide a meeting planners guide for the San Diego County Regional Airport Authority.	Quote	Marketing, Arts, & Air Service Development	\$8,500.00	5/31/2025
5/6/2024		Direct A/V	The Contractor will provide audio paging and crash phone system services for the San Diego County Regional Airport Authority.	RFP	Information & Technology Services	\$600,000.00	4/30/2027

**Attachment "A"**

**AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN APRIL 8, 2024 THROUGH MAY 12, 2024**

**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>
4/15/2024	381303	S&L Specialty Construction Inc	The Contract was approved by the Board at the February 1, 2024 Board Meeting. The Contractor will provide sound attenuation treatments to residences within the highest noise-impacted neighborhoods surrounding the San Diego International Airport.	RFB	QHP & Noise Mitigation	\$1,138,000.00	1/26/2025
5/8/2024		Plante & Moran PLLC	The Agreement was approved by the Board at the April 4, 2024 Board Meeting. The Contractor will provide financial audit services for the San Diego County Regional Airport Authority.	RFP	Accounting	\$1,200,000.00	4/30/2027

## Attachment "A"

## AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN APRIL 8, 2024 THROUGH MAY 12, 2024

Amendments and Change Orders

Date Signed	CIP #	Company	Description of Change	Owner	Previous Contract Amount	Change Order Value ( + / - )	Change Order Value ( % ) ( + / - )	New Contract Value	New End Date
4/12/2024		Foster & Foster Consulting Actuaries, Inc.	The First Amendment is to extend the contract term by Ninety (90) days. The Contractor provides actuarial services for the San Diego County Regional Airport Authority.	Accounting	\$300,000.00	\$0.00	0.0%	\$300,000.00	6/29/2024
4/23/2024		Corgan Associates Inc.	The First Amendment is to increase the rates set forth in Exhibit B.No additional monies are required. The Contractor provides on-call architectural consulting services as a pool of two (2) for the San Diego County Regional Airport Authority.	Airport Design & Construction	\$10,000,000.00	\$0.00	0.0%	\$10,000,000.00	11/9/2024
4/23/2024		Arora Engineers LLC	The First Amendment extends the Agreement term Ninety (90) days. All other terms and conditions remain in effect. The Contractor provides on-call GIS support services for the San Diego County Regional Airport Authority.	QHP & Noise Mitigation	\$550,000.00	\$0.00	0.0%	\$550,000.00	7/29/2024
5/3/2024		SVT Fleet, LLC	The Assignment and Consent Agreement transfers rights, duties and obligations from Southern California Fleet Inc, to SVT Fleet LLC. There is no increase in total compensation. The Contractor provides ARFF maintenance and repair services for the San Diego County Regional Airport Authority.	Facilities Management	\$500,000.00	\$0.00	0.0%	\$500,000.00	6/30/2024
5/6/2024		GCR Inc. dba Tadera	The Third Amendment makes changes to Exhibit B - Compensation & Payment Schedule. No additional monies are required. The Contractor provides property management solution software system services for the San Diego County Regional Airport Authority.	Revenue Generation & Partnership Development	\$660,000.00	\$0.00	0.0%	\$660,000.00	11/30/2027

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN APRIL 8, 2024 THROUGH MAY 12, 2024

**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
5/7/2024		Go1 USA LLC	The Second Amendment was approved by the Board at the April 4, 2024 Board Meeting. The amendment extends the agreement by six (6) months and increases the maximum amount payable. The Contractor provides content library for the learning management system for the San Diego County Regional Airport Authority.	Human Resources	\$99,497.00	\$24,998.50	25.1%	\$124,495.50	10/3/2024







## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**June 2024 Legislative Report**

**Recommendation:**

Adopt Resolution No. 2024-0035, approving the June 2024 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 June 2024 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, President Biden signed into law the 2024 Federal Aviation Administration (FAA) Reauthorization bill, H.R.3935, the Securing Growth and Robust Leadership in American Aviation Act, following its successful passage through the Senate and House of Representatives. Included in the bill were provisions related to the transition to new PFAS-free firefighting foam at airports and a provision to allow five additional slot pairs at Ronald Reagan Washington National Airport (DCA), which is a priority of the Authority. The Authority's legislative team continues to monitor the implementation of new provisions in the FAA reauthorization and for any new funding opportunities available to support the Authority's initiatives and operations.

In Congress, both the House and Senate Appropriations Committees have begun to craft the Fiscal Year (FY) 2025 appropriations bills. The Committees are beginning to hold budget hearings and have provided legislative guidance for member offices. Airports, through national trade associations, are advocating for a set of priorities and programmatic recommendations for the FY 2025 appropriations bills. In May, the Authority's legislative team contacted members of the San Diego congressional delegation to advocate for and

distribute regional letters of support for the Authority's FY 2025 congressionally directed spending request for the "Electrical Infrastructure Improvements Project Phase 2" within the FY 2025 Transportation, Housing, and Urban Development appropriations bill.

The Authority's legislative team continues to actively review and analyze bills for potential impacts on the Authority and San Diego International Airport and does not recommend that the Board adopt any new positions on federal legislation at this time.

## **State Legislative Action**

In Sacramento, Governor Newsom and state lawmakers are working to finalize the state budget for the 2024-25 fiscal year and advance over a thousand bills ahead of the summer recess that begins July 3.

On May 10, the Governor presented his May Revise budget with updated revenue estimates projecting at least a \$27.6 billion deficit this year, as well as ongoing deficits of nearly \$30 billion per year beginning in 2025. While the legislature and Governor agreed on a [set of early actions](#) in April to lower obligations by \$17 billion, addressing the remaining deficit will require more difficult decisions. The May Revise largely makes new cuts, including deep reductions to housing, homelessness, and safety net programs on top of cuts outlined in the January proposal. The Legislature has until June 15 to send a budget plan to the Governor for final action by June 27.

On May 16, the Assembly and Senate Appropriations Committees held their bi-annual suspense file hearings to determine the fate of 1,009 bills. Notably, 32 percent of these failed, compared to the 25 percent average over the past decade, largely attributable to the significant state deficit. AB 2615 (McKinnor), supported by the Authority, did not advance. Bills that were approved now proceed to their respective house floors for a vote prior to the May 24 House of Origin deadline. Bills that failed to advance will be stalled for the remainder of the session.

The Authority's legislative team recommends that the Board adopt a WATCH position on SB 1372 (Newman).

## **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. 2024-0035

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY,  
APPROVING THE JUNE 2024 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 June 2024 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

**June 2024 Legislative Report**

**State Legislation**

**New Assembly Bills**

None

\*Shaded text represents new or updated legislative information

## **Assembly Bills from Previous Report**

AB 3040 (Boerner): Liability policies: lawsuits

### **Background/Summary**

This bill proposes changes to the California Insurance Code. It codifies caselaw that specifies that, in addition to a lawsuit filed in a court of law, a “suit” or “lawsuit” as those terms are used in a liability insurance policy include an order, directive, mandate, requirement, or other regulatory enforcement action or agreement by any federal, state, or local agency with jurisdiction to enforce environmental laws or regulations requiring an insured party to take action with respect to contamination within the state. The bill would ensure this definition does not apply if its application is contrary to the intent of the parties to the policy.

### **Anticipated Impact/Discussion**

This bill has the potential to expedite investigation and remediation of environmental contamination in an around the State, including San Diego Bay. The bill makes it easier for entities, like the Airport Authority, to access insurance coverage for an environmental liability before being triggered by litigation. California’s environmental and water quality regulatory agencies can and do provide regulatory orders and other directives requiring the investigation of contamination, development of plans for cleaning it up, and remediation – often involving administrative proceedings that are analogous to litigation in federal and state court. This provides a pathway to initiate insurance coverage to eliminate expensive wait times and initiate insurance coverage. Ensuring the maximum available funding for the prompt investigation and remediation of contaminated sites in California is a matter of environmental justice, as well as expediting legal processes that needlessly prolong resolution.

**Status:** 04/24/2024 – Failed to meet fiscal policy committee deadline

**Position:** Support (04/04/2024)

\*Shaded text represents new or updated legislative information



**Legislation/Topic**

AB 2615 (McKinnor): Alcoholic beverages: on-sale privileges: airport terminals

**Background/Summary**

AB 2615 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. This bill is a reintroduction of AB 929 (McKinnor) which failed to meet policy committee deadline for two-year bills, the bill language remains the same.

**Status:** 05/16/2024 – Held under submission in Assembly Appropriations Committee

**Position:** Support (03/07/2024)

\*Shaded text represents new or updated legislative information

**Legislation/Topic**

AB 817 (Pacheco) Open meetings: teleconferencing: subsidiary body

**Background/Summary**

Current law authorizes state advisory boards, commissions, committees, and subcommittees or similar multimember advisory bodies to hold a meeting by teleconference without posting participants' physical location until January 1, 2026 [SB 544 (Laird) Stats. 2023, Chapter 216]. AB 817 would provide a narrow exemption under the Ralph M. Brown Act for non-decision-making legislative bodies currently governed by the Ralph M. Brown Act, such as advisory bodies and commissions, to participate in two-way virtual teleconferencing without posting the physical location of members. This would align equal access to civic participation with State advisory bodies.

**Anticipated Impact/Discussion**

AB 817 aligns with the Authority Board's adopted Culture Statement which highlights the importance of diversity within the organization. AB 817 aims to increase both civic engagement and diversity on boards and commissions by removing the in-person requirements for participation. While this measure would not be applicable to the full Authority Board (a decision-making body), AB 817 would apply to the non-decision-making bodies of the Authority Board including its committees, as well as the Authority's advisory committees, including the Airport Noise Advisory Committee (ANAC), which has seen declining engagement and attendance since post COVID-19 restrictions were lifted.

The California Airports Council (CAC) is a member of the local government support coalition. We intend to work closely with CAC and our local government partners as this measure proceeds through the legislative process.

**Status:** 05/29/2024 – Scheduled for a hearing in the Senate Local Government Committee on May 29

**Position:** Support (01/16/2024)

\*Shaded text represents new or updated legislative information

## **New Senate Bills**

SB 1372 (Newman): Airports: third-party vendors: security lanes

### **Background/Summary**

This bill proposes to prohibit public airports in California from entering into agreements with private third-party party vendors to provide expedited security screening that uses existing security lanes unless an agreement existed at the airport before January 1, 2025, or the third-party vendor obtains dedicated Transportation Security Administration (TSA) security lanes. This bill is intended to prevent the expansion of CLEAR Secure, Inc., a biometric identity verification company that provides passengers an expedited security screening.

### **Anticipated Impact/Discussion**

SB 1372 has the potential to prevent airports, without existing contracts with CLEAR, from entering into agreements with the company after January 1, 2025. Currently, CLEAR does not operate at John Wayne International Airport, Hollywood/Burbank Airport, Fresno International Airport, and Santa Barbara Municipal Airport. The bill may cause airports to lose revenues needed to support operations, terminal expansions, and may create cost pressures on other concessionaires and airlines.

This bill was amended in the Senate Transportation Committee to narrow its originally broad prohibition on CLEAR from all airports to now only apply to airports that do not already have a contract with CLEAR as of January 1, 2025. The Airport Authority currently has an agreement with CLEAR.

The prohibition to extend to new airports remains in place until dedicated TSA lanes and lines are provided to CLEAR, which requires additional federal funding. Following these amendments, CLEAR removed their opposition to the measure.

**Status:** 05/22/2024 – Passed Senate (26-7). Ordered to the Assembly

**Position:** Watch (05/23/2024)

\*Shaded text represents new or updated legislative information

**Senate Bills from Previous Report**

None

\*Shaded text represents new or updated legislative information

**Federal Legislation**

**New House Bills**

None

\*Shaded text represents new or updated legislative information

## **House Bills from Previous Report**

### **Legislation/Topic**

H.R. 458 (Cohen): The Transportation Security Administration (TSA) Second Screening Act

### **Background/Summary**

The bill would require the Transportation Security Administration (TSA) to offer passengers a second screening using advanced imaging technology instead of a mandatory physical pat-down. It aims to limit physical interaction between agents and passengers to protect their privacy and screening preferences. It will additionally increase health and safety from diseases like COVID-19.

### **Anticipated Impact/Discussion**

The San Diego International Airport prioritizes safety concerns and the privacy of their passengers. An option for additional screening instead of a pat-down would help passengers feel safer and prevent the spread of communicable diseases. It would also prevent passengers who may feel uncomfortable with being touched from undergoing an unnecessary physical search. However, security wait times could also be affected by the increased screenings.

**Status:** 02/08/2023 – Referred to the Subcommittee on Transportation and Maritime Security

**Position:** Watch (04/06/2023)

\*Shaded text represents new or updated legislative information

**New Senate Bills**

None

\*Shaded text represents new or updated legislative information

## **Senate Bills from Previous Report**

### **Legislation/Topic**

S.66 (Klobuchar): NOTAM Improvement Act

### **Background/Summary**

The bill would require the Federal Aviation Administration (FAA) to establish a task force to strengthen the resiliency and cybersecurity of the Notice to Air Missions (NOTAM) system. The task force would include representatives from air carriers, airports, airline pilots, aircraft dispatchers, and FAA personnel unions, as well as aviation safety and cybersecurity experts. It is the companion legislation to H.R. 346 which was introduced by Rep. Stauber.

### **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. Modernizing NOTAM would ensure safer flight routes and help prevent mass system shutdowns or collisions. The task force would additionally assist with improving government oversight and cybersecurity.

**Status:** 12/13/2023 – Placed on Senate Legislative Calendar under General Orders

**Position:** Watch (04/06/2023)

\*Shaded text represents new or updated legislative information



## **Legislation/Topic**

S.1033 (Schatz): Natural Hazard Resilience for Airports Act

## **Background/Summary**

This bill would ensure that airport projects pertaining to emergency preparedness and natural disasters will be able to receive financing from the Federal Aviation Administration's Airport Improvement Program (AIP). The legislation intends to help airports recover rapidly from storm damage by allowing them to use current Airport Improvement Program funds to prepare for and rebuild after severe weather events.

## **Anticipated Impact/Discussion**

The San Diego International Airport is situated in a region susceptible to severe weather events and would benefit from the expansion of eligible uses of AIP funding. Ensuring that projects related to emergency preparedness and natural disasters would become eligible for AIP funding will benefit the Airport should SAN undertake additional projects to mitigate impacts and harm from severe weather and natural disasters.

**Status:** 03/29/2023 – Read twice and referred to the Commerce, Science, and Transportation Committee

**Position:** Support (05/04/2023)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

S.1055 (Markey) / H.R. 3896 (Cohen): The Airport Infrastructure Resilience Act

## **Background/Summary**

The bill would require the Secretary of Transportation to establish a pilot program to provide airports with funds to increase their climate resilience and ensure airports are prepared to respond to climate change, extreme weather events, and natural disasters.

## **Anticipated Impact/Discussion**

The San Diego International Airport is situated in a location that could be subject to impacts of climate change, severe weather, and natural disasters. This bill would create funds for resilient aviation systems equipped to respond to climate impacts.

**Status:** 03/29/2023 – Read twice and referred to the Commerce, Science, and Transportation Committee

**Position:** Support (05/04/2023)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

S.1058 (Reed): the Protection from Abusive Passengers Act

## **Background/Summary**

This bill would have the TSA create and manage a program to prevent abusive passengers from flying on commercial aircraft. The passengers added to banned fliers list will consist of people who have been convicted of or have received civil penalties for threatening or physical or sexually assaulting aircraft crew members, Federal airport employees and air carrier employees. The bill would provide TSA with flexibility in determining the length of a ban based on the offense and would enable airlines to share data on passengers added to the banned fliers list. The bill is the companion legislation to H.R.2394 sponsored by Rep. Swalwell.

## **Anticipated Impact/Discussion**

The San Diego International Airport would benefit from a nationwide no-fly list to ensure the safety of airport employees and the safety of the airport's environment. If passed, the bill would impact passengers previously convicted or fined for airplane travel incidents and ban them from commercial air travel in the United States.

**Status:** 03/29/2023 – Read twice and referred to the Commerce, Science, and Transportation Committee

**Position:** Support (05/04/2023)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

S.1154 (Peters): Promoting Women in Aviation Act

## **Background/Summary**

This bill would make the Women in Aviation Advisory Board, which was formed in the 2018 FAA Reauthorization bill, a permanent body in the Federal Aviation Administration. In March 2022, the advisory board formed and released a report with recommendations for the FAA, aviation industry, and Congress on how to encourage more women to pursue careers in aviation and remain in the sector but was unable to follow up on the recommendation laid out in the report. Thus, the bill will allow the Board to follow up recommendations.

## **Anticipated Impact/Discussion**

The San Diego International Airport supports the efforts to improve recruitment, retention, and advancement of women across the aviation industry. The work of the Women in Aviation Advisory Board to follow up on its recommendations will support and strengthen the aviation workforce and promote the growth of women in the aviation industry.

**Status:** 03/30/2023 – Read twice and referred to the Commerce, Science, and Transportation Committee

**Position:** Support (05/04/2023)

\*Shaded text represents new or updated legislative information

## **Legislation/Topic**

S.1433 (Lummis): Airports PFAS Liability Protection Act

## **Background/Summary**

This bill would exempt airports from liability under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980 for the release of certain per- and polyfluoroalkyl substances (PFAS) substances. The Environmental Protection Agency (EPA) has designated PFAS as hazardous materials and substances under CERCLA, which would open airports, which were required by federal law to use PFAS-contaminated firefighting foam at airports, to CERCLA liability by the EPA or third parties. Thus, the bill will allow airports to have CERCLA liability protection.

## **Anticipated Impact/Discussion**

The San Diego International Airport supports efforts of the aviation industry to transition away from the use of fluorine firefighting foam containing PFAS, as regulated under federal law. The designation of PFAS as hazardous materials under CERCLA could subject the airport to liability claims. The legislation would protect the airport from CERCLA liability claims and recognize that the use of PFAS at airports was due to the airport's compliance with federal fire suppression regulations.

**Status:** 05/03/2023 – Read twice and referred to the Environment and Public Works Committee

**Position:** Support (06/01/2023)

\*Shaded text represents new or updated legislative information

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Appointment of Public Member to the Audit Committee**

### **Recommendation:**

Adopt Resolution No. 2024-0036, appointing Gretchen Newsom as a public member to the Audit Committee to commence July 2024 for a three-year term.

### **Background/Justification:**

Section 170018 of the Public Utilities Code and Authority Policy 1.50 (5)(c)(ii) describe the Audit Committee, its composition, function, oversight responsibilities, membership, and qualifications for public members.

The Board initially appointed Gretchen Newsom as a public member of the Audit Committee on June 3, 2021, to serve for a three-year term, which expires June 2024. Gretchen Newsom meets the following criteria, as required by Policy 1.50 - Governance and Committees: ***A person who resides within the airport influence area of the San Diego International Airport.*** The Board Chair recommends that the Board appoint Gretchen Newsom as a public member to the Audit Committee for a new three (3) year term, commencing in July 2024.

### **Fiscal Impact:**

Legislation limits compensation for Board Members to \$200 per day of service, with a maximum of eight (8) days per month. Adequate funds for Board and Committee Member compensation are included in the Authority Board Department adopted FY 2024 and conceptually approved FY 2025 Operating Expense Budgets.

## 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:

Matt Harris  
Director, Government Relations

RESOLUTION NO. 2024-0036

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPOINTING GRETCHEN NEWSOM AS A PUBLIC MEMBER TO THE AUDIT COMMITTEE TO COMMENCE JULY 2024 FOR A THREE-YEAR TERM

**WHEREAS**, Section 170018 of the Public Utilities Code and Authority Policy 1.50 (5)(c)(ii) outline the requirements for the appointment of public members to the Audit Committee; and

**WHEREAS**, Gretchen Newsom was appointed to the Audit Committee on June 3, 2021 to serve a three-year term, which expires June 30 2024; and

**WHEREAS**, Gretchen Newsom's background and experience is consistent with Category VI requirements outlined under Section 170018 of the Public Utilities Code; and

**WHEREAS**, the Board wishes to appoint Gretchen Newsom as a public member to the Audit Committee for a new three (3) year term, commencing in July 2024.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby appoints Gretchen Newsom as a public member to the Audit Committee to commence July 2024 for a three-year (3) term; 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

---

SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Reject the Claim of Andrew Bethay**

**Recommendation:**

Adopt Resolution No. 2024-0037 rejecting the claim of Andrew Bethay.

**Background/Justification:**

On May 5, 2024, Andrew Bethay filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, Bethay alleges that on April 10, 2024, he was injured as the result of falling on the escalator in Terminal Two at San Diego International Airport. Bethay claims damages in the amount of one million dollars to include bodily injuries.

As described above, Bethay alleges that on April 10, 2024, he was using an escalator when he fell due to negligent maintenance and supervision by the Airport Authority and its employees. As a result of the fall, he claims that he bruised his ribs and broke bones in his knee. Because of the injuries, he was unable to fly as scheduled.

Bethay's claim should be denied. There was no dangerous condition nor notice of a dangerous condition. An investigation into the incident revealed no such incident described by the claimant took place on April 10, 2024. A Harbor Police report from December 28, 2023, involving the claimant was found that revealed his own statement to officers was that his luggage was caught on the escalator. A video of the incident revealed he tried to get on the escalator sideways with his back against the stationary side wall. As the steps moved upward his body remained against the stationary side wall, causing him to trip over his own bag and fall. The General Counsel has reviewed the claim and recommends rejection.

**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

# ATTACHMENT A



## 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: Andrew Bethay/ co David Achord, Esq.	
2) Address to which correspondence regarding this claim should be sent: co David Achord, Esq. 4025 Camino Del Rio South, STE 100 San Diego, Ca 92108	
Telephone No.: 619-338-8230	Date: May 1, 2024
3) Date and time of incident: April 10, 2024	
4) Location of incident: San Diego International Airport	
5) Description of incident resulting in claim:  Clamiant fell on the escalator at the San Diego International Airport due to negligent maintenance and supervision by San Regional Airport Authority and their employees. As a result of his fall, he bruised ribs, and broke bones in his knee. Claimant had to get an ambulance to hospital to recieve care for his injuries. Due to these injuries, he also had to cancel his flight and wait to be able to fly to his desired destination.	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known:  San Diego County Regional Airport Authority	
7) Persons having firsthand knowledge of incident:	
Witness (es)	Physician(s): Southeast Orthopedic Specialists, LLC
Name: Andrew Bethay	Name: Pavel Balduyeu, MD
Address: 4025 Camino Del Rio South, STE 100	Address: 15255 Max Leggett Pkwy Ste 5300
San Diego, Ca 92108	Jacksonville, FL
Phone: 619-338-8230	Phone: 904-634-0640

ATTACHMENT A

8) Describe property damage or personal injury claimed:

Claimant sustained injuries to his ribs, knee, and back of his head.

9) Owner and location of damaged property or name/address of person injured:

Andrew Bethay  
4025 Camino Del Rio South, STE 100  
San Diego, Ca 92108

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.

Claimant sustained injuries to his ribs, knee, and back of his head. Resulting in broken bones and torn Muscles. Claimant's damages amount to a total of \$1,000,000.00.

Dated: May 1, 2024

Claimant:



(Original Signature)

**Notice to Claimant:**

Where space is insufficient, please use additional paper and identify information by proper section number. You or your representative are required to sign this form (G.C. §910.2). Presentation of a false claim with intent to defraud is a felony (Penal Code §72).

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  
2417 McCain Rd.  
San Diego, CA 92101



**ATTACHMENT A**  
**SAN DIEGO INJURY LAW CENTER**

Executive Suites  
4025 Camino Del Rio South, Suite 100  
San Diego, CA 92108  
Telephone: (619) 338-8230  
Facsimile: (619) 338-8134

**PROOF AND ACKNOWLEDGMENT OF REPRESENTATION**

I state for the purpose of representation pursuant to the *California Code of Regulations*, Title 10, Chapter 5, Section 2695.2(c), that San Diego Injury Law Center, shall represent me in the entirety of my claim for any and all loss, damages or injury I suffered until my case is settled, when final judgment or verdict is handed down, or until further notification. I have also been advised that *California Insurance Code* section 556.0 contains the following language: It is unlawful to (a) present or cause to be presented any false or fraudulent claim for the payment of a loss under any contract of insurance; (b) prepare, make or subscribe any writing, with intent to present or use the same, or to allow it to be presented or used in support of any such claim.

**UNLIMITED AUTHORIZATION FOR PROCUREMENT OF ALL RECORDS**

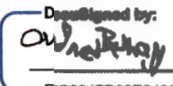
I hereby authorize San Diego Injury Law Center, or their agents or representatives, to examine, inspect, or make photostatic copies of any and all medical, billing, hospital, physician, psychiatric, x-ray, MRI, CT scan, laboratory, healthcare provider, employment, federal and state tax, education, schooling, sheriff, highway patrol, police, criminal, disability, Social Security, or insurance records and any and all other records whatsoever without limitation that may be related to the undersigned. THIS AUTHORIZATION CONSTITUTES A BLANKET AUTHORIZATION AND IS VALID FOR THREE (3) YEARS FROM THE DATE SIGNED. AN EXECUTED PHOTOCOPY OF THIS AUTHORIZATION SHALL BE DEEMED AS VALID AS THE ORIGINAL EXECUTED AUTHORIZATION.

**EXCLUSIVE ASSIGNMENT OF RIGHTS**

The undersigned hereby expressly assigns the exclusive rights for medical payment benefits to San Diego Injury Law Center in trust for the undersigned. Under no circumstances may medical payments benefits be paid to medical care providers even if the insurer receives a purported subsequent assignment. For the protection of the client, no later in time assignment can revoke this assignment of rights. You are further requested to disclose no information to any other person or entity, other than Injury Law Center, without written authorization from same to do so. This release shall act as a revocation of any and all other release or authorization forms which I may have signed prior to the effective date below.

**POWER OF ATTORNEY**

I hereby grant San Diego Injury Law Center the "Power of Attorney" to execute documents including settlement agreements, releases, pleadings, authorizations, verifications, dismissals, orders and all other documents which I could properly execute, including drafts, checks and all other documents issued, without limitation.

SIGNED:   
PRINTED NAME: ANDREW BETHAY  
DATED: 4/5/2024

RESOLUTION NO. 2024-0037

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY,  
REJECTING THE CLAIM OF ANDREW BETHAY

**WHEREAS**, on May 5, 2024, Andrew Bethay filed a claim with the San Diego County Regional Airport Authority (“Authority”) for losses he claims were the result of falling on an escalator while in Terminal Two at San Diego International Airport; and

**WHEREAS**, at its regular meeting on June 6, 2024, the Board considered the claim filed by Andrew Bethay 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 Andrew Bethay; 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

---

SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

---

AMY GONZALEZ  
GENERAL COUNSEL





## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Reject the Claim of William McLean**

**Recommendation:**

Adopt Resolution No. 2024-0038, rejecting the claim of William McLean.

**Background/Justification:**

On May 7, 2024, William McLean filed a claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, McLean alleges that on November 13, 2023, his oversized specialty luggage containing offshore fishing rods was stolen from the American Airlines baggage claim office in Terminal Two at San Diego International Airport. McLean claims damages in the amount of \$4,330.80 to include the replacement cost of the rods and the specialty luggage.

As described above, McLean alleges that on November 13, 2023, he and his brother were returning to San Diego from an international fishing trip in Loreto, Mexico. Their oversized specialty fishing rod case was not loaded on to the final leg of their trip from Phoenix to San Diego according to American Airlines. McLean was told by airline staff the luggage would be on a flight later that day. Upon sending his friend to collect the luggage later, McLean claims it could not be located even though the airline had tracked its arrival at San Diego International Airport. McLean subsequently filed a claim for the loss with the airline, however it was denied for the lack of supporting receipts and documentation for the items.

McLean's claim should be denied. McLean filed a police report with HPD and a subsequent investigation showed an unidentified male collecting the oversized specialty luggage. American Airlines had sole care, custody, and control of the luggage through its agreement with McLean. The General Counsel has reviewed the claim and recommends rejection.

**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

# ATTACHMENT A



## ACCIDENT OR DAMAGE

### CLAIM FORM

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

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

1) Claimant Name: <i>William Joe Mclean</i>	
2) Address to which correspondence regarding this claim should be sent: <i>11403 Lake Vicente Dr. Lakeside, CA 92040</i>	
Telephone No.: <i>619-992-6046</i>	Date: <i>5/3/24</i>
3) Date and time of incident: <i>11/13/23 6PM</i>	
4) Location of incident: <i>3207 N. Harbor Dr., Terminal 2, Lindbergh Field - San Diego 92101</i>	
5) Description of incident resulting in claim:  <i>Unsecured, un-monitored oversized baggage and personal property at oversize baggage claim Terminal 2, resulting in theft. See attached police report and claim filed with American Airlines. AA failed to deliver property on our flight. Delivered it to Terminal 2 after hours without notice. Left unattended and unsecured by airport personnel and all involved until stolen by unknown. Claim filed with AA, denied (attached).</i>	
6) Name(s) of the Authority employee(s) causing the injury, damage or loss, if known:  <i>Unknown</i>	
7) Persons having firsthand knowledge of incident:	
Witness (es) <i>W. Joe Mclean Jon Mclean</i>	Physician(s): <i>Officer: SD Harbor Police</i>
Name: <i>Jon Mclean</i>	Name: <i>Salvador Arreola</i>
Address: <i>3560 Red Cedar way Lake Oswego OR 97035</i>	Address: <i>3165 Pacific Hwy. San Diego, CA 92101</i>
Phone: <i>503-888-2851</i>	Phone: <i>619-686-6272</i>

ATTACHMENT A

8) Describe property damage or personal injury claimed:
Stolen property - offshore fishing rods - \$4330.80 Please see attached police report and itemized loss list.
9) Owner and location of damaged property or name/address of person injured:
William Joe McLean 11403 Lake Vicente Dr. Lakeside CA 92040
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.
Please see attached

Dated: 5/3/24

Claimant:

  
(Original Signature)

**Notice to Claimant:**

Where space is insufficient, please use additional paper and identify information by proper section number. You or your representative are required to sign this form (G.C. §910.2). Presentation of a false claim with intent to defraud is a felony (Penal Code §72).

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  
2417 McCain Rd.  
San Diego, CA 92101



PASSENGER PROPERTY QUESTIONNAIRE

AA Advantage: \_\_\_\_\_

File Reference Number: SANAA 74608005

Type of Claim: (check all that apply)	
<input checked="" type="checkbox"/> Lost Luggage	<input type="checkbox"/> Missing Contents
<input type="checkbox"/> Damaged Luggage and/or Contents	<input type="checkbox"/> Delay Expenses

Mr. <input checked="" type="checkbox"/> First Mrs. <input type="checkbox"/> Middle Ms. <input type="checkbox"/> Last Name	WILLIAM JOE MCLEAN	Phone Number	
Permanent Mailing Address	Number Street Apt.	Temporary Mailing Address	Number Street Apt.
City	State	City	State
Zip Code		Zip Code	
Country		Country	
Postal Code		Postal Code	
Email Address:	Employed by: SELF Occupation: CONTRACTOR		
INFO @ MCLEAN CUSTOM HOMES . COM			

Your Complete Flight Itinerary

From	To	Airline	Flight Number	Travel Date
LORETO MEX	PHOENIX ARIZ	AA	3291 Q	NOV 13 23
PHOENIX ARIZ	SAN DIEGO CA	AA	1951 Q	NOV 13 23

Have you, or any member of your household, had a previous baggage claim with AA or any other airline in the last 5 years? Yes  No

If yes, list each airline, claimant name and dates (attach an additional page if necessary)

Airline(s) \_\_\_\_\_ Name(s) \_\_\_\_\_

Date(s) \_\_\_\_\_

Information gathered on this form may be shared with other airlines, local, state and federal law enforcement agencies or private insurers.

Number of ticketed passengers traveling in your party: 2	Number of passengers claiming missing baggage: 1	Purpose of trip? FISHING	Length of stay? 6 DAYS
Were you charged for excess and/or overweight baggage: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Did you declare and pay for excess value: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Value declared: \$		
Have you received your baggage: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, when was your bag received M/D/Y?			
Was airline notified of loss immediately? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, at what office? SAN DIEGO By telephone <input type="checkbox"/> In person <input checked="" type="checkbox"/>			
If airline was not notified within 4 hours, state the reason for the delay:			
Where and when did you last see your baggage? CUSTOMS AND AA BAGGAGE COUNTER PHOENIX			
Has this loss been reported to another airline and/or insurance company? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please provide name of airline and city where reported and/or insurance company and phone number.			

Certification and Understanding

APPLICABLE IN USA ONLY. It is expressly understood and agreed by the claimant that the furnishing of this form and any assistance given by employees of American Airlines, Inc., are acts of courtesy and shall not constitute a waiver of any rights or an admission of liability by or on the part of American Airlines, Inc., its employees or agents. Any other information and/or documents relating to this statement which are required by American Airlines Inc., will be furnished by claimant upon request and shall be considered part of this statement.

The United States Post Office has investigative jurisdiction under federal laws relating to sending false or fraudulent claims through the United States mail and any such claims received by American Airlines, Inc., are reported to the United States Postal Authorities. Loss of baggage in interstate shipment or of articles from such baggage come within the purview of federal statutes relating to thefts from interstate shipment and, are therefore, subject to investigation by the Federal Bureau of Investigation.

Complete Reverse Side

# ATTACHMENT A

Form OP124  
Rev 04/13/2021

# American Airlines

## BAGGAGE AND CONTENT DESCRIPTION

**NOTE: When more than one piece of baggage is lost, complete a separate baggage and content list for each missing bag.**

Baggage routing: <b>LORETO TO PHOENIX TO SAN DIEGO</b>	Flight number(s) on claim check: <b>1951 - 3291</b>	Airport checked from: <b>PHOENIX TO SAN DIEGO</b>	Airport checked to:
Baggage tag number(s): <b>AA 8001 012 235</b>		Passenger ticket number(s): <b>SEAT 18E</b>	
Number of bags checked: <b>2</b>	Number of bags received: <b>1</b>	Baggage checked at: Curbside <input type="checkbox"/> Ticket Counter <input type="checkbox"/> Gate <input checked="" type="checkbox"/> Other <input type="checkbox"/>	
Was baggage rechecked and new tags issued? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, at what airport?			
Was baggage available at Customs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, at what city? <b>PHOENIX</b>			
Give details if the original routing was changed after starting your trip:			
Was your property packed in a box? Yes <input type="checkbox"/> No <input type="checkbox"/> Was your property packed with an external cover? (example: golf bag) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is the name on the bag(s) different from the passenger? If so, what name?			
Please list any initials, marks, tags, ribbons, cords, tape or other exterior markings on your bag(s): <b>THE FISHING ROD CARRIER HAD A "YELLOW DOG" STICKER SHAPED LIKE MONTANA. ALSO, TUBE LID WAS SECURED WITH ORANGE TAPE</b>			

Bag Type	Material	Color(s)	Brand	Bag Dimensions	Open/Close with Zipper	Wheels	Retractable Handle	Purchase Date	Cost of Bag
<b>ROD HOLDER</b>	<input checked="" type="checkbox"/> Hard <input type="checkbox"/> Soft	<b>BLACK</b>	<b>PLANO</b>	<b>8" ROUND x 96" LONG</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>2021</b>	<b>149.95</b>

Gender = M: Male F: Female CH: Child I: Infant (under 2 yrs)

Qty	Article/Item	Size	Gender M.F.CH.I	Description	Color	Material	Brand Label	Store Purchased	Purchase Date	Original Cost
<del>1</del>	<del>Shoes</del>	<del>12</del>	<del>M</del>	<del>White with blue stripes</del>	<del>White</del>	<del>Leather</del>	<del>Nike</del>	<del>OSP</del>	<del>2017</del>	<del>200.00</del>
<del>1</del>	<del>T-Shirts</del>	<del>L</del>	<del>M</del>	<del>Undershirts</del>	<del>White</del>	<del>Cotton</del>	<del>Flaves</del>	<del>OSP</del>	<del>2017</del>	<del>200.00</del>
<b>1</b>	<b>SHIMANO</b>	<b>8'0"</b>	<b>M</b>	<b>TERAMAR WEST COAST 80M</b>			<b>80M</b>	<b>FISHERMANS LANDING</b>	<b>DEC '17</b>	<b>209.95</b>
	" "	" "		" "			<b>80MH</b>	" "	" "	<b>219.95</b>
	" "	" "		" "			<b>80H</b>	" "	" "	<b>219.95</b>
	<b>PHENIX</b>	<b>7'11"</b>		<b>MI INSHORE 7.11</b>			<b>M</b>	" "	<b>DEC '18</b>	<b>229.95</b>
	" "	<b>8'2"</b>		" "			<b>82</b>	" "	" "	<b>309.95</b>
	<b>SEEKER</b>	<b>8'0"</b>		<b>INSHORE PRO 708</b>				" "	<b>NOV. '19</b>	<b>389.95</b>
	" "	<b>8'0"</b>		" "			<b>709</b>	" "	" "	<b>389.95</b>
	" "	<b>7'11"</b>		" "			<b>808</b>	" "	" "	<b>409.95</b>
	" "	<b>7'11"</b>		" "			<b>809</b>	" "	" "	<b>409.95</b>
	<b>SHIMANO</b>	<b>8'0"</b>		<b>CURADO</b>			<b>711</b>	" "	<b>JUNE '16</b>	<b>179.95</b>
	" "	<b>8'0"</b>		" "			<b>M</b>	" "	" "	<b>189.95</b>
	<b>CAL STAR</b>	<b>8'6"</b>		<b>CUSTOM MARLIN CASTER</b>				" "	" "	<b>499.95</b>
	<b>PLANO ROD TUBE</b>			<b>WITH WHEELS</b>				" "	<b>2021</b>	<b>149.95</b>

If additional space is needed, please attach a separate page. Be sure to include a complete description and cost for each item along with receipts for all items valued over \$100.00. Please note: Receipt(s) for all items are required for Missing Content claims.

<b>TOTAL:</b>	<b>\$ 4019.30</b>
	<b>TAX 311.50</b>
	<b>4,330.80</b>

I do hereby warrant the foregoing statement and those on the accompanying forms to be accurate, complete and true. I hereby make a claim against American Airlines, Inc., in the amount of \$ 4,330.80 for a loss occurring on 11/13/23.

*[Signature]*
12-11-23
Date
Claimant signature\*
Date

\*Signatures are required for each passenger claiming lost property. Parents may sign for their children under age 18.



Dear American Airlines Customer,

Please accept our sincere apology for the mishandling of your property. We understand your concern and realize the inconvenience this causes. Now that you have made your initial report, completing this form will allow us to intensify our tracing efforts with the goal of locating and returning your property.

Complete all areas of this form and return it to us no later than 30 days from date of travel for Loss; and 30 days for Damage/Missing Contents from the date of travel and/or the date the bag was received. Failure to return this completed form to us within the time frame may result in the denial of your claim.

**Check list:**

- Airline ticket receipts
- Baggage claim checks
- Original receipts are required for reimbursement of all delay expenses
- Receipt(s) for excess value claimed
- Receipt(s) for excess baggage charges paid
- Receipt(s) for all items valued over \$100.00
- Receipt(s) for all items are required for Missing Content claims
- Clear and legible government issued photo identification for each passenger making a claim
- Damage claims: retain all damaged bags and/or contents until your claim has been resolved
- Retain a copy of all documents submitted to the airline for your personal records

*\*purchased over many years estimate included from local supplier.*  
*- Harbor Police report filed in order to document baggage was taken by another unauthorized person*

Please return completed form to us by submitting it online at [aa.com/contactbags](http://aa.com/contactbags). If unable to submit the form electronically, mail it to the address below:

American Airlines, Inc.  
Central Baggage  
4000 E Sky Harbor Blvd.  
Phoenix, AZ 85034

**Liability Limitations:**

Liability for loss, delay, or damage to baggage will be limited as follows:

**Domestic Travel** (wholly within the United States) – \$3,800 per ticketed passenger for travel on or after April 13, 2021 Certain items are excluded from liability; see Contract of Carriage at [AmericanAirlines.com](http://AmericanAirlines.com)

**International Travel** (including domestic portions of international itineraries) is covered by the Montreal Convention – 1,288 SDRs (Special Drawing Rights) per ticketed passenger

Thank you for your cooperation,

Your American Airlines Central Baggage Team



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PLAN TRAVEL

TRAVEL INFORMATION

AADVANTAGE®



# Track your bags

« Back to search

- Bag tracking might not be available at all airports.
- If one or more of your flights is on another airline, check with that airline for updates.
- Check with our baggage service office if your bags aren't at the baggage claim.

## Your flight from Loreto November 13, 2023

☉ Bag tag # 8001012235

Arrived at baggage claim in San Diego

Status	Location	Date	Local time	Flight#
Baggage claim	San Diego, California (SAN)	November 13, 2023	06:19 PM	AA 1766
Unloaded from plane	San Diego, California (SAN)	November 13, 2023	06:05 PM	AA 1766
Loaded on plane	Phoenix, Arizona (PHX)	November 13, 2023	05:24 PM	AA 1766
En route/Arriving soon	Phoenix, Arizona (PHX)	November 13, 2023	03:21 PM	--
Baggage claim	Phoenix, Arizona (PHX)	November 13, 2023	02:05 PM	AA 3291
Unloaded from plane	Phoenix, Arizona (PHX)	November 13, 2023	01:50 PM	AA 3291
Loaded on plane	Loreto, Mexico (LTO)	November 13, 2023	11:43 AM	AA 3291
Checked in	Loreto, Mexico (LTO)	November 13, 2023	10:16 AM	--

☉ Bag tag # 8001012181

Arrived at baggage claim in San Diego

☉ Bag tag # 8001012182

Arrived at baggage claim in San Diego

☉ Bag tag # 8001012236

Arrived at baggage claim in San Diego

### Help

- Contact American
- Receipts and refunds
- FAQs
- Agency reference
- Cargo
- Bag and optional fees

### About American

- About us
- We're hiring! Join our team
- Investor relations
- Newsroom
- Legal, privacy, copyright
- Environmental, social and governance

### Extras

- Business programs
- Gift cards
- American Airlines credit
- Trip insurance

### Privacy and cookies

We use cookies on our website. Your interactions and personal data may be collected on our websites by us and our partners in accordance with our [privacy policy](#).

Ok

RESOLUTION NO. 2024-0038

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY,  
REJECTING THE CLAIM OF WILLIAM MCLEAN

**WHEREAS**, on May 7, 2024, William McLean filed a claim with the San Diego County Regional Airport Authority (“Authority”) for losses he claims were the result of the theft of his oversized specialty luggage containing offshore fishing rods from the baggage claim office of American Airlines in Terminal Two at San Diego International Airport; and

**WHEREAS**, at its regular meeting on June 6, 2024, the Board considered the claim filed by William McLean 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 William McLean; 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

---

SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

---

AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Deny the Application for Leave to Present a Late Claim of Antoinette Synesiou**

**Recommendation:**

Adopt Resolution No. 2024-0039 denying the Application for Leave to File a Late Claim of Antoinette Synesiou.

**Background/Justification:**

On May 9, 2024, Antoinette Synesiou filed an Application for Leave to File a Late Claim ("Attachment A") with the San Diego County Regional Airport Authority ("Authority"). Specifically, Synesiou filed an Application for Leave to Present a Late Claim ("Application") for an incident that took place on June 5, 2023, when she claims she slipped and fell near a crew lounge room in Terminal Two at San Diego International Airport.

Synesiou claims that on June 13, 2023, her attorney put the Authority on notice of the claim by mailing a Request for Preservation of Evidence to the Authority. On June 20, 2023, the Authority received the Request for the Preservation of Evidence from Russell & Lazarus law firm. It did not contain a claim nor any description of the incident as required by law. On January 29, 2024, the Authority received a letter of representation from Russell & Lazarus law firm. Again, the letter did not contain a claim nor any description of the incident. On April 25, the General Counsel's office received a phone call from Chris Russell of Russell & Lazarus law firm. Mr. Russell requested a claim form without providing information about the identity of the claimant. The Authority emailed the claim form to the Russell & Lazarus law firm the same day. The Authority received no other correspondence from Synesiou or Russell & Lazarus law firm other than those noted above from the time of the incident to the present.

The Application should be denied because Synesiou failed to comply with the law. Specifically, Government Code section 910 requires the following:

A claim shall be presented by the claimant or by a person acting on his or her behalf and shall show all of the following:

(a) The name and post office address of the claimant; (b) The post office address to which the person presenting the claim desires notices to be sent; (c) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted; (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim; (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known; (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Here, the letters sent by Synesiou's attorney on June 13, 2023 (Attachment A, Exhibit B - 1) and January 22, 2024 (Attachment A, Exhibit B -7) were not claims and did not include any information required by the statute. California Government Code Section 911.2 requires claims filed with government entities to be presented not later than six months (180 days) of the date of the occurrence. Government Code Section 911.4 (a) states when a claim that is required by Section 911.2 to be presented not later than six months after the accrual of the cause of action is not presented within that time, a written application may be made to the public entity for leave to present that claim. California Government Code Section 911.4 (b) states the application shall be presented to the agency within a reasonable time not to exceed one year after the accrual of the cause of action and shall state the reason for the delay in presenting the claim and should include the proposed claim. Here, there is no reason stated as to why the claim was never submitted other than counsel claims he was unable to determine the owner of San Diego International Airport, despite the information being readily available with a simple Google search for "San Diego International Airport". ("Attachment B"). The General Counsel has reviewed the Application filed by Antoinette Synesiou. It does include the proposed claim ("Attachment A, Exhibit A") but fails to state facts sufficient for relief and the Authority would be prejudiced in its defense of the claim if it were granted. The General Counsel recommends denial.

## **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

1 Christopher E. Russell, Esq.  
2 Marc Lazarus, Esq.  
3 **RUSSELL & LAZARUS APC**  
4 1401 Dove Street, Suite 310  
5 Newport Beach, CA 92660  
6 Telephone No.: (949) 851-0222  
7 Fascimile No.: (949) 851-2422  
8 Email: Legal@lawrussell.com

9 **Attorneys for Claimant**

10 **CLAIM FOR DAMAGES**

11 ANTOINETTE SYNESIOU,

12 Claimant,

13 vs.

14 SAN DIEGO COUNTY REGIONAL  
15 AIRPORT AUTHORITY,

16 Respondent.

**NOTICE OF CLAIM FOR  
DAMAGES TO A  
GOVERNMENTAL/PUBLIC  
ENTITY PURSUANT TO  
GOVERNMENT CODE § 910;  
APPLICATION FOR LEAVE TO  
FILE LATE CLAIM PURSUANT TO  
GOVERNMENT CODE § 911.4, ET  
SEQ.**

17  
18  
19  
20  
21 **TO: SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

22 PLEASE TAKE NOTICE that Claimant ANTOINETTE SYNESIOU  
23 (“Claimant”) hereby makes a personal injury claim against SAN DIEGO COUNTY  
24 REGIONAL AIRPORT AUTHORITY (“Respondent”) pursuant to § 910 of the  
25 Government Code, and further applies for leave to present a late claim pursuant to  
26 Government Code § 911.4, et seq. A copy of Claimant’s completed “Accident or Damage  
27 Claim Form” is attached hereto as **Exhibit “A.”** Claimant further makes the following  
28



1 statements in support of her claim and Application for Leave to File Late Claim pursuant  
2 to Government Code § 911.4, et seq.:

3 **I. ALL NOTICES OR OTHER COMMUNICATIONS CONCERNING THIS**  
4 **CLAIM SHOULD BE SENT TO:**

5 Christopher E. Russell, Esq.  
6 Marc Lazarus, Esq.  
7 **RUSSELL & LAZARUS APC**  
8 1401 Dove Street, Suite 310  
9 Newport Beach, CA 92660  
10 Telephone No.: (949) 851-0222  
11 Fascimile No.: (949) 851-2422  
12 Email: [Legal@lawrussell.com](mailto:Legal@lawrussell.com)

11 **II. CLAIMANT'S NAME AND ADDRESS:**

12 Claimant's name is Antoinette Synesiou, and her address is 4985 Chalet Drive,  
13 Oceanside, CA 92057.

14 **III. DATE, TIME AND LOCATION OF INCIDENT:**

15 The subject incident took place on June 5, 2024 at approximately 5:10 a.m. at or  
16 near the crew member lounge in Terminal 2 of the San Diego International Airport, located  
17 at 3225 N. Harbor Dr., San Diego, California.

18 **IV. FACTS GIVING RISE TO CLAIM:**

19 At the time of the subject incident, Claimant was a flight attendant walking towards  
20 the crew member lounge located inside the San Diego International Airport. As Claimant  
21 walked towards the crew lounge, she slipped and fell on liquid that was left on the ground  
22 by cleaning crew that were operating a cleaning machine nearby, causing serious injuries  
23 to Claimant.

24 As such, San Diego County Regional Airport Authority is responsible for  
25 Claimant's injuries to its failure to maintain said public walkway free of hazard and in a  
26 safe condition, as well as due to its failure, and/or its agents or employees' failure, to give  
27 adequate warning of the unsafe conditions that existed at the time of the subject incident.  
28



1 **V. INJURIES/DAMAGES SUSTAINED:**

2 Claimant suffered injuries to various parts of her body, including but not limited  
3 to: neck injuries, crush injury to right elbow, crush injury to left knee, crush injury to left  
4 wrist, fracture of scaphoid of left wrist, head injury, as well as nausea, dizziness and  
5 headaches. Claimant has further suffered significant economic and non-economic  
6 damages as a result of the subject incident. Specifically, Claimant seeks compensation for  
7 past and future medical costs, lost earnings, lost earning capacity, past and future pain and  
8 suffering and emotional distress damages. The exact amount of damages have not yet been  
9 ascertained, but are estimated to exceed \$1.5 million.

10 The name(s) of the public employee(s) which caused and/or contributed to  
11 Claimant's injuries are unknown at this time.

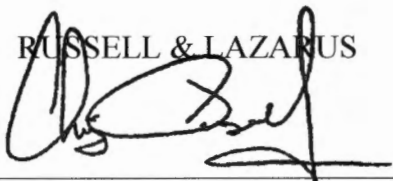
12 **VI. JURISDICTION**

13 Claimant's claim as of this date is in an amount that would place it within the  
14 unlimited jurisdiction of the Superior Court of the State of California, County of San  
15 Diego. The claim is based on the personal injuries suffered by Claimant and the resulting  
16 damage to Claimant, in an amount to be proven at a later date. This claim forms the basis  
17 of an unlimited civil case.

18 **VII. REASON FOR DELAY IN FILING THE SUBJECT CLAIM**

19 A copy of Claimant's counsel's declaration with regards to Claimant's late filing  
20 of this claim, and the reasoning thereto, is attached hereto as **Exhibit "B."**

21  
22 DATED: May 1, 2024

23 RUSSELL & LAZARUS  
24   
25 By: \_\_\_\_\_  
26 CHRISTOPHER RUSSELL, ESQ.  
27 Attorney for Claimant,  
28 ANTOINETTE SYNESIYOU

# EXHIBIT A



**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: Antoinette Synesiou	
2) Address to which correspondence regarding this claim should be sent: Russell & Lazarus Christopher E. Russell, Esq. 1401 Dove Street, Ste. 310 Newport Beach, California 92660 legal@lawrussell.com	
Telephone No.: 949-851-0222	Date: May 2, 2024
3) Date and time of incident: June 5, 2023 at approximately 5:10 a.m.	
4) Location of incident: At or near the crew member lounge at San Diego International Airport - 3225 N. Harbor Dr.	
5) Description of incident resulting in claim:  On or about the above date and location, Claimant, Antoinette Synesiou ("Claimant") was a flight attendant walking towards the crew member lounge located inside the San Diego International Airport. As Claimant walked towards the crew lounge, she slipped and fell on water and/or other similar substance that was left on the ground from a cleaning crew that was operating a cleaning machine nearby, thereby causing serious injuries to Claimant. San Diego County Regional Airport Authority is responsible for Claimant's injuries due to its failure to maintain said public walkway in a safe condition, including, but not limited to, its agents' or employees' failure to give adequate warning of the unsafe conditions that existed thereon.	
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): Scripps Mercy Hospital
Name: San Diego Fire Rescue Department	Name:
Address: 600 B. Street, Ste. 1300	Address:
San Diego, CA 92101	4077 Fifth Ave., San Diego, CA 92103
Phone: 619-533-4300	Phone: 858-832-2478

8) Describe property damage or personal injury claimed:
As a result of the incident, Claimant suffered neck injuries, crush injury to her right elbow, crush injury to her left knee, crush injury to her left wrist, fracture of scaphoid of left wrist, head injury, nausea, dizziness, headaches and significant economic and non-economic damages as a result of the subject incident.
9) Owner and location of damaged property or name/address of person injured:
Claimant's name is Antoinette Synesiou, and her address is 4985 Chalet Drive, Oceanside, CA 92057.
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.
Claimant has suffered economic and non-economic damages as a result of the subject incident due to the serious injuries she suffered including but not limited to: neck injury, crush injury to right elbow, crush injury to left knee, crush injury to left wrist, fracture of scaphoid of left wrist, head injury, among other injuries. The dollar amount of Claimant's damages are estimated to be over \$1.5 million dollars.

Dated: May 2, 2024

Claimant:

*Antoinette Synesiou*

(Original Signature)

**Notice to Claimant:**

Where space is insufficient, please use additional paper and identify information by proper section number. You or your representative are required to sign this form (G.C. §910.2). Presentation of a false claim with intent to defraud is a felony (Penal Code §72).

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  
2417 McCain Rd.  
San Diego, CA 92101



# EXHIBIT B

1 Christopher E. Russell, Esq.  
2 Marc Lazarus, Esq.  
3 **RUSSELL & LAZARUS APC**  
4 1401 Dove Street, Suite 310  
5 Newport Beach, CA 92660  
6 Telephone No.: (949) 851-0222  
7 Fascimile No.: (949) 851-2422  
8 Email: [Legal@lawrussell.com](mailto:Legal@lawrussell.com)

9 **Attorneys for Claimant**

10 **CLAIM FOR DAMAGES**

11 ANTOINETTE SYNESIOU,  
12 Claimant,  
13 vs.  
14 SAN DIEGO COUNTY REGIONAL  
15 AIRPORT AUTHORITY,  
16 Respondent.

**DECLARATION OF  
CHRISTOPHER RUSSELL IN  
SUPPORT OF APPLICATION FOR  
LEAVE TO FILE LATE CLAIM  
PURSUANT TO GOVERNMENT  
CODE § 911.4, ET SEQ.**

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**DECLARATION OF CHRISTOPHER RUSSELL**

1. I am a member of the State Bar of California and duly admitted to practice before the courts of California. I am a principal attorney of Russell & Lazarus APC (“Firm”), and am one of the attorneys representing Claimant, Antoinette Synesiou. I am submitting this Declaration in support of Claimant Synesiou’s Application for Leave to File Late Claim pursuant to Government Code § 911.4, et seq.

2. Our Firm represents claimant, Antoinette Synesiou, who sustained injuries at the San Diego International Airport on June 5, 2023 when she slipped and fell on a slippery floor as it was being cleaned by a person using a cleaning machine (“the Incident”).

3. Attempting to comply with the Government Tort Claims Act, our Firm sent a letter to the San Diego County Airport on June 13, 2023, to which we never received a response. A true and correct copy of this letter is attached hereto as **Exhibit “1”**.

4. On or about July 21, 2023, our Firm received a police report regarding the Incident. The police report indicated nothing about the airport being owned or operated by the San Diego County Airport Authority. The police report did, however, indicate that there was a video of the Incident, which was requested by our Firm.

5. On October 26, 2023, our Firm sent a letter to the airport, but this time to the address listed on the police report (different from the address to which we sent our June 13, 2023 correspondence). Our Firm did not receive any response from this October 26, 2023 letter either. A true and correct copy of the October 26, 2023 letter sent by our Firm is attached hereto as **Exhibit “2”**.

6. Our Firm was not able to ascertain who was the owner of the airport. As such, we filed a timely claim with the County of San Diego (as well as to the City of San Diego and the State of California) on November 16, 2023. A true and correct copy of the claim we filed with the County of San Diego is attached hereto as **Exhibit “3”**.

7. The 6- month government claim statute expired on December 5, 2023.

1 8. Our Firm received a rejection from the County of San Diego which was dated  
2 November 28, 2023 (1 week prior to the expiration of the 6 months government claim  
3 statute), but our Firm's records indicate that our Firm actually received the rejection on  
4 January 5, 2024 (one month *after* the 6 months government claim statute), and the PDF  
5 we have in our system has a creation date property of January 5, 2024. True and correct  
6 copies of the screenshots of our Firm's computer's system are attached hereto as **Exhibit**  
7 **"4"**.

8 9. The rejection letter our Firm received from the County of San Diego denied the  
9 claim, but was misguided in that the rejection by the County of San Diego indicates that  
10 the County of San Diego does not own, operate, control, maintain, or inspect the location  
11 where the incident occurred. Further, the rejection by the County of San Diego does not  
12 identify who the owner of the premises is (specifically, it does not indicate that the  
13 airport is owned and operated by San Diego County subsidiary, the San Diego County  
14 Regional Airport Authority, which our Firm subsequently discovered). A true and  
15 correct copy of the rejection letter from the County of San Diego is attached hereto as  
16 **Exhibit "5"**.

17 10. Our Firm never received responses from the City of San Diego or the State of  
18 California to the claim forms we submitted to either. After we received no response, we  
19 sent another letter to the airport on January 9, 2024 regarding our representation of Ms.  
20 Synesiou in this matter, to which we never received a response. A true and correct copy  
21 of the January 9, 2024 letter is attached hereto as **Exhibit "6"**.

22 11. Having received the rejection from the County of San Diego but no response to  
23 our Firm's letters or the claim forms from the City of San Diego or the State of  
24 California, our Firm attempted to reach the airport at a different address that we thought  
25 might be a possible alternative address for the San Diego International Airport, i.e.,  
26 through the San Diego Regional Airport Authority (a Post Office Box). Accordingly, our  
27



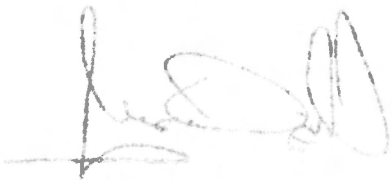
1 Firm sent a letter to this address on January 22, 2024 regarding our representation of our  
2 client in this matter. Our Firm received no response to this letter. A true and correct copy  
3 of the letter our Firm sent to the San Diego Regional Airport Authority is attached hereto  
4 as **Exhibit "7"**.

5 12. Having still received no response to the letters our Firm sent to the Airport and  
6 the San Diego County Regional Airport Authority, and having also received no response  
7 to the claim forms sent to the City of San Diego and the State of California, our Firm  
8 thought that maybe the airport was privately owned or operated, so our Firm researched  
9 the company on the State of California Secretary of State website and searched for the  
10 San Diego International Airport. On April 16, 2024, our Firm sent a letter regarding our  
11 representation of our client in this matter, which we addressed and sent to the agent for  
12 service of process to the last known active LLC (from 2007) which was identified on the  
13 Secretary of State website as "San Diego International Airport" (addressed to a Post  
14 Office Box). The letter was returned as undeliverable. A true and correct copy of the  
15 April 16, 2024 letter is attached hereto as **Exhibit "8"**.

16 13. Our Firm eventually discovered that the owner of the premises is a subsidiary of  
17 the County of San Diego called the San Diego County Regional Airport Authority,  
18 which the County's rejection ought to have indicated, and which ought to have been  
19 transmitted in November of 2023 -- prior to the expiration of the statute of limitations --  
20 rather than in January of 2024 after the expiration of the statute of limitations.

21 14. The Website for the San Diego County Regional Airport Authority does not  
22 contain any information regarding claims for injuries, how to submit a claim, where to  
23 obtain a claim form, or to whom to submit a claim form through this San Diego County  
24 agency. In order to obtain a claim form, our Firm had to call a number under the  
25 Website's contact tab, go through an electronic phone system, get connected to a human,  
26 and then was directed to general counsel, who then directed us to a paralegal, who then  
27  
28

DECLARATION OF CHRISTOPHER RUSSELL

A handwritten signature in black ink, appearing to be "L. J. [unclear]". The signature is written in a cursive style with a horizontal line underneath.

# EXHIBIT 1



**RUSSELL & LAZARUS**  
APC  
 PERSONAL INJURY TRIAL ATTORNEYS

June 13, 2023

Christopher E. Russell

Marc Lazarus

Jorge F. Ramirez

Eric N. Wilson

Joseph Gallo

ATTN: San Diego International Airport  
 3225 N Harbor Dr.  
 San Diego, CA 92101

Re:	Our Client:	Antoinette Synesiou	Audrey Beck
	Location:	San Diego Airport: 3225 N Harbor Dr, San Diego, CA 92101	Brian D. Gould
	Date of Incident:	6/5/2023	

Dear Sir or Madam:

Fenja Klaus  
*of counsel*

I. Request for Preservation of Evidence

This letter will further reconfirm your obligation to preserve any and all evidentiary items relating to the subject incident, including, but not limited to:

- all records (notes, letters, emails, contracts, logs, etc.) relating to the inspection, repair, service, modification or maintenance of the area of the incident for the period beginning one (1) year before the incident through the date of incident;
- photographs or video of the incident, incident scene, and inspection, repair, service, modification or maintenance of the area of incident (request is made for the native files of any photographs or video);
- oral or written statements relating to the incident, incident scene, use or purchase, inspection, repair, modification or maintenance of the area
- all records reflecting oral or written communications or agreements with our client or your property regarding the incident, incident scene;

We are also specifically requesting that your company take steps to preserve data and information described in this letter. Our client asks that you preserve documents, tangible things and electronically stored information potentially relevant to the issues in this case. As used in this document, "you" and "your" refers to, San Diego Airport, 3225 N Harbor Dr, San Diego, CA 92101, and its predecessors, successors, parents, subsidiaries, divisions and affiliates, and their respective officers, directors, agents, attorneys, accountants, employees, partners and other persons occupying similar positions or performing similar functions.

You should anticipate that much of the information subject to disclosure or responsive to discovery in this case is stored on your current and former computer systems and other media and devices (including personal digital assistants, voice-messaging systems, online repositories and cell phones.) Electronically stored information (hereinafter "ESI") should be afforded the broadest possible meaning and includes (by way of example and not as an exclusive list) potentially relevant information electronically, magnetically, optically, or otherwise stored as:

Riverside • Newport Beach • Long Beach

1401 Dove Street, Suite 310, Newport Beach, CA 92660

(T) 949.851.0222 (F) 949.851.2422

[www.russellandlazarus.com](http://www.russellandlazarus.com)



- digital communications (e.g., e-mail, voice mail, instant messaging);
- e-mail server stores (e.g., Lotus Domino .NSF or Microsoft Exchange .EDB)
- word processed documents (e.g., Word or WordPerfect files and drafts)
- spreadsheets and tables (e.g., Excel or Lotus 123 worksheets)
- accounting application data (e.g. MAS90, Ultimate, QuickBooks)
- image and facsimile files (e.g., .PDF, .TIFF, .JPG, .GIF images)
- sound recordings (e.g., .WAV and .MP3 files)
- video and animation (e.g., .AVI and .MOV files)
- databases (e.g., Access, Oracle, SQL Server data, SAP)
- contact and relationship management data (e.g., Outlook, ACT!)
- calendar and diary application data (e.g., Valiant, Outlook PST, blog entries)
- online access data (e.g., E-Verify, Temporary Internet Files, History, Cookies)
- presentation (e.g., PowerPoint, Corel Presentations)
- network access and server activity logs
- project management application data
- computer aided design/drawing files
- backup and archival files (e.g., Veritas, Zip, .GHO)

ESI resides not only in areas of electronic, magnetic and optical storage media reasonably accessible to you, but also in areas you may deem not reasonably accessible. You are obligated to preserve potentially relevant evidence from both sources of ESI, even if you do not anticipate producing such ESI.

The demand that you preserve both accessible and inaccessible ESI is reasonable and necessary. Pursuant to the rules of civil procedure, you must identify all sources of ESI you decline to produce and demonstrate to the court why such sources are not reasonably accessible. For good cause shown, the court may order production of the ESI, even if it is not reasonably accessible. Accordingly, you must preserve ESI that you deem inaccessible so as not to preempt the court's authority.

### 3. Preservation Requires Immediate Intervention

You must act immediately to preserve potentially relevant ESI, including, without limitation, information relating to the categories detailed in Section 2 of this letter, including ESI you may use to support claims or defenses in this case.

Adequate preservation of ESI requires more than simply refraining from efforts to destroy or dispose of such evidence. You must intervene to prevent loss due to routine operations or malfeasance and employ proper techniques and protocols to preserve ESI. Booting a drive, examining its contents or running any application may irretrievably alter the evidence it contains and constitute unlawful spoliation of evidence. Preservation requires action.

Nothing in this demand for preservation of ESI should be understood to diminish your concurrent obligation to preserve documents, tangible things and other potentially relevant evidence.

### 4. Suspension of Routine Destruction

You are directed to immediately initiate a litigation hold for potentially relevant ESI, documents and tangible things and to act diligently and in good faith to secure and audit compliance with such

litigation hold. You are further directed to immediately identify and modify or suspend features of your information systems and devices that, in routing operation, operate to cause the loss of potentially relevant ESI. Examples of such features and operations include:

- purging the contents of e-mail repositories
- using data or media wiping, disposal, erasure or encryption utilities or devices
- overwriting, erasing, destroying or discarding backup media
- re-assigning, re-imaging or disposing of systems, servers, devices or media
- running antivirus or other programs affecting wholesale metadata alteration
- releasing or purging online storage repositories
- using metadata stripper utilities
- disabling server, packet or local instant messaging logging
- executing drive or file defragmentation or compression programs

#### 5. Guard Against Deletion

You should anticipate that your officers, employees or others may seek to hide, destroy or alter ESI. You must act to prevent and guard against such actions. Especially where company machines were used for Internet access or personal communications, you should anticipate that users may seek to delete or destroy information they regard as personal, confidential or embarrassing, and in so doing, they may also delete or destroy potentially relevant ESI. This concern is not unique to you. It's simply conduct that occurs with such regularity that any custodian of ESI and their counsel must anticipate and guard against its occurrence.

#### 6. Act to Prevent Spoliation

You should take affirmative steps to prevent anyone with access to your data, systems and archives from seeking to modify, destroy or hide ESI on network or local hard drives and on other media or devices (such as by deleting or overwriting files, using data shredding and overwriting applications, defragmentation, re-imaging, damaging or replacing media, encryption, compression, steganography or the like.)

#### 7. System Sequestration or Forensically Sound Imaging

As an appropriate and cost-effective means of preservation, you should remove from service and securely sequester the systems, media and devices housing potentially relevant ESI of All Custodians.

In the event you deem it impractical to sequester systems, media and devices, we believe that the breadth of preservation required, coupled with the modest number of systems implicated, dictates that forensically sound imaging of the systems, media and devices of those named above is expedient and cost effective. As we anticipate the need for forensic examination of one or more of the systems and the presence of relevant evidence in forensically accessible areas of the drives, we demand that you employ forensically sound ESI preservation methods. Failure to use such methods poses a significant threat of spoliation and data loss.

"Forensically sound ESI preservation" means duplication of all data stored on the evidence media while employing a proper chain of custody and using tools and methods that make no changes to the



while employing a proper chain of custody and using tools and methods that make no changes to the evidence and support authentication of the duplicate as a true and complete bit-for-bit image of the original. The products of forensically sound duplication are called, inter alia, "bitstream images" or "clones" of the evidence media. A forensically sound preservation method guards against changes to metadata evidence and preserves all parts of the electronic evidence, including deleted evidence within "unallocated clusters" and "slack space."

Be advised that a conventional copy, backup or "ghosting" of a hard drive does not produce a forensically sound image because it only captures active, unlocked data files and fails to preserve forensically significant data existing in, e.g. unallocated clusters and slack space.

#### 8. Further Preservation by Imaging

With respect to the hard drives and storage devices of all custodians, demand is made that you immediately obtain, authenticate and preserve forensically sound images of the hard drives in any computer system (including portable and home computers) used by that person during the period during all relevant time periods to the present time, as well as recording and preserving the system time and date of each such computer.

Once obtained, each such forensically sound image should be labeled to identify the date of acquisition, the person or entity acquiring the image and the system and medium from which it was obtained. Each such image should be preserved without alteration.

#### 9. Preservation in Native Form

You should anticipate that certain ESI, including but not limited to spreadsheets and databases, will be sought in the form or forms in which it is ordinarily maintained (i.e., native form). Accordingly, you should preserve ESI in such native forms, and you should not employ methods to preserve ESI that remove or degrade the ability to search the ESI by electronic means or that make it difficult or burdensome to access or use the information.

You should additionally refrain from actions that shift ESI from reasonably accessible media and forms to less accessible media and forms if the effect of such actions is to make such ESI not reasonably accessible.

#### 10. Metadata

You should further anticipate the need to disclose and produce system and application metadata and act to preserve it. System metadata is information describing the history and characteristics of other ESI. This information is typically associated with tracking or managing an electronic file and often includes data reflecting a file's name, size, custodian, location and dates of creation and last modification or access. Application metadata is information automatically included or embedded in electronic files, but which may not be apparent to a user, including deleted content, draft language, commentary, collaboration and distribution data and dates of creation and printing. For electronic mail, metadata includes all header routing data and Base 64 encoded attachment data, in addition to the TO, From, Subject, Received Date, CC and BCC field. Metadata may be overwritten or corrupted by careless handling or improper preservation, including by moving, copying, or examining the contents of files.

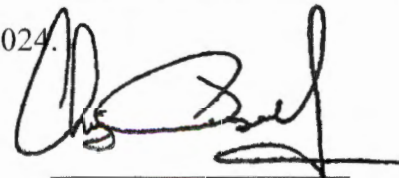
1 emailed the form.

2 15. Hence, our Firm sent numerous correspondence to the airport prior to the  
3 expiration of the statute of limitations in attempts to receive information from the airport  
4 about presenting the claim, to no avail. We were never informed by the County of San  
5 Diego in its rejection of the claim that the claim needed to be sent to a subsidiary of the  
6 same County, the San Diego County Regional Airport Authority.

7 16. However, our Firm did send a correspondence to the San Diego County  
8 Regional Airport Authority in January not long after the expiration of the statute of  
9 limitations, but we never got a response from the San Diego County Regional Airport  
10 Authority to that correspondence.

11 17. Thus, the County of San Diego has had timely notice, and it would stand to  
12 reason that the subsidiary had timely notice as well. Moreover, our Firm sent numerous  
13 letters to the airport letting the airport know about the claim prior to the expiration of the  
14 statute of limitations. The police report was prepared by the San Diego Harbor Police  
15 Department, which would presumably have also provided notice to the airport. We have  
16 sent a notice to the airport to preserve the video of the incident and photographs of the  
17 client's injuries which the airport has had in its possession since the date of the incident  
18 (per the police report taken contemporaneously with the incident). Thus, and given the  
19 above, the delay in filing the subject Claim with the San Diego County Regional Airport  
20 Authority was reasonable. Claimant requests that San Diego County Regional Airport  
21 Authority grant her Application for Leave to File a Late Claim, and consider her claim.

22 I declare under penalty of perjury under the laws of the State of California that the  
23 foregoing is true and correct. Executed on May 1, 2024.



CHRISTOPHER RUSSELL



## 11. Servers

With respect to servers used to manage e-mail (e.g., Microsoft Exchange, Lotus Domino) and network storage (often called a "network share"), the complete contents of each user's network share and e-mail account should be preserved. There are several ways to preserve the contents of a server. If you are uncertain whether the preservation method you plan to employ is one that we will accept as sufficient, please immediately contact the undersigned.

## 12. Home Systems, Laptops, Online Accounts and Other ESI Venues

Though we expect that you will act swiftly to preserve data on office workstations and servers, you should also determine if any home or portable systems or devices may contain potentially relevant data. To the extent that you have sent or received potentially relevant e-mails or created or reviewed potentially relevant documents away from the office, you must preserve the contents of systems, devices and media used for these purposes (including not only potentially relevant data from portable and home computers, but also from portable thumb drivers, CD-R/DVD- R discs and the user's PDA, smart phone, voice mailbox or other forms of ESI storage.) Similarly, if you used online or browser-based e-mail accounts or services (such as Gmail, AOL, Yahoo Mail or the like) to send or receive potentially relevant messages and attachments, the contents of these account mailboxes (including Sent, Deleted and Archived Message folders) should be preserved.

## 13. Ancillary Preservation

You must preserve documents and other tangible items that may be required to access, interpret or search potentially relevant ESI, including logs, control sheets, specifications, indices, naming protocols, file lists, network diagrams, flow charts, instruction sheets, data entry forms, abbreviation keys, user ID and password rosters and the like.

You must preserve passwords, keys and other authenticators required to access encrypted files or run applications, along with the installation discs, user manuals and license keys for applications required to access the ESI.

You must preserve cabling, drivers and hardware, other than a standard 3.5" floppy disc driver or standard CD or DVD optical driver, if needed to access or interpret media on which ESI is stored. This includes tape drivers, bar code readers, Zip drives and other legacy or proprietary devices.

## 14. Paper Preservation of ESI is Inadequate

As hard copies do not preserve electronic search ability or metadata, they are not an adequate substitute for, or cumulative of, electronically stored versions. If information exists in both electronic and paper forms, you should preserve both forms.

## 15. Agents, Attorneys and Third Parties

Your preservation obligation extends beyond ESI in your care, possession or custody and includes ESI in the custody of others that is subject to your direction or control. Accordingly, you must notify any current or former agent, attorney, employee, custodian and contractor in possession of potentially relevant ESI to preserve such ESI to the full extent of your obligation to do so, and you must take reasonable steps to secure their compliance.

16. Preservation Protocols

We are desirous of working with you to agree upon an acceptable protocol for forensically sound preservation and can supply a suitable protocol if you will furnish an inventory and description of the systems and media to be preserved. Alternatively, if you promptly disclose the preservation protocol you intend to employ, perhaps we can identify any points of disagreement and resolve them. A successful and compliant ESI preservation effort requires expertise. If you do not currently have such expertise at your disposal, we urge you to engage the services of an expert in electronic evidence and computer forensics. Perhaps our respective experts can work cooperatively to secure a balance between evidence preservation and burden that is fair to both sides and acceptable to the court.

17. Do Not Delay Preservation

I am available to discuss reasonable preservation steps; however, you should not defer preservation steps pending such discussions if ESI may be lost or corrupted as a consequence of delay. Should your failure to preserve potentially relevant evidence result in the corruption, loss or delay in production of evidence to which we are entitled, such failure would constitute spoliation of evidence, and we will not hesitate to seek sanctions.

18. Confirmation of Compliance

Please confirm by June 27<sup>th</sup>, 2023, that you have taken the steps outlined in this letter to preserve ESI and tangible documents potentially relevant to this action. If you have not undertaken the steps outlined above, or have taken other actions, please describe what you have done to preserve potentially relevant evidence. It is imperative that you take affirmative steps to preserve these items as the failure to do so may constitute negligent or intentional spoliation of evidence in which case we would seek evidentiary, issue and/or terminating sanctions. Kindly advise us where these items are located and to the extent that you are aware, the identity, address, and telephone number of any other party who may have in his possession any evidence relating to the incident.

Please do NOT dispose of any of these documents and items as we will need them. We would be willing to pick them up and pay for them. Thank you for your prompt attention to this matter.

Very truly yours,

RUSSELL & LAZARUS, APC



Marc Lazarus, Esq.

ML/ch

# EXHIBIT 2



**RUSSELL & LAZARUS**  
APC  
PERSONAL INJURY TRIAL ATTORNEYS

October 25, 2023

Christopher E. Russell  
Marc Lazarus  
Jorge F. Ramirez  
Eric N. Wilson  
Joseph Gallo  
Audrey Beck  
Brian D. Gould  
Fenja Klaus  
*of counsel*

**CERTIFIED & REGULAR MAIL**

ATTN: San Diego International Airport  
3225 N Harbor Dr  
San Diego, CA 92101

Re: Our Client: Antoinette Synesiou  
Accident Date: June 5, 2023  
Location: San Diego Airport: 3225 N Harbor Dr, San Diego, CA 92101

To Whom It May Concern:

This is to advise you our firm has been retained by the above-referenced individual in connection with the injuries and damages sustained on the above date when my client slipped and fell inside your airport.

If you carry insurance to protect you against such a claim, you should immediately refer this letter to your insurance carrier so that your interests can be properly protected.

If you do not carry such insurance, kindly contact the undersigned immediately upon receipt of this letter. Your cooperation in this matter will be appreciated.

Very truly yours,

RUSSELL & LAZARUS

Marc Lazarus, Esq.

CER/ch

Riverside • Newport Beach • Long Beach

1401 Dove St., Ste. 310 | Newport Beach, CA 92660  
(T) 949.851.0222 | (F) 949.851.2422  
russellandlazarus.com

# EXHIBIT 3





**CLAIM AGAINST THE COUNTY OF SAN DIEGO**  
(FOR DAMAGES TO PERSONS OR PERSONAL PROPERTY)

Received by            via  
 U.S. Mail              
 Inter-Office Mail     
 Over the Counter   

Time Stamp \_\_\_\_\_

File No: \_\_\_\_\_

A claim must be filed with the Claims Division of the County of San Diego within 6 months after which the incident or event occurred. Be sure your claim is against the County of San Diego, not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph and number. Completed claims must be mailed or delivered to:

*County of San Diego, Claims Division, 1600 Pacific Highway, Room 355, San Diego, CA 92101- Phone (619) 531-4899*

**TO THE HONORABLE BOARD OF SUPERVISORS – THE COUNTY OF SAN DIEGO, CALIFORNIA**

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

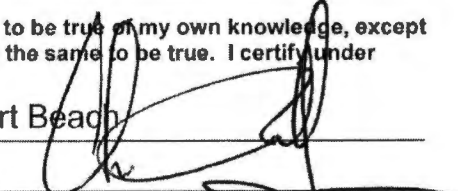
Claimant Information		
Last Name <b>Synesiou</b>	First Name <b>Antoinette</b>	Middle Name
Street Address <b>4985 Chalet Dr.</b>	City <b>Oceanside</b>	Zip <b>92057</b>
Home Phone (include area code) <b>858-354-5850</b>	Work Phone (include area code)	E-mail Address <b>legal@lawrussell.com</b>
Birth Date <b>04/29/1957</b>	Driver's License Number <b>n/a</b>	
Name, telephone and post office address to which claimant desires notices to be sent, if other than above: <b>Christopher E. Russell, Esq.; 1401 Dove Street, Ste. 310, Newport Beach, CA 92660</b>		
Claim Information		
Date of Occurrence or Event from which the claim arises: <b>06/05/2023</b>	Time of Occurrence or Event from which the claim arises: <b>5:10 A.M.</b>	
Location, including address (if none, nearest cross street) and city: <b>Please see attached.</b>		
Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary): <b>Please see attached.</b>		
State how or wherein the County of San Diego or its employees were at fault. Give the name(s) of the County department and employee(s) causing the damage or injury: <b>Please see attached.</b>		

<p><b>Give a description of the property damage or loss, as is known at the time of the claim:</b> Please see attached.</p>		
<p><b>Give a description of the injury, as is known at the time of the claim:</b> Please see attached.</p>		
<p><b>Social Security Number (required for Federal reporting requirements):</b></p>		
<p><b>Name and address of any other person injured:</b></p>		
<p><b>Name and address of the owner of any damaged property:</b></p>		
<p><b>Damages Claimed</b></p>		
<p>Amount claimed as of this date:</p>	<p>\$ <u>1,000,000</u></p>	
<p>Estimated amount of future costs:</p>	<p>\$ <u>500,000</u></p>	
<p>Total amount claimed:</p>	<p>\$ <u>1,500,000</u></p>	
<p><b>Basis for computation of amounts claimed (include copies of all bills, invoices, estimates, etc):</b> Please see attached.</p>		
<p><b>Damaged Vehicle (if applicable)</b></p>		
<p><b>Make:</b></p>	<p><b>Model:</b></p>	<p><b>Year:</b></p>
<p><b>License Plate Number:</b></p>	<p><b>Mileage:</b></p>	
<p><b>Insurance Company:</b></p>	<p><b>Policy Number:</b></p>	
<p><b>Additional Information</b></p>		
<p><b>Names and Address of witnesses, hospitals, doctors, etc:</b></p>		
<p>A. San Diego Fire Rescue Department</p>		
<p>B. Scripps Mercy Hospital</p>		
<p>C. Concentra Urgent Care</p>		
<p><b>Any additional information that might be helpful in considering this claim:</b> Please see attached.</p>		

➤ **WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM (PENAL CODE § 72; INSURANCE CODE § 556.1)**

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is TRUE and CORRECT.

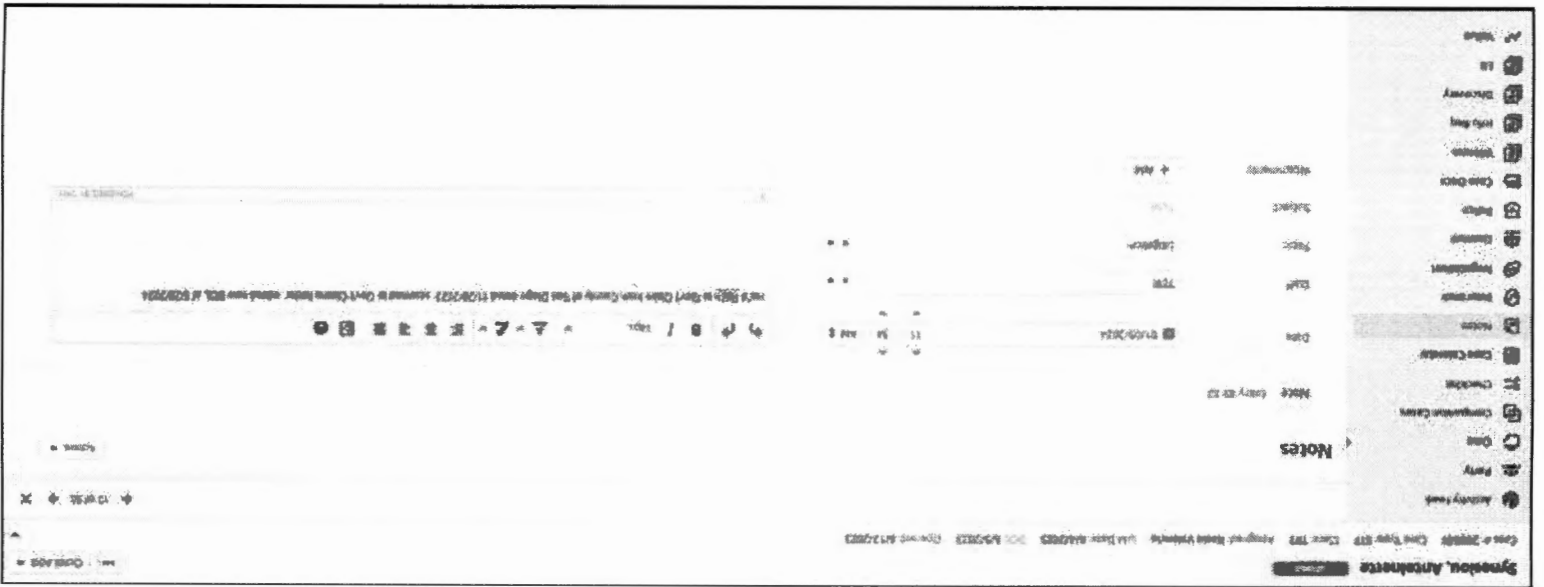
Signed this 16<sup>th</sup> day of November, 2023 at Newport Beach



Claimant's Signature

# EXHIBIT 4





me Share View


↑ > Russell & Lazarus > CloudDocs - CaseFiles > Synesiou, Antoinette - 208049 > Gov't Claims

Name	Status	Date modified	Type	Size
2023.11.17 - TO City of SD CERT MAIL	🔒	11/17/2023 8:34 AM	Adobe Acrobat D...	1,177 KB
2023.11.17 - TO County of SD CERT MAIL	🔒	11/17/2023 8:34 AM	Adobe Acrobat D...	1,168 KB
2023.11.17 - TO State of CA CERT MAIL	🔒	11/17/2023 8:34 AM	Adobe Acrobat D...	1,164 KB
2023.11.28 - FROM city of SD CERT MAIL ...	🔒	11/28/2023 3:01 PM	Adobe Acrobat D...	412 KB
2023.11.28 - FROM County of SD CERT M...	🔒	11/28/2023 3:03 PM	Adobe Acrobat D...	421 KB
2023.11.28 - FROM State of CA CERT MAI...	🔒	11/28/2023 3:01 PM	Adobe Acrobat D...	423 KB
2023.11.28 - Rejd Not from County of Sa...	🔒	1/5/2024 11:56 AM	Adobe Acrobat D...	80 KB
Attachment	🔒	11/17/2023 8:33 AM	Adobe Acrobat D...	898 KB
City of SD	🔒	11/17/2023 7:56 AM	Adobe Acrobat D...	1,259 KB
County of SD	🔒	11/17/2023 7:56 AM	Adobe Acrobat D...	713 KB
Gov't Claim	🔒	11/17/2023 7:53 AM	Microsoft Word D...	159 KB
State of CA Claim form	🔒	11/17/2023 8:33 AM	Adobe Acrobat D...	2,085 KB


  

2023.11.28 - Rejd Not from County of San Diego Prop... X

General Security Details Previous Versions

 2023.11.28 - Rejd Not from County of San Diego

Type of file: Adobe Acrobat Document (.pdf)

Opens with:  Adobe Acrobat Change...

Location: C:\Users\Marc\Russell & Lazarus\CloudDocs - CaseFiles

Size: 79.3 KB (81,268 bytes)

Size on disk: 80.0 KB (81,920 bytes)

Created: Friday, January 5, 2024, 11:56:04 AM

Modified: Friday, January 5, 2024, 11:56:20 AM

Accessed: Today, April 25, 2024, 15 minutes ago

Attributes:  Read-only  Hidden Advanced...

OK Cancel Apply

# EXHIBIT 5



# County of San Diego

OFFICE OF COUNTY COUNSEL  
CLAIMS AND INVESTIGATION DIVISION  
1600 PACIFIC HIGHWAY, ROOM 355, SAN DIEGO, CALIFORNIA 92101-2469

November 28, 2023

Antoinette Synesiou  
c/o Russell & Lazarus  
1401 Dove St., #310  
Newport Beach, CA 92660

Re: Client/Claimant: Antoinette Synesiou  
County File Number: 230770  
Date of Incident: June 5, 2023

## SUBJECT: NOTICE OF REJECTION OF CLAIM

The subject claim has been received by the Claims Division for investigation and a determination of liability, if any.

The liability of a governmental entity and its employees to a person who claims damages is strictly limited by the laws within the State of California. Your claim has been reviewed within the terms and restrictions of those laws. We regret that investigation has obliged us to conclude that the claim must be rejected. **The County of San Diego did not own, operate, control, maintain or inspect the location of where the incident occurred on or about the date of the incident.** Therefore, the claim is hereby rejected this date.

## WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action on those causes of action recognized under the Government Claims Act. See Government Code Section 945.6.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

Office of County Counsel  
Claims and Investigation Division  
(619) 531-4899

OFFICE OF COUNTY COUNSEL  
COUNTY OF SAN DIEGO  
1600 PACIFIC HIGHWAY ROOM 355  
SAN DIEGO, CA 92101



Antoinette Synesiou c/o  
Russell & Lazarus  
1401 Dove St., #310  
Newport Beach, CA 92660

# EXHIBIT 6



**RUSSELL & LAZARUS**  
APC  
PERSONAL INJURY TRIAL ATTORNEYS

January 9, 2024

Christopher E. Russell  
Marc Lazarus  
Jorge F. Ramirez  
Eric N. Wilson  
Joseph Gallo  
John Russell  
Brian D. Gould  
Fenja Klaus  
*of counsel*

**CERTIFIED & REGULAR MAIL**

ATTN: San Diego International Airport  
3225 N Harbor Dr  
San Diego, CA 92101

Re: Our Client: Antoinette Synesiou  
Accident Date: June 5, 2023  
Location: San Diego Airport: 3225 N Harbor Dr, San Diego, CA 92101

To Whom It May Concern:

I have had no response to my previous correspondence requesting you provide my office with insurance information regarding the incident with my client named above. I am assuming you either misplaced my letter or have merely forgotten about responding.

An immediate response is being requested at this time. Please contact my office to discuss whether or not you have insurance to cover you in this matter. If I do not receive a response from either you or your insurance carrier within ten (10) days from the date of this correspondence, I will have no alternative but to file and serve a lawsuit upon you, naming you as a party responsible for my client's injuries and damages.

Said action can only be avoided by you or your insurance company contacting me at the telephone number listed above.

Very truly yours,

RUSSELL & LAZARUS

A handwritten signature in black ink, appearing to read 'Marc Lazarus'.

Marc Lazarus, Esq.

CER/ch

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1401 Dove St., Ste. 310 | Newport Beach, CA 92660  
(T) 949.851.0222 | (F) 949.851.2422  
russellandlazarus.com

# EXHIBIT 7





**RUSSELL & LAZARUS**  
APC  
PERSONAL INJURY TRIAL ATTORNEYS

January 22, 2024

Christopher E. Russell  
Marc Lazarus  
Jorge F. Ramirez  
Eric N. Wilson  
Joseph Gallo  
John Russell  
Brian D. Gould  
Fenja Klaus  
*of counsel*

**CERTIFIED & REGULAR MAIL**

ATTN: San Diego County Regional Airport Authority  
P.O. Box 82776  
San Diego, CA 92101

Re: Our Client: Antoinette Synesiou  
Accident Date: June 5, 2023  
Location: San Diego Airport: Terminal #2, 3707 N.  
Harbor Dr, San Diego, CA 92101

To Whom It May Concern:

This is to advise you our firm has been retained by the above-referenced individual in connection with the injuries and damages sustained on the above date when my client slipped and fell on a water puddle from a floor cleaning machine at Terminal #2 inside your airport.

If you carry insurance to protect you against such a claim, you should immediately refer this letter to your insurance carrier so that your interests can be properly protected.

If you do not carry such insurance, kindly contact the undersigned immediately upon receipt of this letter. Your cooperation in this matter will be appreciated.

Very truly yours,

RUSSELL & LAZARUS

Marc Lazarus, Esq.

ML/rv

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(T) 949.851.0222 | (F) 949.851.2422  
russellandlazarus.com

# EXHIBIT 8



**RUSSELL & LAZARUS**  
APC  
PERSONAL INJURY TRIAL ATTORNEYS

April 16, 2024

Christopher E. Russell  
Marc Lazarus  
Jorge F. Ramirez  
Eric N. Wilson  
Joseph Gallo  
John Russell  
Brian D. Gould  
Fenja Klaus  
*of counsel*

**CERTIFIED & REGULAR MAIL**

San Diego International Airport  
330 N. Brand Blvd.  
Glendale, CA 91203

Re: Our Client: Antoinette Synesiou  
Accident Date: June 5, 2023  
Location: San Diego Airport: Terminal #2, 3707 N.  
Harbor Dr, San Diego, CA 92101

To Whom It May Concern:

This is to advise you our firm has been retained by the above-referenced individual in connection with the injuries and damages sustained on the above date when my client slipped and fell on a water puddle from a floor cleaning machine at Terminal #2 inside your airport.

If you carry insurance to protect you against such a claim, you should immediately refer this letter to your insurance carrier so that your interests can be properly protected.

If you do not carry such insurance, kindly contact the undersigned immediately upon receipt of this letter. Your cooperation in this matter will be appreciated.

Very truly yours,

RUSSELL & LAZARUS

Marc Lazarus, Esq.

ML/rv

Riverside • Newport Beach • Long Beach

1401 Dove St., Ste. 310 | Newport Beach, CA 92660  
(T) 949.851.0222 | (F) 949.851.2422  
russellandlazarus.com



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Kimberly J. Becker is President and CEO of San Diego County ...

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## San Diego International Airport

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San Diego International Airport, formerly known as Lindbergh Field, is an international airport three miles northwest of downtown San Diego, California, United States. It is owned and operated by the San Diego County Regional Airport Authority. Wikipedia

Address: N Harbor Dr, San Diego, CA 92101

Code: SAN

Phone: (619) 400-2404

RESOLUTION NO. 2024-0039

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY, DENYING  
THE APPLICATION FOR LEAVE TO FILE A LATE CLAIM  
OF ANTOINETTE SYNESIYOU

**WHEREAS**, on May 9, 2024, Antoinette Synesiyou filed an application for leave to file a late claim with the San Diego County Regional Airport Authority (“Authority”) for an incident that occurred on June 5, 2023, when she claims she was injured when she slipped and fell in Terminal Two at San Diego International Airport; and

**WHEREAS**, California Government Code Section 911.2 requires claims filed with government entities to be presented not later than six months (180 days) of the date of occurrence; and

**WHEREAS**, California Government Code Section 911.4 (a) states when a claim that is required by Section 911.2 to be presented not later than six months after the accrual of the cause of action is not presented within that time, a written application may be made to the public entity for leave to present that claim; and

**WHEREAS**, at its regular meeting on June 6, 2024, the Board considered the application for leave to file a late claim filed by Antoinette Synesiyou and the report submitted to the Board and found that the application failed to state facts sufficient for relief and that the Authority would be prejudiced in its defense of the claim if it were granted.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby denies the application for leave to file a late claim of Antoinette Synesiyou; 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



## Staff Report

June 6, 2024

### Subject:

### Review of Authority Policy 4.40 – Debt Issuance and Management Policy

#### Recommendation:

The Finance Committee recommends that the Board adopt Resolution No. 2024-0040, approving amendments to Authority Policy 4.40 - Debt Issuance and Management Policy.

#### Background/Justification:

The attached Debt Issuance and Management Policy (Refer Schedule 1) was developed in conjunction with the Authority's financial advisors and bond counsel and serves as the foundation of the Authority's debt issuance and management goals and priorities. The stated objectives are:

- Protect the assets and funds entrusted to the Authority;
- Manage and monitor existing debt to optimize financial structure, control costs and ensure compliance with bond financing covenants;
- Oversee the issuance of new debt in order to maintain access to capital markets and other sources of capital financing at a reasonable cost;
- Obtain and maintain the highest possible credit ratings on debt consistent with the overall objectives of the Authority;
- Explore and implement prudent debt structuring ideas when consistent with the debt issuance and management goals described herein;
- Provide the required secondary market disclosure to the rating agencies and investors; and,
- Comply with all federal and state laws and regulations, as well as bond indenture, federal tax and securities law compliance, and reimbursement agreement covenants.

The Vice President/CFO shall be responsible for ensuring the Policy is current and will review the Policy annually, at a minimum and the Policy updates reflect recommendations from the Authority's financial advisors and bond counsel.



The proposed Policy amendment includes language updates to the debt targets to reflect the progression of the NT1 project. The Policy also includes updates that are proposed for minor clarifications, glossary updates and language corrections.

## Fiscal Impact:

No fiscal impact

## 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:

Scott Brickner  
Vice President, Chief Financial Officer/Treasurer

RESOLUTION NO. 2024-0040

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY,  
APPROVING AMENDMENTS TO AUTHORITY POLICY  
4.40 – DEBT ISSUANCE AND MANAGEMENT POLICY

**WHEREAS**, San Diego County Regional Airport Authority Policy 4.40 establishes a policy governing the debt issuance and management policies and practices of the San Diego County Regional Airport Authority (“Authority”); and

**WHEREAS**, this policy serves as the guideline for the Authority to ensure prudent management of its debt, having been submitted for review and adoption by the Authority Board in a public meeting; and

**WHEREAS**, Policy 4.40, as amended (SCHEDULE 1), has been reviewed and approved by the Authority’s financial advisors and bond counsel.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves Authority Policy 4.40, as amended, governing the debt issuance and management policies and practices of the Authority; 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 6<sup>th</sup> day of June 2024, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

---

SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL

## SCHEDULE 1

### SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

#### POLICIES

ARTICLE 4	-	FINANCE AND ACCOUNTING
PART 4.4	-	DEBT
SECTION 4.40	-	DEBT ISSUANCE AND MANAGEMENT POLICY

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**PURPOSE:** To establish a policy governing the debt issuance and management policies and practices of the San Diego County Regional Airport Authority (the “**Authority**”).

#### **POLICY STATEMENT:**

#### **SECTION I. INTRODUCTION & EXECUTIVE SUMMARY**

This comprehensive Debt Issuance and Management Policy (the “Policy”) contains the policies that govern existing and anticipated debt obligations. In addition, the Policy sets forth certain financial management practices in capital budgeting that will enhance the Authority’s ability to manage its outstanding debt and projected debt issuance. It is expected that the Policy will be updated from time to time to reflect changes in law and market practices.

Debt plays an important role in meeting the financial needs of the Authority since it provides the funding for the Authority to build projects today which will subsequently be repaid from future revenues. While the issuance of debt is frequently an appropriate method of financing capital projects, prudent financial management requires careful monitoring of debt issuance to ensure there is not an excessive reliance on debt and to preserve the Authority’s access to borrowed capital at competitive borrowing rates, while always maintaining sufficient liquidity. The term “debt” is used in this Policy to describe numerous types of financial obligations of the Authority which may include Bonds, Subordinate Obligations, Special Facility Obligations, interim financing programs, and other financings of the Authority.

The Authority’s debt issuance and management objectives are to:

- Manage and monitor existing debt to optimize financial structure, control costs and ensure compliance with bond financing covenants;
- Oversee the issuance of new debt in order to maintain access to capital markets and other sources of capital financing at a reasonable cost;
- Obtain and maintain the highest possible credit ratings on debt consistent with the overall objectives of the Authority;
- Explore and implement prudent debt structuring ideas when consistent with the debt issuance and management goals described herein;

- Provide the required secondary market disclosure to the rating agencies and investors;
- Comply with all federal and state laws and regulations, as well as bond indenture, federal tax and securities law post-issuance compliance, reimbursement and revolving credit agreement covenants; and
- Protect the assets and funds entrusted to the Authority.

**SECTION II. ROLES AND RESPONSIBILITIES**

The roles and responsibilities of key parties in administering, monitoring, and ensuring on-going compliance with this Policy include:

- 1) Board: The Authority is governed by an appointed board of nine members who represent all areas of San Diego County and three *ex-officio* members. The Board approves all bond issuances as well as the policies and guidelines pursuant to which debt is incurred and issued. The Board may waive or modify relevant sections of this policy for any lawful purpose, including in response to an emergency or disaster that materially impacts the Authority’s operations.
- 2) President/CEO and Vice President/CFO: The Vice President/CFO, under the direction of the President/CEO, is (i) responsible for developing, evaluating, implementing and monitoring the financing plan and debt strategies for the Authority in compliance with this Policy, subject to Board approvals; (ii) in charge of federal tax and securities law post-issuance compliance with respect to all debt obligations; (iii) responsible for implementing and ensuring compliance with internal control procedures to ensure proceeds of the Authority’s debt obligations are directed to the intended use; and (iv) responsible for timely submitting to the California Debt and Investment Advisory Commission any annual debt report required under California Government Code Section 8855(k). As of the date of this Policy, an annual report must be submitted no later than seven (7) months after the end of the immediately preceding “reporting period”. A “reporting period” starts on July 1 and ends on June 30.
- 3) Registered Municipal Advisor: The Authority has chosen to deliver a Notice of Representation by Registered Municipal Advisor pursuant to SEC Rule 17 CFR Section 240.15Bal – 1(d)(3)(vi)(B) dated August 27, 2014 to notify investment banking firms that the Authority has retained a Financial Advisor and, among other things, will rely on advice of the Financial Advisor for recommendations on the issuance of municipal securities provided by investment banking firms. The Authority may amend or modify this notice from time to time.
- 4) Financial Professionals: All financial professionals performing services for the Authority’s debt programs, such as its Financial Advisor, Bond Counsel, Disclosure Counsel, investment advisor and Underwriters, must comply with the policies and procedures set forth herein.

**SECTION III. CAPITAL IMPROVEMENTS AND FINANCIAL PLANNING**

The Authority maintains a financing plan and model which projects the available sources and uses of funds and verifies the Authority’s financial ability to deliver current and planned programs and services. The impact of the funding sources, particularly debt, on future commitments is a relevant consideration of this Policy. The financing plan is based on a set of assumptions developed through detailed collection and analysis of historical and forecasted data concerning revenues and expenses, economic forecasts and trend projections.

The main sources of revenues include airline rates and charges, parking and concession revenues, and lease revenues. Additionally, Passenger Facility Charges (PFCs), Customer Facility Charges (CFCs), and federal grants-in-aid are included as a funding source for certain eligible projects.

The Authority’s annual operating budget will ensure that sufficient resources are provided from current revenues to: 1) finance the current fiscal year’s requirements for ongoing operating and maintenance needs; 2) provide reserves for periodic replacement and renewal; 3) fund the annual requirements of the maintenance, operating and other reserves; and 4) meet any debt service coverage requirements.

Both the capital plan and the financing plan shall be updated periodically as part of the budget process. It is the goal of the Authority to adopt its capital plan on a rolling five-year forward basis. Both plans will comply with the Policy, paying particular attention to all relevant target debt affordability indicators.

**SECTION IV. DEBT TARGETS**

The President/CEO and the Vice President/CFO will recommend to the Board the amount, tenor and type of debt needed to meet the Authority’s short-term and long-term financing requirements. In such determinations, issues of debt capacity, amortization period and impact on rates and charges will be considered, guided by the use of target debt capacity indicators for measuring the affordability of additional borrowing.

1) Rate Covenants

The Authority has covenanted in the Master Indenture to comply with the senior lien Rate Covenant, as summarized below:

Bonds – The Authority will establish, fix, prescribe and collect rates, tolls, fees, rentals and charges in connection with the Airport System so that Net Revenues, which are generally defined as Revenues less Operation and Maintenance Expenses for a given period, in each Fiscal Year will be at least equal to 125% of the Aggregate Annual Debt Service for all Bonds.

“Bonds” are generally defined by the Master Indenture to mean any debt obligation of the Authority including bonds, notes, bond anticipation notes, commercial paper notes and other instruments creating an indebtedness of the Authority, and obligations incurred through lease or installment purchase agreements, other agreements, certificates of participation, and bank repayment obligations. The term “Bonds” does not include Subordinate Obligations (which is defined hereinafter).

The Authority has covenanted in the Master Subordinate Indenture to comply with the subordinate lien Rate Covenant, as summarized below:

Subordinate Obligations – The Authority will establish, fix, prescribe and collect rates, tolls, fees, rentals and charges in connection with the Airport System so that Subordinate Net Revenues (which are generally defined as Revenues less Operation and Maintenance Expenses less senior lien Bond debt service and reserve funding requirement for a given period) in each Fiscal Year will be at least equal to 110% of the Aggregate Annual Debt Service for all Subordinate Obligations for such Fiscal Year (excluding the principal amount of Commercial Paper reissued during the Fiscal Year).

“Subordinate Obligations” shall mean any debt obligation of the Authority issued under the Master Subordinate Indenture and are generally defined to mean a subordinate lien debt obligation including bonds, notes, bond anticipation notes, commercial paper notes and other instruments creating an indebtedness of the Authority, and obligations incurred through lease or installment purchase agreements or other agreements or certificates of participation therein and bank repayment obligations.

2) Additional Bonds Test and Additional Subordinate Obligations Test

In order to issue additional parity debt under the Master Indenture, the Authority must comply with one of the two prongs of the Additional Bonds Test, as summarized below:

(A) The Net Revenues for the last audited Fiscal Year or for any 12 consecutive months out of the most recent 18 consecutive months immediately preceding the date of issuance of the proposed Series of Bonds were at least equal to 125% of the sum of the Maximum Aggregate Annual Debt Service due and payable with respect to all Outstanding Bonds and the proposed Bonds to be issued for such applicable period; or

(B) Obtain a certificate prepared by a consultant showing that the forecasted Net Revenues are expected to be at least 125% of the Aggregate Annual Debt Service due and payable with respect to all Outstanding Bonds and the proposed Bonds to be issued for each year of the forecast period.

In order to issue additional parity debt under the Master Subordinate Indenture, the Authority must comply with one of the two prongs of the Additional Subordinate Obligations Test, as summarized below:

(C) The Subordinate Net Revenues for the last audited Fiscal Year or for any 12 consecutive months out of the most recent 18 consecutive months immediately preceding the date of issuance of the proposed Series of Subordinate Obligations were at least equal to 110% of the sum of the Maximum Aggregate Annual Debt Service due and payable with respect to all Outstanding Subordinate Obligations and the proposed Subordinate Obligations to be issued for such applicable period; or

(D) Obtain a certificate prepared by a consultant showing that the forecasted Subordinate Net Revenues are expected to be at least 110% of the Aggregate



Annual Debt Service due and payable with respect to all Outstanding Subordinate Obligations and the proposed Subordinate Obligations to be issued for each year of the forecast period.

3) Annual Debt Service Coverage Target

The Authority has established a debt service coverage target for its Bonds and Subordinate Obligations (in aggregate) in order to maintain adequate financial margins to accommodate unexpected events given the volatile nature of the aviation industry, preserve financial capacity for future funding needs, and maintain strong credit ratings.

The minimum Debt Service Coverage target for Aggregate Debt Service is:

- 1.40x, where PFCs used to pay debt service, if any, are added to Net Revenues (rather than deducted from Debt Service) with the sum divided by Aggregate Annual Debt Service for Bonds and Subordinate Obligations and Other Debt Service

This debt service coverage target will be reviewed at least annually by the Authority and its Financial Advisor to determine appropriate adjustments that may be necessary.

4) Airline Costs Per Enplaned Passenger Target

The Authority will compare its airline costs per enplaned passenger (“CPE”) with available sources of data, including the rating agencies’ median reports and a selected peer group of airports. Due to the different ways that airports set airline rates and charges, it is recognized that comparisons between airports can be misleading.

The Authority will regularly review and monitor CPE and seek to maintain a competitive rate. ~~as the New T1 program is advanced, and passenger traffic stabilizes.~~

5) Debt Per Enplaned Passenger – Target (excluding Special Facility Financing)

The Authority will monitor the amount of long-term debt it has outstanding. One common metric of leverage for airports is Debt per Enplanement. This metric, like CPE, is impacted by long-term passenger traffic demand which continues to evolve and has increased uncertainty. The Authority has ~~re-established~~ a Debt per Enplanement target range of \$300 to \$400. ~~as it advances its funding of the New Terminal 1 program. The Authority is still early in the New T1 program and, therefore, expects to refine this target when there is greater certainty on cost and funding sources.~~

The Authority will regularly review and monitor the Debt per Enplanement target using available sources of data, including the rating agencies’ median reports and a selected peer group of airports. Due to the different ways that airports finance their capital facilities, this measure is only one indicator of debt affordability.

6) Net Debt/Cash Flow Available to Debt Service (CFADS) – Target (excluding Special Facility Financing)

The Authority will monitor the amount of net long-term debt outstanding relative to the Cash Flow Available for Debt Service (CFADS). Net Debt to CFADS is the ratio of gross debt (including long-term capital leases) less unrestricted cash balances and debt service reserve funds divided by CFADS (which includes Net Revenues, Capitalized Interest and PFCs available for debt service). Airport credits, like most infrastructure assets, are highly leveraged and Net Debt/CFADS is a measure of debt affordability. A lower ratio is preferred as that indicates more available cash flow to service a given amount of debt outstanding.

The Authority has ~~established~~ a Net Debt to CFADS target range of 8x to 11x ~~as it advances its funding of the New Terminal 1 program~~. The Authority will regularly review and monitor the Net Debt to CFADS target using available sources of data, including the rating agencies' median reports.

7) Liquidity Target

Recognizing the inherently volatile nature of the aviation industry, the Authority will maintain prudent unrestricted reserves as a backstop to be able to fund its obligations if unforeseen events occur. The level of unrestricted reserves will be evaluated at least annually, as part of the Authority's budgeting and capital planning process.

The Authority's unrestricted reserves target (defined as the sum of unrestricted cash and investments, unrestricted cash designated for capital projects, unrestricted long-term investments, the O&M Reserve, and O&M Subaccount Reserve and the Renewal and Replacement Reserve) shall be at least 600 days of budgeted operating and maintenance expenses for the current fiscal year.

8) Credit Ratings Target

The Authority will seek to obtain the highest possible credit ratings on its debt, consistent with meeting the operational and long-term development needs of the Airport. The Authority will maintain ratings from at least two of the leading rating agencies for its Senior Lien Airport Revenue Bonds and seek to maintain a rating at least in the A1/ A+ category.

**SECTION V. TYPES OF FINANCING – DESCRIPTION AND APPROACH**

1) Bonds and Subordinate Obligations of the Authority

In general, issuing senior lien debt under the Authority's Master Indenture will achieve the lowest borrowing costs compared to other forms of borrowing. Under the Master Indenture, senior lien debt is defined as "Bonds". Under the Master Subordinate Indenture, subordinate lien debt is defined as "Subordinate Obligations".

Proceeds of the Authority's Bonds and Subordinate Obligations may be used for any legally permitted purposes.

Bonds issued for the Airport are limited obligations of the Authority payable solely from and secured by a pledge of Net Revenues generated by the Airport. Subordinate Obligations

issued for the Airport are limited obligations of the Authority payable solely from and secured by a pledge of Subordinate Net Revenues generated by the Airport.

Revenues generally include all revenues, income, receipts, and money derived from the ownership and operation of the Airport and all gifts, grants, reimbursements, or payments received from governmental units or public agencies, which are not restricted by law or the payor to application for a particular purpose other than payment of bonds. Among other things, Revenues specifically exclude:

- (A) Passenger Facility Charges (PFCs)
- (B) Released Revenues, which are an identifiable portion of Revenues that have been excluded from Revenues after meeting certain requirements defined in the Master Indenture
- (C) State and/or federal grants
- (D) Rental car Customer Facility Charges (CFCs)

2) PFC-Supported Bonds and Subordinate Obligations

The Authority leverages PFCs to support investment in Airport infrastructure and facilities. In order to do this, the Authority may make an irrevocable pledge of PFCs to pay eligible debt service for purposes of compliance with the Additional Bonds Test. The Authority may also deposit additional PFC amounts each year to the debt service fund to pay debt service on Bonds and Subordinate Obligations that financed PFC eligible projects.

The Authority will not include PFCs in estimates of future revenues pledged to support Annual Debt Service unless approval for their imposition has been obtained or is expected to be obtained from the FAA.

3) Special Facility Financings

Special Facilities Obligations may be issued by the Authority to finance capital projects and must be secured by a defined revenue stream derived from or relating to discrete facilities such as cargo terminals or maintenance facilities. Such facilities may be leased to one or more tenants.

The Authority may designate facilities at the Airport as Special Facilities and the revenues therefrom as Special Facilities Revenue if such facilities or revenues meet the following tests from the Master Indenture:

(A) The estimated Special Facilities Revenue pledged to the payment of Special Facilities Obligations relating to the Special Facility will be at least sufficient to pay the principal of and interest on such Special Facility Obligations as and when the same become due and payable, all costs of operating and maintaining such Special Facility not paid for by the operator thereof or by a party other than the Authority and all sinking fund, reserve or other payments required by the resolution authorizing the Special Facility Obligations as the same become due; and

(B) With respect to the designation of any separately identifiable existing Airport Facilities or Airport Facility as a “Special Facility” or “Special Facilities,” the estimated

Net Revenues, calculated without including the new Special Facilities Revenue and without including any operation and maintenance expenses of the Special Facility as Operation and Maintenance Expenses of the Airport System, will be sufficient so that the Authority will be in compliance with the Rate Covenant; and

(C) No Event of Default then exists under the Indenture.

If a facility meets these tests, the Special Facilities Revenues will not be Revenues for the period during which any Special Facilities Obligations are outstanding.

Special Facilities Obligations are limited obligations of the Authority to be repaid solely by Special Facilities Revenues derived from or relating to a discrete facility and are not secured by a lien on Revenues or PFC Revenues. Bonds and Subordinate Obligations are not secured by Special Facilities Revenues.

Special Facilities Obligations may be used in lieu of issuance of Bonds or Subordinate Obligations for financing of discrete airport facilities or airport projects that have an independent revenue stream.

The Authority may permit tenants to undertake Special Facilities Obligations under the following specified terms and conditions:

(A) The financing must comply with the Master Indenture limitations on this type of financing;

(B) A pledge of leasehold mortgage or security interest in the underlying asset may be granted to the trustee or Bondholders in certain circumstances, taking into account any value the ~~Airport Authority~~ receives from the tenant in return;

(C) Terms of bonds will be consistent with the standard terms and the provisions of the Airport's leasing policies;

(D) The ~~Airport Authority~~ will not enhance the creditworthiness of Special Facilities Obligations (for example, through the granting of a re-letting provision), unless the Authority determines it is in the best interests of the Airport, taking into account any value the Airport receives from the tenant in return;

(E) The Special Facilities Obligations are amortized over a period that does not exceed the lesser of: (a) 40 years; or (b) the useful life of the facility (80% of the useful life of the facility for projects that are considered to be "private activities" under federal tax regulations, if tax-exempt financing is used). "Bullet" maturities may be considered if they do not exceed the lesser of: (a) the useful life of the facility; or (b) 25 years, and are amortized on a straight line basis for purposes of calculating amortized cost (see below);

(F) The Authority reserves the right to acquire the facility at its amortized cost and the right to require notices exercising early call redemption provisions for the Special Facilities Obligations;

(G) Any refinancing of assets financed with Special Facilities Obligations will not be permitted without the consent of the Board;

(H) The tenant will reimburse the Authority for all of its costs associated with the Special Facilities Obligations;

(I) The Authority may assess an annual fee for Special Facilities Obligations;

(J) Bond Counsel(s) for the Authority will review all Disclosure documents and prepare the financing documents;

(K) The tenant will satisfy Continuing Disclosure and arbitrage rebate requirements and will provide the Authority with indemnities covering any exposure the Authority may have arising from the financing;

(L) The proposed facility must be compatible with Airport System land and capital use plans; and

(M) The Authority may establish minimum threshold Credit Ratings for airlines and other parties wishing to participate in Special Facilities Obligation financed projects. These threshold Credit Ratings will be reviewed by the Authority from time to time.

4) Bond Anticipation Notes (“BANs”) and Grant Anticipation Notes (“GANs”)

Bond Anticipation Notes (“BANs”) are short-term debt instruments that will be repaid with proceeds of an upcoming bond issue.

Grant Anticipation Notes (“GANs”) are short-term instruments that will be repaid from expected future federal AIP and TSA grants or other federal or State grants accepted by the Authority. The FAA and TSA may issue Letters of Intent (“LOI”) to the Authority indicating their intent, although not their commitment, to fund “long term, high priority capacity projects” on a multi-year basis as appropriations become available. Once an LOI is in hand, notes may be issued that are secured by the grants anticipated to be received from the FAA and/or TSA. However, there typically must be an ancillary source of repayment for the notes in the event grant funding is ultimately not received.

The Authority may use BANs proceeds to finance projects that would be otherwise financed by an upcoming bond issue. The Authority may use GANs proceeds to finance projects permitted by the grants anticipated to be received by the Authority.

Notes may be considered Balloon Indebtedness under the Master Indenture, which specifies that, for purposes of calculating the Aggregate Annual Debt Service of Balloon Indebtedness, such Bonds shall be assumed to be amortized in substantially equal annual amounts for principal and interest over a period of 30 years at an interest rate quoted in The Bond Buyer 25 Revenue Bond Index, or such successor or replacement index, or if that index is no longer published, another similar index selected by the Authority.

If the Authority fails to select a replacement index, the rate shall be the rate determined by a consultant to be a reasonable market rate for fixed-rate Bonds of a corresponding term issued under the Master Indenture. Issuance of BANs and GANs should not occur in amounts or result in amortization that would result in the failure by the Authority of its ability to satisfy its rate covenants and the debt coverage goals contained in this Policy.

5) Capital Appreciation Bonds and Zero Coupon Bonds

The Authority will not issue capital appreciation bonds or zero coupon bonds unless the Authority has determined, quantified and demonstrated that there is a significant benefit over traditional structures.

In the event that the Authority issues capital appreciations bonds or zero coupon bonds, proceeds of such bonds may be used for any legally permitted purposes.

6) Commercial Paper

Commercial Paper is a short-term obligation with maturities ranging from 1 to 270 days.

The payment when due of principal and interest on each series of the Notes also is secured by separate irrevocable, direct-pay letters of credit.

The Authority may refinance, refund or purchase outstanding Commercial Paper by issuing new Commercial Paper, by issuing Bonds, or by using available Authority funds.

For purposes of calculating Aggregate Annual Debt Service for a Commercial Paper Program, the principal and interest shall be calculated as if the entire Authorized Amount of such Commercial Paper Program were to be amortized over a term of 35 years commencing in the year in which such Commercial Paper Program is implemented and with substantially level Annual Debt Service payments.

The interest rate used for such computation shall be that rate quoted in The Bond Buyer 25 Revenue Bond Index, or such successor or replacement index, for the last week of the month preceding the date of calculation as published by The Bond Buyer, or if that index is no longer published, another similar index selected by the Authority, or if the Authority fails to select a replacement index, that rate determined by a consultant to be a reasonable market rate for fixed rate Subordinate Obligations of a corresponding term issued under the Indenture on the date of such calculation, with no credit enhancement and taking into consideration whether such Subordinate Obligations bear interest which is or is not excluded from gross income for federal income tax purposes.

Any outstanding Commercial Paper anticipated to be paid off and not reissued within the current fiscal year shall be excluded from any calculations of variable rate exposure for internal debt management purposes.

The Authority may issue Commercial Paper as sources of interim financing for capital projects. Before issuing such Commercial Paper notes, the take out of such Commercial Paper must be anticipated in the financing plan and determined to be feasible and advantageous by the Authority.

7) Floating Rate Notes and Revolving Credit Facilities

Floating Rate Notes (FRNs), including Revolving Credit Facilities, are notes that have a variable coupon, equal to a money market reference rate, such as SIFMA (Securities Industry and Financial Markets Association) or BSBY (Bloomberg Short Term Bank Yield Index) or SOFR (Secured Overnight Financing Rate), or such other industry benchmarks, plus a spread. The spread is a rate that remains constant. At the beginning of each coupon period, the coupon is calculated by taking the fixing of the reference rate for that day and adding the spread. Because the coupon resets based on a short-term index, the issuer is exposed to rising interest rates unless it has swapped the debt to a fixed rate. However, unlike variable rate demand obligations or Commercial Paper, FRNs are not supported by a bank liquidity facility, and therefore do not pose short-range liquidity/refinancing risk to the issuer.

The Authority may issue FRNs as a source of interim financing for capital projects. Before issuing such FRNs, the take out of such notes must be anticipated in the financing plan and determined to be feasible and advantageous by the Authority.

9) Equipment Leases

Equipment leases are basically loans pursuant to which the lender buys and owns certain equipment (e.g., jet bridges, baggage systems, flight and baggage information display systems) and then "rents" it to the Authority at a flat monthly rate for a specified number of months. At the end of the lease, the Authority may purchase the equipment for its fair market value (or a fixed or predetermined amount), continue leasing, lease new equipment or return the equipment. The Authority may explore equipment leases as a financing vehicle and alternative to debt if the terms and conditions of the lease (including the interest rate charged) are more favorable.

10) Installment Payment Agreement

The Authority may also finance certain facilities, including equipment, under an agreement with a third-party whereby the third-party funds the investment in the facility and the Authority agrees to pay the third party as rental/payment for the use and occupancy of the facility specific installment payments.

The installment payments would be made from the Authority's available funds after payment of all Operation and Maintenance Expenses, all funds necessary to pay debt service on and to fund the reserves for the Authority's Outstanding Senior and Subordinate Debt Obligations and amounts necessary to fund the Authority's Operation and Maintenance Reserve Subaccount and Renewal and Replacement Subaccount in accordance with the Master Trust Indenture.

11) Direct Loans

The Authority may also enter into a direct loan with a financial institution or other lending entity to meet certain of its financing needs. A direct loan is made directly with a financial institution or other lending entity and may be a fixed or variable product. The Authority may use direct loans as interim or permanent financing for capital projects or to refinance outstanding debt.

**SECTION VI. FEATURES OF LONG-TERM DEBT**



The Vice President/CFO will recommend to the Board the structure and term of long-term debt according to the general policies described below.

1) Selection of Final Maturity and Amortization of Principal

The final maturity of borrowings should not exceed, and preferably be less than, the projected economic life of the improvements that are financed or such shorter period as required by federal tax law, if tax-exempt debt has been used.

12) Use of Capitalized Interest

The Vice President/CFO will evaluate whether or not to capitalize the early years' interest cost in a bond issue by taking into account the impact this action would have on the size of the bond issue, future Annual Debt Service requirements, accounting treatments and budgetary impacts.

13) Tax Status

The Vice President/CFO will evaluate whether or not to issue taxable bonds in lieu of bonds that are subject to the Alternative Minimum Tax (AMT) for certain maturities for private activity financing needs. In some market conditions, the cost for taxable debt may be less than the cost for AMT bonds for certain maturities. The Vice President/CFO will also evaluate the benefit of using taxable bonds for advance refunding transactions.

14) Sizing of Debt Service Reserve Funds

Except in limited circumstances, the Master Indenture and the Master Subordinate Indenture require either the funding of a common Debt Service Reserve Fund in an amount sufficient to satisfy the reserve requirement for all existing and proposed Bonds or Subordinate Obligations under the respective master indenture participating in such master reserve fund, or the funding of a Debt Service Reserve Fund in an amount sufficient to satisfy the reserve requirement for only the proposed issue. With each issuance of Bonds or Subordinate Obligations, the Vice President/CFO will compare the costs of funding required increases to the reserve requirement from bond proceeds with the costs of satisfying the reserve requirement through the use of a reserve fund surety. The potential effect on credit ratings will also be considered when comparing reserve requirement funding alternatives.

15) Selection of Redemption Provisions

Redemption provisions will be established on a case-by-case basis, taking into consideration market conditions and the results of a call option analysis prior to the time of sale.

The issuance of non-callable Bonds or Subordinate Obligations should be considered only in special circumstances based upon the specific transaction. Because the issuance of non-callable debt may restrict future financial flexibility, cost will not be the sole determinant in the decision to issue non-callable bonds. The preference of the Authority is to issue debt with standard redemption provisions.

16) Use of Discount Bonds

Prior to issuing Bonds or Subordinate Obligations at a dollar price less than 97.0% of par, the Vice President/CFO will request from the Financial Advisor an analysis of the reduced option value resulting from the assignment of a lower interest coupon. The Authority will consider issuing the discount debt, where permissible under tax law, if the present value debt service savings provided by the lower interest coupon is greater than the reduction in call option value. Other benefits such as the participation of new investors will be an additional consideration.

17) Use of Premium Bonds

Prior to issuing Bonds at a dollar price greater than par, the Vice President/CFO will request from the Authority's Financial Advisor a brief cost/benefit analysis of the interest saved using premium debt versus other possible pricing structures.

18) Minimum Criteria for Debt Financing Equipment Items

The Authority will not issue long-term debt to finance individual items of equipment with a useful life less than five (5) years, except under a master lease program.

**SECTION VII. REFUNDING OPPORTUNITIES**

The Vice President/CFO and the Authority's Financial Advisor will monitor refunding opportunities for all outstanding debt obligations on a periodic basis applying established criteria in determining when to issue refunding bonds for debt service savings.

The refunding criteria will include a comparison of expected present value savings with the option value of the existing callable bonds. Generally, the Authority will pursue refunding opportunities if the expected net present value savings provide sufficient compensation for the exercise of the optional redemption provision. Recommendations as to the sufficiency of the net present value savings will be provided by the Authority's Financial Advisor.

Under current Internal Revenue Code provisions, only a current refunding of tax-exempt bonds is permitted using the proceeds of tax-exempt bonds. A current refunding requires issuing refunding bonds no earlier than ninety (90) days prior to the bond's optional redemption date. An Advance Refunding of tax-exempt bonds is permitted using the proceeds of taxable bonds.

Given the limitations on refunding outstanding tax-exempt bonds, careful attention will be given to pricing considerations and the impact early optional redemption provisions have on pricing.

The following considerations apply when the Authority considers refunding opportunities:

1) Monitor Potential Savings:

The Vice President/CFO with the assistance of the Authority's Financial Advisor, will monitor on an ongoing basis potential savings available by refinancing outstanding debt of the Authority. Savings will be analyzed on a present value basis by using a percentage of the refunded par amount. All costs and benefits of the refinancing will be taken into account.

2) Target Savings Amounts:

A present value analysis must be prepared to identify the economic effect of any proposed refunding. To proceed with a refinancing for economic savings, the Authority will evaluate the net present value savings as a percentage of the refunded par amount relative to the time to the first call date of the bonds and the maturity date of the bonds, using the following minimum guidelines:

<i>Years from the date of first call to Maturity Date of the Bonds</i>	Years to the first Call Date		
	After the First Call Date to Up to 90 Days Before	90 Days to 3 Years Before the First Call Date	More than 3 Years Before the First Call Date
0-5 Years	0.5%	1.0%	2.0%
6-10 Years	1.0%	2.5%	4.0%
11-20 Years	3.0%	4.0%	5.0%

For advance refunding or current refunding utilizing forward delivery bonds, the Authority will also evaluate the efficiency of the refunding opportunity as well as the breakeven analyses of the opportunity relative to a hypothetical current refunding.

3) Other Considerations:

Some refundings may be executed for other than economic purposes, such as to restructure debt, to change the type of debt instrument, or to retire a bond issue and indenture for more desirable covenants. In addition, if the benefits outweigh the costs and the refunding opportunity would otherwise be lost, the Authority may proceed with a refunding that has economic benefit but does not meet the criteria stated above in the “Target Savings Amount” paragraph above.

4) Non-Traditional Refundings:

Refundings executed with non-traditional structures such as tenders and swaps, require a full analysis of the benefits and risks, and may require higher economic benefits.

**SECTION VIII. ISSUANCE OF VARIABLE RATE DEBT**

Variable Rate Debt typically is issued for a term of up to 30 years, although the interest rate on this debt instrument is reset daily, weekly, monthly or less commonly, periodically.

The Authority recognizes that variable rate securities are a useful debt management tool that traditionally has had lower interest rate costs than fixed rate debt. The Authority’s current goal is to maintain a debt program which may include both fixed and variable rate debt, as well as Commercial Paper, FRNs and Revolving Credit Facilities.

1) Purposes of Variable Rate Debt

The Vice President/CFO may recommend that variable rate securities be issued for the following purposes:

(A) Interim Financing Tool

The Authority may consider issuing Variable Rate Debt in connection with its major debt-financed capital projects, especially when interest rates associated with a fixed rate, long term borrowing far exceed the interest rates that can be earned on the construction and capitalized interest funds (resulting in a significant amount of negative arbitrage). Because Variable Rate Debt can be retired or redeemed without penalty, these instruments may better suit circumstances where a refunding or restructuring of a potential debt issue is likely for any reason, (for example, if a change in use of the facility to be funded may reasonably be anticipated, or if grant or another source of funds may be obtained to substitute for bond funding).

Certain variable rate products most notably, Commercial Paper and Revolving Credit Facilities can be issued incrementally as funds are needed to finance current construction, and can reduce the long-term cost of construction financing.

(B) Statement of Net Position Management Tool

The maintenance of Variable Rate Indebtedness, Commercial Paper, FRNs and Revolving Credit Facilities liabilities at a level that takes into consideration the amount of short-term assets maintained by the Authority prudently reduces the Authority's risk of exposure to changes in interest rates. Since the Authority invests its free cash balances in short term instruments, it is exposed to interest rate fluctuations at the short end of the yield curve. Conversely, a large portion of its liabilities are in the form of long term, fixed-rated debt. When interest rates fall, the Authority's assets earn less, while its liabilities are fixed. Offsetting this exposure by better matching the variability of earnings on its assets with variable, rather than fixed, rate liabilities serve as a hedge against interest rate risk and reduces the overall cost of funds.

(C) Diversify Investor Base to Lower Costs

Typically, variable rate debt is sold to a different segment of investors than long-term fixed rate bonds. By tapping short-term investors, an issuer broadens and diversifies its investor base. By becoming a familiar and respected credit among short-term investors, the Authority will be in a better position to gain access to these buyers at those times when it is less advantageous to borrow in the fixed-rate market.

(D) Management of Negative Arbitrage

Issuing debt in a variable rate mode reduces or at times may even eliminate negative arbitrage in Construction, Capitalized Interest and Debt Service Reserve Funds. (See “A” above)

2) Criteria for Use of Variable Rate Debt

The Authority’s net variable rate debt composition (defined as variable rate debt less unrestricted cash reserves) excluding interim financings (defined as financings the Authority intends to take out with permanent long term financings) will not exceed 15% of total debt.

Statement of Net Position Risk Mitigation - In determining the appropriate amount of variable rate debt to be issued for risk mitigation purposes, the following factors should be taken into account, and analyzed on the basis of the funds that will be repaying the debt:

- (i) The historic average of cash balances analyzed over the course of several prior fiscal years.
- (ii) Projected cash balances based on known demands on the given fund.
- (iii) Any basis risk, such as differences in the performance or average life of the Authority’s investment vehicle (e.g., swaps, as discussed in Section IX) and the variable rate debt instrument.

3) Diversification of Remarketing Agents and Credit Facility Providers

In selecting remarketing agents for variable rate debt, the Authority will seek to choose a diversity of remarketing agents to better foster competition. For similar reasons, the Authority will seek to diversify institutions providing liquidity or credit enhancement for Airport variable rate debt.

4) Budgeting

The Vice President/CFO will determine the appropriate method for budgeting the interest cost of variable rate debt by considering historic interest rates, projected interest rates and the effect of risk mitigation products such as interest rate swaps or caps.

5) Monitoring and Reporting

The Vice President/CFO will monitor the performance of actual interest rates on variable rate debt and periodically report the results. Reports will be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and with rules promulgated by the General Accounting Standards Board (GASB). With the assistance of its Financial Advisor, the Vice President/CFO will regularly review the performance of the individual remarketing agents in relation to other remarketing agents, similar programs and market indices.

**SECTION IX. DERIVATIVES**

The Authority has adopted and will maintain a separate policy for derivatives (Policy 4.21 “Policy Regarding the Use and Management of Derivative Products”).

**SECTION X – METHOD FOR SALE OF DEBT**

There are two methods of issuing debt obligations: a Competitive Sale and a Negotiated Sale. In a Competitive Sale, Underwriters submit sealed bids, and the Underwriter or Underwriting Syndicate with the lowest True Interest Cost (TIC) is awarded the sale. In a Negotiated Sale, the Underwriter or Underwriting Syndicate is selected through a Request for Proposal (RFP) process. The interest rate and Underwriter’s fee are negotiated prior to the sale, based on market conditions.

It is usually not feasible to issue bonds through a Competitive Sale for certain types of financings, such as Variable Rate Debt, Commercial Paper and specialized financings like Special Facility Revenue Bonds. Further, there are factors (e.g., flexibility as to timing and the mix of the underwriting syndicate) that support the use of a Negotiated Sale. Still, a competitive process should be used to choose the appropriate Underwriter and financing team to ensure the most qualified firms are used for a specific financing. The current policy of the Authority establishes a preference for Negotiated Sales of its Bonds.

*Role of Underwriters in Negotiated Sale*

The Authority expects its Underwriters to: 1) participate in a valuable and significant way with respect to the structuring and pricing of each debt issue and sales performance; 2) cooperate fully with other financing team members in a way that provides the maximum benefit to the Authority; and 3) attend meetings, when requested, related to the issuance of debt.

The book running senior manager, in conjunction with the Financial Advisor, is responsible for developing a time and responsibility schedule that will allow for the timely and successful completion of the financing. The book running senior manager is responsible for communicating the Authority’s plan of finance and timing to the other managing Underwriters in the syndicate.

*Underwriter Selection in Negotiated Sale*

The Authority may select Underwriters for an individual financing or to serve as part of a pre-qualified pool of Underwriters available for appointment for anticipated financings. In either case, the Authority would conduct a competitive selection process, which should include:

- Developing an RFP that meets the financial and policy goals of the Authority.
- Meeting the Authority procurement requirements.
- Circulating the RFP to a wide range of Underwriters (e.g. national and regional firms, DBE and majority firms, firms that provide credit to the Authority, and firms that specialize in certain types of debt).
- Diligently evaluating the Underwriters’ proposals received in response to the RFP.
- Conducting follow-up interviews with any or all of the proposing firms (optional).

- Selecting candidates to be recommended for appointment to an individual financing or to an Underwriter pool.

Should the Board appoint Underwriters to a pre-qualified pool after an RFP process, the Vice President/CFO may recommend such firms for appointment to specific financings, without a subsequent RFP process.

#### **SECTION XI. INVESTMENT OF BOND PROCEEDS**

The Authority shall invest proceeds generated through the issuance of debt in compliance with the terms of eligible investments under the relevant bond indenture and related bond documents; its Investment Policy; and applicable state laws.

#### **SECTION XII. COMPLIANCE WITH FEDERAL TAX LAW AND MARKET DISCLOSURE OBLIGATIONS**

##### 1) Compliance with Federal Tax Law

The Vice President/CFO shall establish a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code and ensure compliance with other federal tax regulations and post-issue compliance as required by Bond Counsel at the time of issuance of the debt. This effort shall include tracking expenditures of bond proceeds to ensure such expenditures comply with federal tax law requirements, tracking investment earnings on proceeds, retention of a rebate consultant to prepare and calculate rebate payments in compliance with tax law and remitting any earnings subject to rebate to the federal government in a timely manner in order to preserve the tax-exempt status of the Authority's outstanding debt issues that have been issued on a tax-exempt basis.

The Authority will comply with all covenants contained in tax certificates.

Trustee banks have been appointed for the Authority's outstanding debt. The trustees shall perform all functions and duties required under the terms and conditions set forth in the respective bond indentures and trust agreements, including maintaining records of fund balances and investments.

##### 2) Initial Disclosure

The Authority acknowledges its responsibilities under the securities laws to avoid material misstatements and omissions in offering documents used in the marketing of Authority debt. The Vice President/CFO shall manage and coordinate the disclosure documentation preparation process and shall establish a system of procedures to ensure the preparation of appropriate disclosure documentation when required, with assistance from the Authority's General Counsel and the Authority's Bond and/or Disclosure Counsel. When necessary, the Vice President/CFO shall provide training covering new developments and disclosure responsibilities to staff members.

##### 3) Continuing Disclosure

To assist Underwriters to comply with Securities and Exchange Commission (“SEC”) Rule 15c2-12, the Authority has entered into and expects in the future to enter into additional Continuing Disclosure Undertakings. The Authority is required to provide 1) Annual Reports, containing the Authority’s audited financial statements as well as updates of operating and financial data included in the Authority’s offering documents, and 2) notices of certain enumerated events.

- i) Notice of the occurrence of any of the following events shall be given, or caused to be given by the Authority, with respect to any bonds, not later than ten business days after the occurrence of the event:
  - (A) Principal and interest payment delinquencies;
  - (B) Unscheduled draws on the Debt Service Reserve Funds reflecting financial difficulties;
  - (C) Unscheduled draws on credit enhancements reflecting financial difficulties;
  - (D) Substitution of credit or liquidity providers, or their failure to perform;
  - (E) Adverse tax opinions with respect to the tax status of any bonds or the issuance by the Internal Revenue Service of proposed or final determination of taxability or of a Notice of Proposed Issue (IRS Form 5701 TEB) with respect to any bonds;
  - (F) Tender offers;
  - (G) Defeasances;
  - (H) Rating changes;
  - (I) Bankruptcy, insolvency, receivership or similar event of the obligated person;
  - (J) Default, event of acceleration, termination event, modification or terms, or other similar events under the terms of a Financial Obligation of the Authority, any of which reflect financial difficulties.

Note: for the purposes of the event identified in subparagraph (I), the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governmental body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

- (K) Any applicable revision to rule 15c2-12 adopted by the SEC



(ii) Notice of the occurrence of any of the following events with respect to any bonds, if material, shall be given, or caused to be given by the Authority, not later than ten business days after the occurrence of the event:

(A) Unless described in paragraph 3(i)(E), adverse tax opinions or other material notices or determinations by the Internal Revenue Service with respect to the tax status of any bonds or other material events affecting the tax status of any bonds;

(B) Modifications to rights of the owners of any bonds;

(C) Optional, unscheduled or contingent bond calls;

(D) Release, substitution or sale of property securing repayment of any bonds;

(E) Non-payment related defaults;

(F) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms; and

(G) Appointment of a successor or additional trustee or the change of name of a trustee; or

(H) Incurrence of a Financial Obligation or the Authority, or agreement to covenants, events of default, remedies, priority rights, of other similar terms of a Financial Obligation of the Authority, any of which affect security holders;

(I) Any applicable revision to rule 15c2-12 adopted by the SEC.

### **SECTION XIII. RATINGS AGENCIES AND INVESTOR RELATIONS**

The Vice President/CFO shall be responsible for implementing and managing the Authority's Credit Rating agency relationship. The Authority recognizes the importance of immediate and timely disclosure of relevant financial and program information concerning its debt programs to the rating agencies and pursuant to its continuing disclosure undertakings. This effort shall include periodic meetings with the rating agencies and shall provide the rating agencies with the Authority's annual budget projections, financial statements and other relevant information.

The Vice President/CFO shall be responsible for implementing and managing the Authority's investor relations program, including the maintenance and periodic updating of the financial information provided on the Authority's web site. The Authority shall attempt to promptly respond to any reasonable inquiry from an institutional or retail investor concerning information generally available to the investing public and in certain circumstances involving significant events affecting the Authority, make voluntary Secondary Market Disclosure pursuant to an EMMA (Electronic Municipal Market Access) filing.

### **SECTION XIV. AMENDMENTS TO DEBT ISSUANCE AND MANAGEMENT POLICY**

**POLICY SECTION NO. 4.40**

The Policy codifies and explains the guidelines and the policies that govern existing and anticipated debt obligations of the Authority. In addition, the Policy sets forth certain financial management practices in capital budgeting that will enhance the Authority's ability to manage its projected debt issuance. The Policy will require changes and modifications over time. The Vice President/CFO shall be responsible for ensuring the policy is current and will review the Policy annually, at a minimum. In the event that changes to the Policy are necessary, the Vice President/CFO shall propose such changes to the President/CEO. Upon President/CEO approval, the proposed amended Policy will be submitted to the Board requesting approval.

**GLOSSARY (PROVIDED FOR INFORMATIONAL PURPOSES ONLY)**

**Additional Bonds Test:** The earnings test which must be satisfied under the provisions of a revenue bond contract before bonds of an additional issue having the same lien on a pledged revenue source can be issued. Typically, the test required that historical or future estimated pledged revenues exceed total debt service (existing and proposed) by a certain ratio. The test provides protection to investors that the bond issuer will not issue additional parity bonds without providing ample security to the investors in the previous financing(s).

**Advance Refunding:** A refunding that occurs more than 90 days in advance of the first optional redemption date. Under current Internal Revenue Code Provisions no tax exempt bonds may be advance refunded on a tax-exempt basis.

**Airline Costs per Enplaned Passenger (“CPE”):** A comparative statistic used to demonstrate the affordability of airline operations at an airport. CPE is often used in the process of determining the credit quality of an issue. It is typically calculated as total passenger airline revenue divided by the number of enplaned passengers in any fiscal year.

**Airport Revenue Bonds:** Airport Revenue Bonds (also known as General Airport Revenue Bonds, or “GARBs”) are bonds issued pursuant to the terms of a trust indenture or ordinance which are secured either by a pledge of gross or net airport revenues.

**Alternative Minimum Tax:** Interest on tax-exempt private activity bonds (held by individuals, issued after January 1, 2018 is generally subject to the Alternative Minimum Tax (“AMT”) as a specific item of tax preference: provided however certain new money private activity bonds previously issued during the AMT “waiver” period authorized by the American Recovery and Reinvestment Act of 2009 can be current refunded and exempt from AMT.

**Amortization:** The process of paying the principal amount of an issue of securities by periodic payments either directly to holders of the securities or to a sinking fund for the benefit of security holders.

**Arbitrage:** With respect to the issuance of municipal securities, arbitrage usually refers to the difference between the interest paid on tax-exempt bonds and the interest earned by investing the proceeds of the bonds in higher-yielding taxable securities. Federal income tax laws generally restrict the ability to earn arbitrage in connection with tax-exempt bonds.

**Arbitrage Rebate:** A payment made by an issuer to the federal government in connection with an issue of tax-exempt bonds. The payment represents the amount, if any, of arbitrage earnings on bond proceeds and certain other related funds, except for earnings that are not required to be rebated under limited exemptions provided under the Internal Revenue Code. An issuer generally is required to calculate, once every five years during the life of its bonds, whether or not an arbitrage rebate payment must be made.

**Balloon Maturity:** A bond structure wherein the principal amount becomes due and payable on one date, generally at the end of the bond term.

Basis Point: Yields on bonds are usually quoted in increments of basis points. One basis point is equal to 1/100 of one (1%) percent. For example, the difference between 6.00% and 6.50% is 50 basis points.

Bond Counsel: A law firm retained by the bond issuer to give a legal opinion that the bond issuer is authorized to issue proposed securities, the bond issuer has met all legal requirements necessary for issuance, and interest on the proposed securities will be exempt from federal income taxation and, where applicable, from state and local taxation. Usually, bond counsel will prepare authorizing resolutions and ordinances, trust indentures and other bond documents with the exception of the Official Statement.

Bondholder: The owner of a municipal bond whose name is noted on the bond register.

Bond Insurance: Insurance which provides an additional guarantee of the timely payment of principal and interest of either an entire bond issue or specified maturities. In exchange for payment of the bond insurance premium, a higher credit rating (the rating of the insurer) is assigned to the insured bonds and a lower cost of funds may be attained.

Bond Purchase Agreement: The contract between the Syndicate and the bond issuer setting forth the final terms, prices and conditions upon which the Syndicate will purchase a new issue.

Book Running Senior Manager: The managing underwriter that controls the book of orders for the transaction and is primarily responsible for the successful execution of the transaction.

Broker-Dealer: A securities firm engaged in both buying and selling securities on behalf of customers and also buying and selling securities on behalf of its own account.

Bullet Maturity: See Balloon Maturity.

Callable Bond: A bond where the bond issuer is permitted to redeem it before the stated maturity date at a specified price by giving notice of redemption in the manner specified in the bond document.

Capital Appreciation Bond: A municipal security on which the investment return on an initial principal amount is reinvested at a stated compounded rate until maturity, at which time the investor receives a single payment (the "maturity value") representing both the initial principal amount and the total investment return. It differs from a Zero Coupon Bond in that only the initial principal amount is counted against an issuer's statutory debt limit, rather than the total par value at maturity.

Capitalized Interest: A portion of the proceeds of an issue which is set-aside to pay interest on the bonds for a specified period of time. Interest is commonly capitalized during the construction period of a revenue-producing project.

Commercial Paper: Short-term (1 to 270 days) promissory notes usually issued to provide for interim financing of projects through the construction period and backed by a letter or line of credit from a commercial bank. Following the completion of the projects, principal and interest due on commercial paper is often redeemed through the issuance of long-term refunding bonds.

Competitive Sale: The sale of a new issue of bonds by an issuer through a bidding process where underwriters are awarded the bonds on the basis of offering the lowest cost of funds for the issuer usually as measured on a true interest cost (TIC) basis. The bid parameters for the public sale are established in the notice of sale or notice inviting bids.

Credit Enhancement: The use of the credit of an entity other than the issuer to provide additional security in a bond or note financing. This term typically is used in the context of bond insurance, letters of credit and other similar facilities.

Credit Ratings: Evaluations of the credit quality of bonds made by independent ratings services such as Moody's Investors Service, S&P Global Ratings, Fitch Ratings and Kroll Bond Rating Agency. Credit ratings are intended to measure the probability of timely repayment of principal and interest on municipal securities. Credit ratings are assigned before issuance of the bonds and are periodically reviewed or may be amended to reflect changes in the issuer's credit position. Bonds with investment grade ratings are assigned credit ratings between Baa3/BBB- and Aaa/AAA.

Current Refunding: A current refunding involves refunding bonds within 90 days of the bonds first optional redemption. Federal tax law does not limit the number of current refundings of any tax-exempt bond.

Customer Facility Charge (CFC): A fee imposed by a car rental company upon a car rental customer arriving at the airport and renting a vehicle from an on-airport or off-airport car rental company serving the airport. The CFC is collected by the car rental company generally for use by the airport in funding rental car facility-related projects or debt associated with such projects.

Debt Ratios: Comparative statistics showing the relationship between a bond issuer's outstanding debt and factors affecting repayment. Such ratios are often used in the process of determining the credit quality of an issue. Examples of debt ratios applied to airport bonds include: debt/revenues/costs per enplaned passenger, debt service coverage ratio, utilization per gate, operating ratio and net takedown.

Debt Service: The amount due for repayment of interest and principal on outstanding debt, including required contributions to a sinking fund for term bonds. Debt service may be computed on a bond year, fiscal year or calendar year basis.

Debt Service Coverage: The ratio of Net Revenues annually available to pay debt service on bonds to the annual debt service requirement. This ratio is one indicator of the credit quality of a bond issue. For example, a coverage ratio of "1.50x" means that for every \$1.00 of annual debt service, the bond issuer has \$1.50 of annual net revenues.

Debt Service Reserve Fund: The fund in which moneys are placed which may be used to pay debt service if Net Revenues are insufficient to satisfy the debt service requirements. The size of this fund is generally established by the reserve requirement, which is generally equal to the lesser of: (i) 10% of new issue par, (ii) maximum annual debt service (debt service is amount due on existing and proposed debt for a common debt service reserve fund), and (iii) 125% of average annual debt service (debt service is amount due on existing and proposed debt for a common debt service reserve fund).

Debt Service Reserve Fund Surety Policy: A debt service reserve fund insurance policy provided by a highly-rated municipal bond insurer or a letter of credit provided by a highly-rated commercial bank which guarantees the funding of the reserve requirement.

Defeasance: Bonds for which the payment of debt service has been assured through the structuring of a portfolio of government securities, the principal and interest on which will be sufficient to pay debt service on the outstanding bonds. The rights and interest of the bondholders and of their lien on pledged revenues is terminated in accordance with the bond documents through a defeasance. Defeasance usually occurs through the issuance of refunding bonds.

Disclosure: From the perspective of the bond issuer, it is taken to mean the dissemination of accurate and complete information material to an existing or proposed bond issuance which an investor is likely to consider important in making an investment decision. The material facts pertinent to a new bond offering are disclosed in the Official Statement.

Disclosure Counsel: A law firm retained by the bond issuer to prepare the Official Statement and provide a 10b-5 opinion.

Discount Bond: A bond sold for less than its face value as a result of the yield exceeding the coupon rate.

Financial Advisor (also known as a Municipal Advisor): A consultant who advises the bond issuer on matters such as bond structure, timing, marketing, pricing, documentation and credit ratings. The consultant may also provide non-bond related advice relating to capital planning and investment management.

Financial Obligation: shall mean a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term Financial Obligation shall not include municipal securities (as defined in the securities Act, as amended) as to which final official statement (as define in the rule) has been provided to the MSRB consistent with the Rule.

Fixed Rate Debt: Securities with an interest rate that is established for the life of the securities.

Forward Refunding: A Forward Refunding is an agreement, usually between an issuer and the underwriter, whereby the issuer agrees to issue bonds on a specified future date and an underwriter agrees to purchase such bonds on such date. The proceeds of such bonds, when issued, are generally used to refund the issuer's outstanding bonds.

Group Net Order: An order for bonds submitted by a Syndicate member in which the takedown is distributed to Syndicate members according to their respective liability shares in the issue.

Institutional Order: An order for bonds placed by a bank, pension fund, mutual fund, trust or insurance company, investment bank, hedge fund or similar financial institution.

Interest Rate Risk: The risk associated with changes in general interest rate levels or Yield Curves (see Yield Curves below).

Letter of Credit: A commitment usually made by a commercial bank to honor demands for timely payment of debt service upon compliance with pre-established conditions and/or the occurrence of certain events specified in the agreement between the bank and the issuer of the debt. Letters of credit are often issued as additional sources of security for issues of notes, commercial paper or bonds, with the bank issuing the letter of credit committing to pay debt service on the bonds. Debt issued with a letter of credit may be assigned the credit rating (short- and/or long-term) of the letter of credit provider. Letters of credit may also provide liquidity support for such debt issues.

Master Indenture: The Trust Indenture that governs all the senior lien bond obligations of the issuer.

Master Subordinate Indenture: The Trust Indenture that governs all the subordinate lien bond obligations of the issuer.

Member Order: An order submitted by a syndicate member at the takedown price.

Negotiated Sale: The sale of a new issue of bonds by an issuer through an agreement with an underwriter or underwriting Syndicate selected by the issuer. Bonds are generally sold on a negotiated basis when market conditions, issue structure or issue credit quality indicate that a competitive sale would result in higher borrowing costs for the issuer.

Net Debt/Cash Flow Available for Debt Service (CFADS): Gross debt (including long-term capital leases) less unrestricted cash balances and debt service reserve funds divided by CFADS (which includes net Revenues, Capitalized Interest and PFCs available for debt service).

Net Designated Order: An order submitted by a syndicate member on behalf of a buyer on which all or a portion of the takedown is to be credited to certain members of the syndicate. The buyer directs the percentage of the total designation each member will receive in accordance with the terms of the underwriting syndicate.

New T1: The New Terminal 1 will help the Airport meet the region's passenger demand through the year 2035 by developing a 30-gate replacement facility for Terminal 1 (11 gate net increase) at the San Diego International Airport. The new facility will be accompanied with reconfigured and new taxiways, a close-in parking structure, and associated access and circulation roadway improvements. Collectively, these projects will enhance the passenger experience, improve airport operating efficiency, and lower carbon emissions.

Official Statement: A document published by the bond issuer, and often prepared by Disclosure Counsel, which discloses material information on a new bond issue including the purpose of the issue, source of repayment, bond covenants as well as financial, economic, demographic and legal characteristics of the bond issuer. The Official Statement is used by investors to determine the credit quality of the bond issue. An Official Statement is deemed preliminary prior to the determination of the interest rates on the bond issue.

Other Debt Service: Any debt obligation of Authority other than Bonds and Special Facility Financing, including commercial paper, other indebtedness of Authority, and all other related requirements.

Parity Bonds: Two or more subsequent issues of bonds which have the same priority of claim or lien against pledged revenues.

Passenger Facility Charge (PFC): A fee, in amounts up to \$4.50, assessed to enplaned passengers at commercial airports controlled by public agencies. Airports use these fees to fund FAA-approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition. Federal law limits use of PFC funds strictly to the above categories.

Premium Bond: A bond sold for greater than its face value as a result of the coupon rate exceeding the yield.

Redemption Provisions: Terms set out in the bond documents which give the bond issuer the right or requirement to redeem or “call” all or a portion of an outstanding issue of bonds prior to their stated dates of maturity at a specified price.

Remarketing Agent: A broker-dealer responsible for reselling to new investors securities (such as variable rate demand obligations and other tender option bonds) that have been tendered for purchase by their owner. The remarketing agent also typically is responsible for resetting the interest rate for a variable rate issue and also may act as tender agent.

Retail Order: An order for bonds placed by an individual or, as determined by the bond issuer, a retail order may also include an order placed by a bank trust department or an investment advisor for an individual.

Revolving Credit Facility: An agreement between a financial institution and the Authority that provides the Authority with the flexibility to drawdown, repay and redraw loans. Loans advanced under the revolving Credit Facility have a variable interest rate.

Secondary Market Disclosure: Disclosure of information relating to outstanding municipal securities made following the end of the underwriting period by or on behalf of the issuer of the securities.

Securities and Exchange Commission (SEC): The federal agency responsible for supervising and regulating the securities industry. In general, municipal securities are exempt from the SEC’s registration and reporting requirements. Brokers and dealers in municipal securities, however, are subject to SEC regulation and oversight. The SEC also has responsibility for the approval of Municipal Securities Rulemaking Board (MSRB) rules, and has jurisdiction, pursuant to SEC Rule 10b-5, over fraud in the sale of municipal securities.

SEC Rule 15(c)2-12: A regulation of the SEC which requires underwriters participating in primary offerings of municipal securities of \$1,000,000 or more (i) to obtain, review, and distribute to investors copies of the issuer’s disclosure documents; (ii) to obtain and review a copy of an Official Statement deemed final by an issuer of the securities, except for the omission of specified information; (iii) to make available upon request, in non-competitively bid offerings, the most recent preliminary official statement, if any; (iv) to contract with an issuer of the securities, or its agent, to receive, within specified time periods, sufficient copies of the issuer’s final official statement, both to comply with this rule and any rules of the Municipal Securities Rulemaking Board; and (v) to provide, for a specified period of time, copies of final Official Statements to any potential customer upon request. The rule contains exemptions for underwriters participating in certain offerings of municipal securities issued in large denominations that are sold to no more than 35 sophisticated investors, have short-term maturities, or have short-term tender or put features. The release also modifies, in limited respects, a previously published interpretation of the legal obligations of municipal securities underwriters.

Senior Lien Bonds: Bonds which have a prior claim against pledged revenues.



Serial Bonds: Bonds of an issue in which principal is amortized in successive years without interruption.

Subordinate Lien Bonds: Bonds which have a subordinate, or junior, claim against pledged revenues.

Special Facility Obligations: The issuance of bonds by a governmental entity to finance a project with repayment secured by a defined revenue stream derived from or relating to the use of the completed project.

Syndicate: A group of underwriters formed to purchase and re-offer a bond issuer's bonds for sale to the public. The syndicate is organized for the purposes of sharing the risks of underwriting the issue, obtaining sufficient capital to purchase a bond issue and for broader distribution of the issue to the general public. Each syndicate member has a share in the liability of the issue.

Takedown: The total discount at which members of syndicates buy bonds from an issuer.

Tax Events Risk: Risk to the issuer of variable rate bonds created by either a change in the taxable equivalent yield of comparable investments or loss of tax-exempt status. For an issuer of variable rate bonds, a reduction in federal income tax rates would increase interest costs. Re-classification of outstanding variable rate bonds as taxable would also increase interest costs.

Term Bonds: Bonds comprising a large part of the issue which come due in a single maturity. The bond issuer usually makes periodic payments into a sinking fund for mandatory redemption of term bonds before maturity or for payment at maturity.

True Interest Cost: The rate, compounded semi-annually, necessary to discount the amounts payable on the respective principal and interest payment dates to the purchase price received on the closing date of the bond issue.

Trust Indenture: A contract between a bond issuer and a trustee, for the benefit of bondholders. The trustee administers the funds specified in the indenture and implements the remedies provided in case of default.

Underwriter: A dealer which purchases a new issue of bonds for resale either by negotiation with the issuer or by award on the basis of a competitive bid.

Underwriter's Counsel: A law firm retained by the Underwriter to represent their interests in connection with the negotiated purchase of a new issue of bonds. The firm's duties may include review of all bond documents, preparation of the agreement among Underwriters and negotiation of the bond purchase contract between the Underwriter and the bond issuer.

Underwriter's Gross Spread: In a negotiated sale, the difference between the price the Underwriter pays the bond issuer and the original reoffering price to the public; includes the management fee, expenses, and sales commissions (takedown and concession).

Variable Rate Debt: Securities with an interest rate that changes at intervals according to an index or formula, or is periodically (daily, weekly or monthly) reset at the market clearing rate. Variable rate debt is also known as "floating rate debt".

Yield Curve: Refers to the graphical or tabular representation of interest rates across different maturities. The presentation often starts with the shortest-term rates and extends towards longer maturities. It reflects the market's views about implied inflation/deflation, liquidity, economic and financial activity, and other market forces.

Zero Coupon Bond: An original issue discount bond on which no periodic interest payments are made but which is issued at a deep discount from par, accreting (at the rate represented by the offering yield at issuance) to its full value at maturity.

[Amended by Resolution No. 2023-0039 dated June 1, 2023.]  
[Amended by Resolution No. 2022-0053 dated June 2, 2022.]  
[Amended by Resolution No. 2021-0056 dated June 3, 2021.]  
[Amended by Resolution No. 2020-0067 dated June 4, 2020.]  
[Amended by Resolution No. 2019-0056 dated May 30, 2019.]  
[Amended by Resolution No. 2019-0034 dated April 4, 2019.]  
[Amended by Resolution No. 2018-0133 dated December 6, 2018.]  
[Amended by Resolution No. 2017-0050 dated June 1, 2017.]  
[Amended by Resolution No. 2015-0042 dated May 21, 2015.]  
[Amended by Resolution No. 2014-0050 dated June 5, 2014.]  
[Amended by Resolution No. 2013-0048 dated June 6, 2013.]  
[Amended by Resolution No. 2012-0060 dated June 7, 2012.]  
[Amended by Resolution No. 2011-0078 dated July 7, 2011.]  
[Adopted by Resolution. No. 2010-0046 dated May 6, 2010.]

# San Diego County Regional Airport Authority

ANNUAL REVIEW AND APPROVAL OF AMENDMENTS TO  
AUTHORITY POLICY 4.40

Presented by John Dillon, Director, Financial and Risk Management

June 6,, 2024



# Debt Policy - Overview

- Governs existing and anticipated debt obligations
- Sets forth certain financial management practices in capital budgeting that supports the Authority's ability to manage its projected debt issuance
- Policy is updated from time to time to reflect changes in the law and the market



# Debt Policy - Objectives

- Protect the Authority's assets and funds
- Manage and monitor existing debt to:
  - Optimize financial structure
  - Control costs
  - Ensure compliance with bond financing covenants
- Oversee the issuance of new debt in order to maintain access to capital markets
- Obtain and maintain the highest possible credit ratings on debt

# Debt Policy - Objectives

- Explore and implement prudent debt structuring
- Provide the required secondary market disclosure to the rating agencies and investors
- Comply with all federal and state laws and regulations as well as bond indenture and federal tax and securities law compliance

# Debt Policy Amendments

The proposed Policy was updated to remove outdated language.

## Section (IV) (6) Debt Targets.

- Amended language that reflected the progression of the NT1 Project

## Other changes

- Updates are also included for minor clarifications, glossary updates and language corrections.

# | Next Steps

- **Board approval of Authority Policy 4.40 - Debt Issuance and Management**



Questions?

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Review of Authority Policy 4.20 – Guidelines For Prudent Investments and Delegation of Authority to Invest and Manage Authority Funds to the Vice President, Chief Financial Officer/Treasurer**

**Recommendation:**

The Finance Committee recommends that the Board adopt Resolution No. 2024-0041, approving amendments to Authority Policy 4.20-Guidelines for Prudent Investments and delegating authority to invest and manage Authority Funds to the Vice President, Chief Financial Officer/Treasurer.

**Background/Justification:**

The Airport Authority's Investment Policy (refer schedule 1) serves as the foundation of the Authority's investment goals and priorities. The Authority's internal policy guidelines compel the Authority's Treasurer to invest Authority funds in a manner that will provide the highest security of funds while meeting the daily cash flow demands. The foremost stated objective is safety, with the requirement that all transactions are structured to avoid capital losses from issuer or broker/dealer default, or erosion of market value.

State law requires that the objective of return on investment be subordinate to the objectives of safety and liquidity. Therefore, the Investment Policy requires the Authority shall seek to achieve a return on funds throughout all economic cycles, taking into consideration the Authority's investment risk constraints and cash flow requirements.

The Authority's Investment Policy was developed in conjunction with our financial and investment advisors, and it adheres to or exceeds the policies and requirements of investment types as authorized by the California Government Code §§ 16429.1 and 53600 et seq.

As a result of the annual review by staff and the Authority's financial and investment advisors, it was determined that no changes are recommended.

While an annual review and adoption is not required by statute, both the Association of Public Treasurers of the United States and Canada and the Government Finance Officers Association have established policy standards recommending a review be conducted annually.

Since this Investment Policy serves as the guidelines for prudent management of the Authority's investments, the attached resolution and accompanying policy are submitted to ensure a regular review and approval of the Investment Policy by the Authority Board.

In addition, the Board delegates the authority to invest and manage the funds of the Authority to the Authority's Treasurer. Such delegation is on a fiscal year basis and subject to renewal by the Board, at its option. Based on the investment record, the attached resolution requests reappointment of the Vice President, Chief Financial Officer/Treasurer to continue this role for another year.

The existence of an approved Investment Policy demonstrates that the Authority Board and staff are fiducially responsible, thereby promoting trust and confidence from the public that it serves. This annual review ensures the Authority Board's continued oversight and approval of the policies, rules, and performance regarding the investment of Authority funds.

### **Fiscal Impact:**

No fiscal impact.

## 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:

Scott Brickner  
Vice President, Chief Financial Officer/Treasurer

RESOLUTION NO. 2024-0041

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE DELEGATION OF AUTHORITY TO INVEST AND MANAGE AUTHORITY FUNDS TO THE VICE PRESIDENT, CHIEF FINANCIAL OFFICER/TREASURER

**WHEREAS**, San Diego County Regional Airport Authority Policy 4.20 establishes a policy governing the investment policies and practices of the San Diego County Regional Airport Authority (“Authority”); and

**WHEREAS**, the Association of Public Treasurers of the United States and Canada and the Government Finance Officers Association established policy standards recommending a review of a local government’s investment policy be conducted annually; and

**WHEREAS**, Policy 4.20 serves as the guideline for the Authority to ensure prudent management of its investments, having been submitted for regular review and adoption by the Authority Board in a public meeting; and

**WHEREAS**, Policy 4.20 has been reviewed by the Authority’s financial and investment advisors; and

**WHEREAS**, the Board has reviewed the investment record and desires to continue its delegation of authority to invest and manage the funds of the Authority to the Vice President, Chief Financial Officer/Treasurer.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves Authority Policy 4.20 governing the Investment Policy of the Authority and delegates the authority to invest and manage Authority funds to the Vice President, Chief Financial Officer/Treasurer; 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 6<sup>th</sup> day of June 2024, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

APPROVED AS TO FORM:

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AMY GONZALEZ  
GENERAL COUNSEL



# San Diego County Regional Airport Authority

Item 10

## ANNUAL REVIEW TO AUTHORITY POLICY 4.20

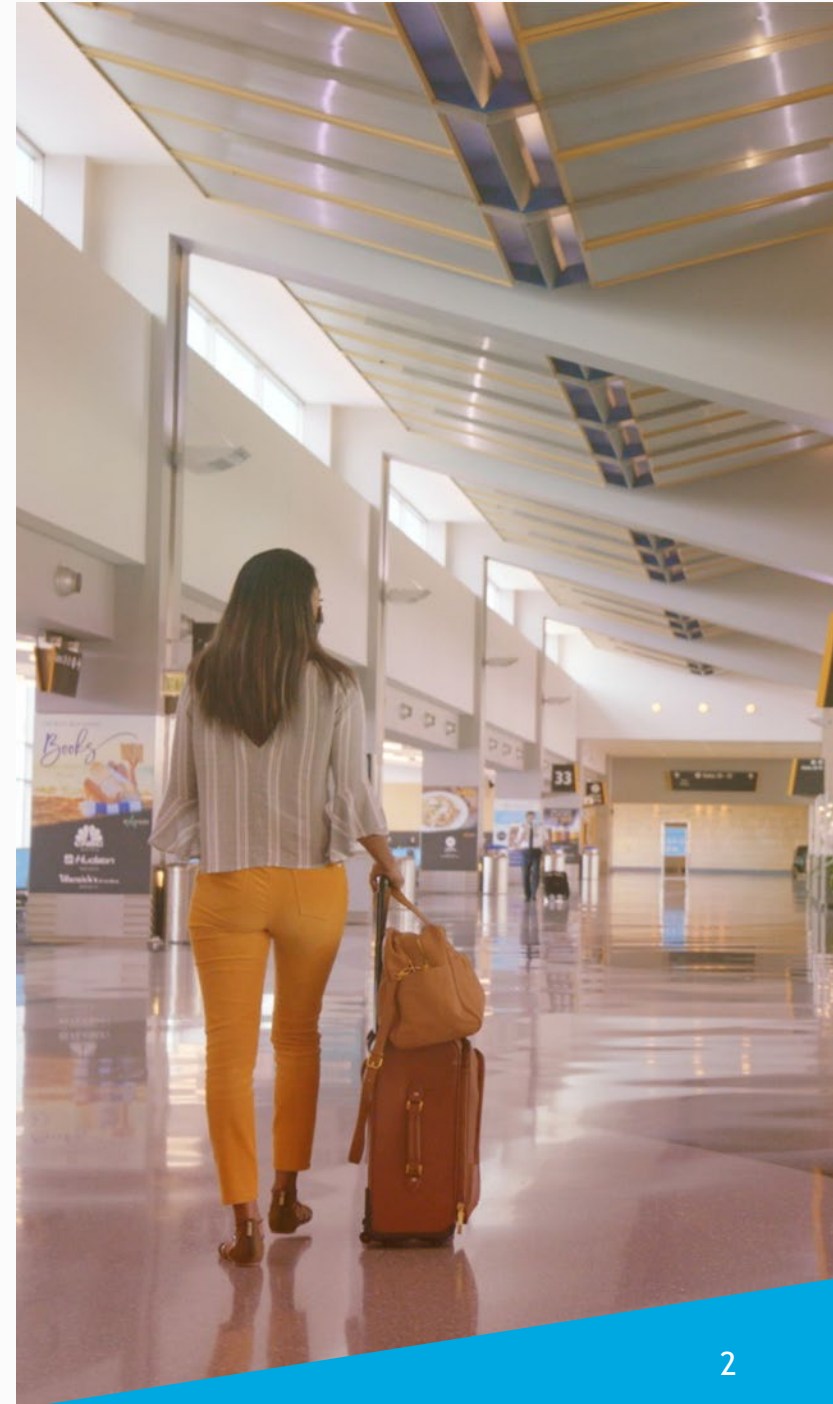
**Review of Investment Policy, Guidelines for Prudent Investments,  
and Delegation of Authority to Invest and Manage  
Authority Funds to the Vice President, Chief Financial Officer**

Presented by Geoff Bryant Finance Manager

June 6, 2024

# Investment Policy - Overview

- Serves as the foundation of investment goals and objectives
- Mandates investing in a manner that provides the highest security while meeting Authority cash flow needs
- Demonstrates our fiduciary responsibility, thereby promoting trust and confidence from the public we serve
- Adheres to or exceeds the requirements of California Government Code Section 53600 et seq.





# Investment Policy - Overview

- Adheres to state law requirements that return on investment be subordinate to safety and liquidity objectives
- Developed and annually reviewed in conjunction with our financial and investment advisors
- Annual Board review is not required by State Code, but is an Authority practice



# Investment Policy - Update

The current policy adheres to or exceeds requirements of California Government Code. The policy has been reviewed by staff and the Authority's financial and investment advisors. No updates are recommended.

# Delegation of Investment Authority

- The Board delegates the authority to invest and manage funds to the Vice President, Chief Financial Officer
- This delegation is on a fiscal year basis and subject to renewal by the Board

5

# Action Requested

- Board approval of Delegating the authority to invest and manage funds to the Vice President, Chief Financial Officer

Questions?

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Required Communication to the Audit Committee on the Financial and Compliance Audits for the Fiscal Year Ended June 30, 2024**

### Recommendation:

The Audit Committee recommends that the Board accept the information.

### Background/Justification:

On March 25, 2024, staff presented a recommendation to the Audit Committee to enter into an agreement with Plante & Moran, PLLC, for Financial Audit Services. The Audit Committee recommended that the Board adopt a resolution approving and authorizing the President/CEO to execute an agreement with Plante & Moran, PLLC.

The Board adopted Resolution No. 2024-0025 during its April 4, 2024, Board Meeting, approving and authorizing the President/CEO to execute an agreement with Plante & Moran, PLLC, for an amount not to exceed \$1,200,000 for a three-year term with an option for two (2) one-year extensions, which may be exercised at the discretion of the Authority.

The Charter of the Audit Committee, and as specified in the Statement on Auditing Standards (SAS) 114, requires that the Authority's external auditor communicate for review and approval by the Audit Committee its planned scope and timing for conducting the audit of the Authority's financial statements, communicate auditor independence, report on its quality control program and peer review, and other responsibilities under generally accepted auditing standards.

As required, Blake Roe, a colleague engagement partner from Plante & Moran, PLLC, attended the May 6, 2024, Audit Committee Meeting and provided a presentation, Exhibit A on matters pertaining to the scope, timeline, planning, and revisions to professional standards effecting the Financial and Compliance Audit for the Fiscal Year Ending June 30, 2024, Financial and Compliance Audit. In addition, a copy of Plante & Moran's most recent Peer Review Letter was provided as Exhibit B.

## Fiscal Impact:

Adequate funding for the agreement with Plante & Moran, PLLC for performing the Authority's financial audit services is included in the Fiscal Year 2025 Adopted Budget and Fiscal Year 2026 Conceptual Budget within the Services-Auditing line item. Expenses that will impact budget years not yet adopted by the Board 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 information report to the Board is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This information report to the Board is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.
- C. NEPA: This information report to the Board 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:

Elizabeth Stewart  
Director, Accounting





# **San Diego County Regional Airport Authority**

**Required Communication to the Audit Committee on the Financial and Compliance Audits  
for the Fiscal Year Ended June 30, 2024**





# Agenda

- Engagement team
- Scope of audit
- Audit timeline
- Required communications
- Audit plan
- Information from You Relevant to Our Audit



# National airport practice by the numbers

- \$9B+** In federal expenditures audited per year
- \$1.1B+** Airport Improvement Program (AIP) expenditures audited
- 750+** Annual Comprehensive Financial Reports (ACFRs) audits conducted in the past 25 years, and these have received the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- 685+** Single audits completed annually
- \$500M+** PFC collections audited
- 500+** Governmental clients served (airports, authorities, transit, local government, pension systems, special districts, state agencies, utilities)
- 60+** Professionals who specialize in the airport industry, including **5** partners
- 40+** Airports served



# Engagement team

- Pam Hill, Partner - Engagement partner responsible for supervising our services performed as part of this engagement
- Blake Roe, Partner – Colleague Partner
- Ali Hijazi, Partner – Colleague Partner
- Rumzei Abdallah, Principal – Senior Manager
- Alissa Flury- Manager
- Hunter Clark – Senior



# Scope of Audit

- Financial Statement Audit
- Federal Single Audit
- Passenger Facility Charge (PFC) Compliance Audit
- Customer Facility Charge (CFC) Compliance Audit
- Management Letter with recommendations, if applicable



# Audit timeline

- Preliminary and information gathering phase – May-August 2024
- Risk assessment phase – May – August 2024
- Audit procedures
  - Interim audit testing – Week of June 17, 2024
  - Fieldwork – August and September 2024
- Issuance goal of October 20, 2024



# Required Communications

- Our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.
- Our audit of the financial statements does not relieve you or management of your responsibilities.
- Plante Moran is independent of the Airport Authority and has not performed other services for the Authority.



# Audit Plan

We have **preliminarily** identified the following areas during our initial brainstorming session related to significant risks of misstatement:

- Appropriate accounting for all revenues including inclusion of federal funding expenditures on SEFA (Schedule of Expenditures of Federal Awards) and any related revenue diversion
- Management override of controls
- New Terminal 1 construction

In response to these identified significant risks, we will perform the following:

- Perform detail compliance testing in accordance with Federal regulations as well as recognition of revenue in the proper period.
- Review of a sample of invoices paid to related parties or others to ensure they are for services and airport related expenditures.
- Review and testing of internal controls over significant cycles.
- Review of internal controls and testing of samples related to construction of the New Terminal 1.





# Audit Plan

- We will gain an understanding of accounting processes and key internal controls through a review of the accounting procedures questionnaires and control procedures questionnaires prepared by management.
- We will confirm through observation and inspection procedures that accounting procedures and controls included in the questionnaires have been implemented.
- We will not express an opinion on the effectiveness of internal control over financial reporting; however, we will communicate to you significant deficiencies and material weaknesses identified in connection with our audit.
- The concept of materiality is inherent in our work. We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.
- Effective for the Authority's fiscal year 2024 audit, new auditing standards are required to be implemented. Those new standards are SAS 143 and 145 which require a deeper dive into significant estimates and internal controls of the Authority.



# Information from You Relevant to Our Audit

- An important aspect of this communication process is the opportunity for us to obtain from you information that is relevant to our audit.
- Plan to reach out to the Chair's of the Board and Audit Committee
- We will discuss their views on:
  - Matters that warrant particular attention during the audit
  - Concerns related to actual or suspected fraud
  - Any particular business risks that may result in material misstatements
  - Any concerns related to related party transactions
  - Effectiveness of internal control and detection of fraud
  - Significant or unusual transactions
  - Any concerns related to fraud



# Thank you for the opportunity to serve as auditors for the San Diego County Regional Airport Authority.

*Plantemoran*

Pamela L. Hill, Partner  
810.766.6022  
[Pamela.Hill@plantemoran.com](mailto:Pamela.Hill@plantemoran.com)

Rumzei Abdallah, Principal  
313.496.7232  
[Rumzei.Abdallah@plantemoran.com](mailto:Rumzei.Abdallah@plantemoran.com)

Blake Roe, Partner  
513.744.4749  
[Blake.Roe@plantemoran.com](mailto:Blake.Roe@plantemoran.com)

Alissa Flury, Manager  
313.496.7216  
[Alissa.Flury@plantemoran.com](mailto:Alissa.Flury@plantemoran.com)

## Report on the Firm's System of Quality Control

December 16, 2022

To the Partners of  
Plante & Moran, PLLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC (the firm) applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

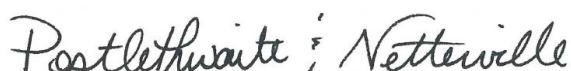
### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; an audit performed under FDICIA; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Plante & Moran, PLLC has received a peer review rating of *pass*.



Postlethwaite & Netterville, APAC  
Baton Rouge, Louisiana

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

### **Results from the Quality Assessment Review of the Office of the Chief Auditor**

#### **Recommendation:**

The Audit Committee recommends that the Board accept the information.

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

The Office of the Chief Auditor (OCA) provides independent objective assurance for the San Diego County Regional Airport Authority (Authority) through a disciplined evaluation of the Authority's operations and its use of resources and assets.

The Board approved Charter of the Audit Committee states that Committee oversight responsibilities include ensuring the OCA conforms to the International Standards for the Professional Practice of Internal Auditing (Standards). To obtain assurance, the Audit Committee is to confirm that external quality assurance reviews of the OCA are performed every 5 years, examine the results, and to monitor any resulting recommendations.

The Standards require that a qualified independent reviewer, or review team, from outside the organization conduct a Quality Assessment Review (QAR) of an organization's internal audit function once every five years. An external quality assessment evaluates the internal audit function for conformance with the Standards.

The QAR for the period July 1, 2018, thru June 30, 2023, was due. Therefore, during the September 11, 2023, meeting of the Audit Committee, the Committee considered the selection of an external assessor, and unanimously recommended that the Association of Local Government Auditors (ALGA) perform the required QAR.

In January and February 2024, an external QAR was completed through the ALGA peer review program and consisted of two team members, Esther Ko, and Margarite Benevento.

On May 6, 2024, results of the QAR for the period July 1, 2018, through June 30, 2023, were presented to the Audit Committee. The QAR determined that the OCA is providing reasonable assurance of compliance with the Standards. This is the highest level of conformance an internal audit function can achieve. The QAR opinion is provided as Attachment A. The OCAs response to the QAR is provided as Attachment B. Following the

presentation of the QAR results, the Audit Committee voted unanimously to forward this item to the Authority Board for their information.

## Fiscal Impact:

Adequate funding for Quality Assessment Review is included in the adopted FY 2024 Operating Expense Budget on the line item for professional services. The budgeted cost was \$6,000. Actual cost was \$4,051.

## 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



# External Quality Control Review

of the  
San Diego County Regional Airport Authority  
Office of the Chief Auditor

Conducted in accordance with guidelines of the  
**Association of Local Government Auditors**  
for the period July 1, 2018 through June 30, 2023





## Association of Local Government Auditors

February 1, 2024

Mr. Lee Parravano, Chief Auditor  
Office of the Chief Auditor  
San Diego County Regional Airport Authority  
2417 McCain Road  
San Diego, CA 92101

Dear Mr. Parravano,

We have completed a peer review of the San Diego County Regional Airport Authority Office of the Chief Auditor for the period July 1, 2018 through June 30, 2023. In conducting our review, we followed the standards and guidelines contained in the *Peer Review Guide for Assessing Conformance with International Standards for the Professional Practice of Internal Auditing (the Standards)* published by the Association of Local Government Auditors (ALGA).

We reviewed the internal quality control system of your audit organization and conducted tests to determine whether your internal quality control system was adequately designed and operating effectively to provide reasonable assurance of conformance with *the Standards* issued by the Institute of Internal Auditors. Our procedures included:

- Reviewing the audit organization's written policies and procedures.
- Reviewing internal monitoring procedures.
- Reviewing a sample of engagements and working papers.
- Reviewing documents related to independence, training, and development of auditing staff.
- Interviewing auditing staff and management.

Due to variances in individual performance and judgment, conformance does not imply adherence to standards in every case but does imply adherence in most situations. Organizations can receive a rating of generally conforms, partially conforms, or does not conform. San Diego County Regional Airport Authority Office of the Chief Auditor has received a rating of generally conforms.

Based on the results of our review, it is our opinion that San Diego County Regional Airport Authority Office of the Chief Auditor's internal quality control system was adequately designed and operating effectively to provide reasonable assurance of conformance with *the Standards* for engagements during the period July 1, 2018 through June 30, 2023.

Esther Ko, Auditor General,  
CPA, CIA, CFE, CISA  
Fairfax County Public Schools  
Office of Auditor General

Margarite Benevento, Senior Internal Auditor  
Cobb County Government  
Internal Audit Department





February 1, 2024

Esther Ko, Auditor General, Fairfax County Public Schools  
Margarite Benevento, Senior Internal Auditor, Cobb County Government  
Association of Local Government Auditors  
Peer Review Team Members

Dear Ms. Ko and Ms. Benevento:

Thank you for conducting a review of the San Diego County Regional Airport Authority's Office of the Chief Auditor (OCA) internal quality control system. We are very pleased that the Association of Local Government Auditors has once again issued an opinion that the OCAs internal quality control system was adequately designed and operating effectively to provide reasonable assurance of conformance with the *Standards* for engagements during the review period July 1, 2018, through June 30, 2023. This determination is the highest level of compliance the OCA can achieve.

The OCA expresses our sincere appreciation to the peer review team for their thoroughness, professionalism, and diligence. This experience was extremely valuable, and your review will enhance the quality of the OCAs future engagements.

Thank you, again, for taking the time from your own work to evaluate our operations and providing this valuable service to this office and to the San Diego County Regional Airport Authority.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lee Parravano". The signature is fluid and cursive.

Lee Parravano  
Chief Auditor



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Fiscal Year 2024 Third 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 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 attached Fiscal Year 2024 Third Quarter Report from the OCA (Attachment A) is submitted to the Audit Committee to provide an account of activities and undertakings of the OCA during the period January 1, 2024, through March 31, 2024, and includes details on all recommendations completed or in progress during the third quarter.

On May 6, 2024, during a regularly scheduled meeting of the Audit Committee, a presentation was provided by the Chief Auditor on its third quarter activities. Upon review of the Fiscal Year 2024 Third Quarter Report, the Audit Committee voted unanimously to forward the report to the Board for acceptance.

**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 2024 3rd Quarter Report



## Audit Engagement Progress

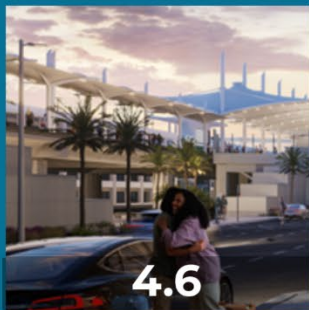


■ Completed (43.75%)
 ■ In Progress (50%)
 ■ Not Started (6.25%)

## Audit Engagements Completed vs. Benchmark & Goal



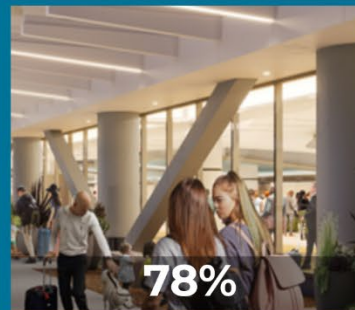
## By The Numbers



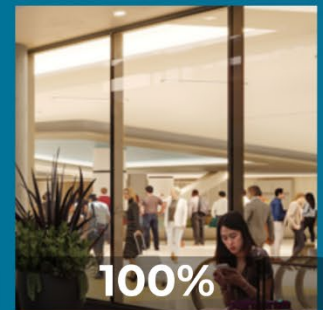
**4.6**  
Customer Satisfaction Rating



**57%**  
Engagements Completed Under Budget



**78%**  
Auditor Utilization Percentage



**100%**  
Recommendations Accepted By Management





# Fiscal Year 2024

## Third Quarter Report

**Issue Date: May 6, 2024**

**OFFICE OF THE CHIEF AUDITOR**

## Third Quarter Summary

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### Executive Summary

The third quarter was very active for the Office of the Chief Auditor (OCA). The OCA continued work on the Fiscal Year 2024 Audit Plan completing and issuing three audit reports. The OCA also underwent an external assessment to determine if the OCA conforms with Internal Auditing Standards. The external assessment determined that the OCA is providing reasonable assurance of compliance with the Standards, which is the highest level of conformance an internal audit function can achieve. In addition, the OCA initiated the Fiscal Year 2025 Risk Assessment and Audit Plan process. Additional details on the OCAs activities are included below.

### Performance Measures

For Fiscal Year 2024, five 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 March 31, 2024*

#	Performance Measure	Goal	Actual	Benchmark
1	Customer satisfaction ratings from auditee	4.0	4.6	4.0
2	Percentage of audit and consulting engagements completed	60%	44%	60%
3	Percentage of recommendations accepted	95%	100%	95%
4	Percentage of staff time spent on audit and consulting engagements and general audit activities	76%	78%	76%
5	Percentage of audit and consulting engagements completed within budget	70%	57%	66%

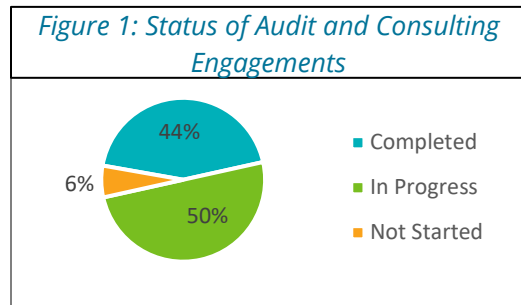
#### *Customer Satisfaction Rating:*

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 4.6.

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

*Percentage of Audit and Consulting Engagements Completed:*



As of the third quarter, the OCA completed seven audit engagements, or 44%, of audit and consulting engagements (7/16 = 44%) that are planned to be completed in the Fiscal Year 2024 Audit Plan.<sup>2</sup> In addition to the seven engagements completed, the OCA had 8<sup>3</sup> engagements (50%) in progress as of the end of the third quarter, as shown in Figure 1. The engagements completed in the third quarter are

summarized in the upcoming section titled Audit Engagements Issued. The status of all activities in the Fiscal Year 2024 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 end of the third quarter, 100% of recommendations have been accepted, exceeding the goal established.

*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>4</sup> The OCAs goal is for staff to spend 76% of their working hours<sup>5</sup> on audit engagements, consulting engagements, and general audit activities. The OCA is currently exceeding the goal established, spending 78% of time on audit engagements, consulting engagements, and general audit activities.

*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 third quarter of Fiscal Year 2024, the OCA completed 57% of its projects within the budgeted time, falling short of the benchmark and the OCAs goal. Budgeting for audits is one of the most difficult items to predict. This is because it is unknown what an auditor will encounter during audit testing. An audit that contains more complex issues or findings can result in an audit going over budget.

<sup>2</sup> The Fiscal Year 2024 Audit Plan has 16 audits and 1 consulting engagement. However, the audit identified as “Tenant Lease Administration and Management – FY2024 Rental Car Companies” will be carried forward, as anticipated, into Fiscal Year 2025, when required data is captured to complete the audit. This results in 15 audits and 1 consulting engagement (16 total engagements) on the Fiscal Year 2024 Audit Plan to be completed in the fiscal year.

<sup>3</sup> The audit identified as “Tenant Lease Administration and Management – FY2024 Rental Car Companies” is not counted in the 8 audits in progress as it will be carried forward, as anticipated, into Fiscal Year 2025, when required data is captured to complete the audit.

<sup>4</sup> Appendix A details all planned activities in these categories for Fiscal Year 2024.

<sup>5</sup> Excludes Time Off (e.g., Holidays, Paid Time off).



## Audit Engagements Issued

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



**Employee Benefit Payroll Deduction Administration:** The objective of this audit was to determine if certain payroll deductions for employee benefits are administered appropriately. We determined that payroll deductions are generally administered correctly. However, we determined that Human Resources was not regularly reconciling payments to benefit providers. The audit identified one finding and provided one recommendation.



**Terminal & Roadways Project Self-Performance Work:** The objective of this audit was to determine if the self-performance plan submitted by Turner-Flatiron complied with the contract, if Turner-Flatiron followed that plan, and if costs complied with the contract. We determined that the self-performance plan complied with the contract, Turner-Flatiron followed the plan, and cost complied with the contract. The audit did not identify any findings or provide any recommendations as part of this audit.



**Terminal & Roadways Project Insurance:** The objective of this audit was to determine if Turner-Flatiron obtained the insurance required and if the costs were supported, accurate and allowable. Audit work determined Turner-Flatiron obtained the insurance required, but we found some costs submitted for reimbursement contained insufficient documentation, were duplicate charges, and were non-reimbursable. The audit identified two findings and provided four recommendations.

## 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>6</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. The Fiscal Year 2025 Risk Assessment and Audit Plan will be presented to the Audit Committee on May 6, 2024.



### Construction Activities

Construction audit activity for the third quarter of Fiscal Year 2024 included continued work with Baker Tilly, U.S., LLP (Baker Tilly) through completion of the audits of Turner-Flatiron Self-Performance Work and the Terminal and Roadways Project Insurance. The audit of Small Business Management is on-going in coordination with the Airport Design & Construction Department. The OCA also attended meetings regarding the New T1 terminal and roadways, the new administration building, and the New T1 airside improvements projects. The OCA remains involved with construction-related issues identified by ADC and Authority management, providing assistance as requested, 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 2024, meetings have been focused on system security.

### 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. In Fiscal Year 2024, the OCA completed two car rental audits that resulted from the *Fiscal Year 2022 Car Rental Companies* audit issued in June 2023 that utilized data analytics. These audits identified approximately \$300,000 in revenue due to the Authority.

<sup>6</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 2024 THIRD QUARTER REPORT

The OCA is exploring other areas where data analytics could benefit the Authority and the OCA.

### Fraud, Waste, Abuse, and Ethics Program Activities

The OCA manages the Authority's Ethics Program that includes a confidential Fraud, Waste, Abuse, and Ethics (FWA&E) reporting hotline. During the first three quarters of Fiscal Year 2024, the OCA received 2 tips/reports that were considered FWA&E related and 30 reports that are not considered FWA&E related<sup>7</sup>. Tips/reports that are not investigated by the OCA are forwarded to management, as appropriate.

The hotline also allows individuals to ask questions about possible ethical matters, thus allowing individuals to make an informed ethical decision. As of the third quarter of Fiscal Year 2024, two (2) questions were received. We appreciate the efforts made by individuals aiming to ensure an ethical decision is reached.

A summary of the tips/reports received in Fiscal Year 2024 is shown in Table 2 below.

*Table 2: Hotline Tips/Reports Received in Fiscal Year 2024*

Category <sup>8</sup>	Number of Tips / Reports Received	Investigation Initiated by OCA	Tip/Report was Investigated and was Substantiated
<b>Fraud, Waste, Abuse, &amp; Ethics Tips/Reports</b>			
Human Resource, Diversity, and Workplace Respect	1	-	-
Misuse or Misappropriation of Assets	1	1 <sup>9</sup>	-
<b>Total Fraud, Waste, Abuse, &amp; Ethics Tips/Reports</b>	<b>2</b>	<b>1</b>	<b>-</b>
<b>Non-Fraud, Waste, Abuse, &amp; Ethics Tips/Reports</b>			
Human Resource, Diversity, and Workplace Respect	21	-	-
Business Integrity	4	-	-
Other	5	-	-
<b>Total Non-Fraud, Waste, Abuse, &amp; Ethics Tips/Reports</b>	<b>30</b>	<b>-</b>	<b>-</b>
<b>Total Hotline Tips/Reports</b>	<b>32</b>	<b>-</b>	<b>-</b>

<sup>7</sup> Tips/Reports that are Non-FWA&E related are tracked but are not investigated by the OCA. An example of a non-FWA&E related tip/report is a traveler reporting an issue with a water filling station in the terminal. Generally, these tips/reports are forwarded to management to address.

<sup>8</sup> Category of tips/reports may have been modified to be consistent with NAVEX Whistleblowing & Incident Management Benchmark Report issued in 2024.

<sup>9</sup> Under investigation as of April 26, 2024.

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

Table 3 below shows the number of recommendations that were *Completed* or *In Progress* as of the third quarter of Fiscal Year 2024, along with the estimated/actual implementation timeframes based on the audit report issue date. Of the Completed recommendations, two of the six were implemented within the initial timeframe identified when the recommendations were issued. Of the In Progress recommendations, four recommendations were still within the initial timeframe identified for implementation. Additionally, five of the recommendations are related to a Rent A Car Company that was issued a Notice of Default. Management has taken the requested action on those five recommendations; however, these are still shown as in progress to track the ultimate outcome of the recommendation.

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>10</sup>
Completed	2	2	2	6
In Progress	10	-	5	15

**Quality Assurance and Improvement Program**

The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing (Standards)* require the OCA to maintain a Quality Assurance and Improvement Program (QAIP) that includes:

1. Ongoing monitoring (required annually).
2. Internal assessments (required periodically).
3. External assessments (required every 5 years).

The OCA completed ongoing monitoring of its Fiscal Year 2023 activities and operations during the first quarter of Fiscal Year 2024. The OCA found no items that would impact audit

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<sup>10</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.

## **FISCAL YEAR 2024 THIRD QUARTER REPORT**

report quality. Full results were included in the Fiscal Year 2023 OCA Annual Report as part of the November 13, 2023, Audit Committee Meeting materials.

The OCA also completed an internal assessment (self-assessment) during the first quarter of Fiscal Year 2024. The OCA validated that the OCA continues to conform with the *Standards*. Full results were included in the Fiscal Year 2023 OCA Annual Report as part of the November 13, 2023, Audit Committee Meeting materials.

The external assessment was performed by the Association of Local Government Auditors (ALGA) and was completed on February 2, 2024. The external assessment determined that the OCA is providing reasonable assurance of compliance with the Standards. This is the highest level of conformance an internal audit function can achieve. The results will be provided on May 6, 2024, to the Audit Committee.

## *Administrative*

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The activities that reside within the administrative classification include meetings attended by the OCA, holiday and vacation time, and the fulfillment of Continuing Professional Education (CPE) requirements.

### **Tracking Budget and Expenses**

The OCA expenses totaled approximately \$945,000 through the end of the third quarter, which represents 66% of the Fiscal Year 2024 budget. No unexpected or large outlays occurred within the department during the three quarters of Fiscal Year 2024. 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 2023 all OCA staff met their respective CPE requirements. In the third quarter, staff attended training on topics that included the new Global Audit Standards, information technology, and cybersecurity.

### **Procedural/Supervisory**

Two Audit Committee meetings took place during the third quarter, which occurred February 5, 2024, and March 25, 2024. The February meeting contained all regularly scheduled agenda items, of which the OCA assisted in coordination with the Committee Chair and Board Services. The March meeting was a special meeting to recommend a new external financial audit firm. The Chief Auditor was a non-voting member of the panel that reviewed responses to the Authority's Request for Proposal and interviewed candidates.

### **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 2024 THIRD QUARTER REPORT

Appendix A – Fiscal Year 2024 Audit Plan

#	Activity	Status as of 3/31/2024	Over/ Under Budget
<b>Audit</b>			
1	Tenant Lease Admin. & Management – FY 2023 Rental Car Companies	In Progress	
2	Turner-Flatiron Self Perform Work	Completed	Under
3	Harbor Police Contract Management – Fiscal Year 2018, 2019, 2020 Costs	In Progress	
4	Employee Benefits – Payroll Deductions	Completed	Over
5	Accounts Payable – Paymode X	Completed	Over
6	Contractor Monitoring – Administration Building	Completed	Under
7	Turner-Flatiron Insurance	Completed	Over
8	Tenant Lease Admin. & Management – FY 2024 Rental Car Companies <sup>11</sup>	In Progress	
9	Tenant Lease Admin. & Management - In Terminal Concessionaire Compliance	In Progress	
10	Tenant Lease Admin. & Management – ABRM Internal Controls	Not Started	
11	Account Provisioning / Deprovisioning	In Progress	
12	Tenant Lease Admin. & Management – Budget	Completed	Under
13	Tenant Lease Admin. & Management – Fast Track	Completed	Under
14	Small Business Management	In Progress	
15	Tenant Lease Admin. & Management – Fox Rent a Car	In Progress	
16	Tenant Lease Admin. & Management – High Flying Foods Package 7	In Progress	
	To Be Determined – Construction	N/A	
	To Be Determined - Discretionary	N/A	
	<b>Total</b>		
<b>Consulting</b>			
17	Harbor Police Contract Management	In Progress	
<b>General Audit</b>			
18	Risk Assessment & Audit Plan	In Progress	
19	Construction Meeting Attendance & Coordination	In Progress	
20	Information Technology Meeting Attendance	In Progress	
21	Development of Data Analytics	In Progress	
22	Fraud, Waste, Abuse, and Ethics Program	In Progress	
23	Recommendation Follow-up	In Progress	
24	Quality Assurance & Improvement Program	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>11</sup> Audit engagement is not anticipated to be completed in Fiscal Year 2024 and will be carried forward to Fiscal Year 2025.



**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 March 31, 2024
<b>Completed</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.	10/1/2023	4/15/2024	The JV credited \$10,576 for costs in a past pay application. JV has provided OCA documentation to justify remainder.
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.	10/1/2023	3/31/2024	The JV invoiced \$1,750 in pay application #34.
23-25	Audit Report 23009 Issued: June 29, 2023 Title: Construction Change Order Process  Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend ADC review the documentation supporting CIP Change Orders to verify the necessity of the Internal Form and the External Form to eliminate or revise the forms as determined necessary. Forms that have spaces for signature should be completed as designed.	1/31/2024	3/1/2024	ADC has made the necessary revisions in the forms related to Change Orders as recommended in the 23009 audit report. Revisions were finalized 3/1/24.

**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 March 31, 2024
<b>Completed</b>						
23-26	Audit Report 23009 Issued: June 29, 2023 Title: Construction Change Order Process  Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend ADC clarify the signatory approval levels within the ADC procedures when there are decreases to award amounts or both increases and decreases to award amounts combined into one Change Order.	1/31/2024	1/31/2024	ADC has incorporated the recommended clarifications into the ADC procedures. Procedures were implemented on 1/31/24.
24-07	Audit Report 24002 Issued: November 30, 2023 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 \$81,824 for the underpayment of concession fees under the Budget brand.	12/19/2023	1/26/2024	Invoice #112248 issued for \$81,824. As of 4.18.24, invoice has not been paid.
24-08	Audit Report 23005 Issued: January 24, 2024 Title: Employee Benefit Payroll Deduction Administration  Department: HUMAN RESOURCES	Medium	HR should timely reconcile payments made to medical benefit providers.	3/31/2024	3/31/2024	Along with its billing and reconciliation vendor, HR developed a process to better ensure correct information is submitted with its provider billings and that billings are timely reconciled. Additionally, HR established a concise timeline and expectations for the billing/reconciliation deliverables.

## 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 March 31, 2024
<b>In Progress</b>						
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.	10/1/2023	6/30/2024	The JV credited \$599 in a past payment application. JV has provided documentation to justify \$2,675 in holiday hours and \$162 in vacation hours.  <b>OPEN ACTION:</b> JV to provide supporting documentation for the remainder amount.
24-01	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	High	RG&PD should request the Accounting Department to issue an invoice to Fasttrack in the amount of \$228,901 for the underpayment of concession fees during the audit period.	12/19/2023	4/30/2024	Management has addressed the recommendation.  Notice of Default issued to FastTrack with deadline of 4.5.24 to submit missing items and pay outstanding invoices. Notice of Termination issued 4.12.24 with termination date of 4.30.24. Collections of outstanding balance will be turned over to Legal.

## 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 March 31, 2024
<b>In Progress</b>						
24-09	Audit Report 23011 Issued: March 14, 2024 Title: Terminal and Roadways Project Insurance  Department: AIRPORT DESIGN & CONSTRUCTION	High	ADC should work with the JV, and General Counsel if appropriate, to determine the most appropriate way to receive reimbursement of the \$1,290,000.	9/30/2024	9/30/2024	This report was issued near the end of the quarter so no follow-up activity was performed. At the time of the report's issuance, ADC responded that: Due to the complexity of the issues raised and of General Counsel's opinion, staff continues to analyze the details of this recommendation and the associated findings. Staff intends to meet the JV within the next month to discuss and establish a resolution plan. We expect it may take some time to work through the actual resolution.
24-11	Audit Report 23011 Issued: March 14, 2024 Title: Terminal and Roadways Project Insurance  Department: AIRPORT DESIGN & CONSTRUCTION	High	ADC should work with the JV to determine the most appropriate way to receive the credits of \$144,915 for the unapproved administrative fees and \$847,195 for the duplicate coverage.	9/30/2024	9/30/2024	This report was issued near the end of the quarter so no follow-up activity was performed. At the time of the report's issuance, ADC responded that: Staff intends to meet the JV within the next month to discuss and establish a resolution plan. We expect it may take some time to work through the actual resolution.
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	9/30/2024	This work is ongoing with the implementation of ABRM which should be completed September of 2024.

## 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 March 31, 2024
<b>In Progress</b>						
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	9/30/2024	This work is ongoing with the implementation of ABRM which should be completed September of 2024.
23-28	Audit Report 23012 Issued: June 30, 2023 Title: New T1 Terminal and Roadway GMP Development Phase Direct Labor Billing  Department: AIRPORT DESIGN & CONSTRUCTION	Medium	We recommend that ADC notify the JV of the overcharge of \$2,594 for holiday time for the JV staff. Additionally, we recommend ADC request all holiday policies, and other records as necessary, from each consultant listed above with the total of \$4,475 to determine if the Authority's approved labor billing rates already included holiday pay and are duplications. Reimbursement should be requested for duplicate costs.	1/5/2024	6/30/2024	Management is tracking the open items to ensure the Authority receives the proper credits.  <b>OPEN ACTION(S):</b> > JV to credit \$545 for LLG > JV to credit \$3,672 for five (5) consultants.

## 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 March 31, 2024
<b>In Progress</b>						
23-31	Audit Report 23012 Issued: June 30, 2023 Title: New T1 Terminal and Roadway GMP Development Phase Direct Labor Billing  Department: AIRPORT DESIGN & CONSTRUCTION	Medium	ADC should determine the most appropriate way to receive the overbilling of \$752 for the unapproved rates.	1/5/2024	6/30/2024	Management is tracking the open items to ensure the Authority receives the proper credits.  <b>OPEN ACTION(S):</b> > JV to credit \$752 for Flatiron Engineering Group
24-02	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should consider charging Fasttrack interest, and the full cost of conducting the audit, in the amounts of \$27,224, and \$34,220, respectively.	12/19/2023	4/30/2024	Management has addressed the recommendation.  Notice of Default issued to FastTrack with deadline of 4.5.24 to submit missing items and pay outstanding invoices. Notice of Termination issued 4.12.24 with termination date of 4.30.24. Collections of outstanding balance will be turned over to Legal.
24-03	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should communicate with Fasttrack the accounts that are considered concessionable and non-concessionable per the Concession Agreement.	12/19/2023	4/30/2024	Management has addressed the recommendation.  Notice of Default issued to FastTrack with deadline of 4/5/24 to submit missing items and pay outstanding invoices. Notice of Termination issued 4.12.24 with termination date of 4.30.24. Collections of outstanding balance will be turned over to Legal.

**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 March 31, 2024
<b>In Progress</b>						
24-04	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request the Accounting Department to issue a credit to Fasttrack in the amount of \$11,884 for the overpayment of TFCs during the audit period.	12/19/2023	4/30/2024	Management has addressed the recommendation.  Notice of Default issued to FastTrack with deadline of 4.5.24 to submit missing items and pay outstanding invoices. Notice of Termination issued 4.12.24 with termination date of 4.30.24. Collections of outstanding balance will be turned over to Legal.
24-05	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Medium	RG&PD should request Fasttrack to refund car rental customers \$50,957 for the over collection of TFCs.	12/19/2023	4/30/2024	Management has addressed the recommendation.  Notice of Default issued to FastTrack with deadline of 4.5.24 to submit missing items and pay outstanding invoices. Notice of Termination issued 4.12.24 with termination date of 4.30.24. Collections of outstanding balance will be turned over to Legal.
24-12	Audit Report 23011 Issued: March 14, 2024 Title: Terminal and Roadways Project Insurance  Department: AIRPORT DESIGN & CONSTRUCTION	Medium	ADC should ensure the JV provides adequate documentation prior to paying costs billed.	9/30/2024	9/30/2024	This report was issued near the end of the quarter so no follow-up activity was performed. At the time of the report's issuance, ADC responded that: it is working with the JV to ensure consistent implementation of controls to address this concern.



**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 March 31, 2024
<b>In Progress</b>						
24-06	Audit Report 24003 Issued: November 29, 2023 Title: Fasttrack Rent A Car, Inc. dba Nu Car Rentals  Department: REVENUE GENERATION & PARTNERSHIP DEVELOPMENT	Low	RG&PD, in addition to monitoring Fasttrack’s compliance with the requirements of the Concession Agreement, should review the security deposit adjustment.	12/19/2023	4/30/2024	Management has addressed the recommendation.  Notice of Default issued to FastTrack with deadline of 4.5.24 to submit missing items and pay outstanding invoices. Notice of Termination issued 4.12.24 with termination date of 4.30.24. Collections of outstanding balance will be turned over to Legal.
24-10	Audit Report 23011 Issued: March 14, 2024 Title: Terminal and Roadways Project Insurance  Department: AIRPORT DESIGN & CONSTRUCTION	Low	We recommend ADC seek reimbursement for the audit costs in the amount of \$82,413 from the JV.	4/30/2024	4/30/2024	This report was issued near the end of the quarter so no follow-up activity was performed. At the time of the report’s issuance, ADC responded that: Due to the magnitude of the findings, staff intends to pursue reimbursement of the audit costs as part of the GMP negotiation.



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Revision to the Fiscal Year 2024 Audit Plan of the Office of the Chief Auditor**

**Recommendation:**

The Audit Committee recommends that the Board adopt Resolution No. 2024-0042 approving the revision to the Fiscal Year 2024 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 5, 2023, per Board Resolution No. 2023-0086, 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 Audit Plan for Fiscal Year 2024 was initially accepted by the Audit Committee during its May 8, 2023, meeting, and was subsequently approved on June 1, 2023, by Board Resolution No. 2023-0041. During the first quarter of Fiscal Year 2024 a review of the Audit Plan was undertaken by the OCA and a revision was requested to precisely account for the audits that carried over from Fiscal Year 2023 and to adjust the allocation of audit hours to reflect the OCAs operational requirements. That revision to the Fiscal Year 2024 Audit Plan was approved by the Board on December 7, 2023, by Resolution No. 2023-0100.

During the second quarter of Fiscal Year 2024 a revision to the Fiscal Year 2024 Audit Plan was requested to add and remove audits due to operational requirements. The second revision to the Fiscal Year 2024 Audit Plan was approved by the Board on March 7, 2024, by Resolution No. 2024-0021.

Upon continued appraising of the operational requirements within the Authority and the OCA, a revision to the Fiscal Year 2024 Audit Plan is requested; and includes:

- Add an audit of Tenant Lease Administration and Management – 2% Surcharge.
- Distribute the unallocated time listed as “To Be Determined – Construction” toward the newly added audit above.
- Reduce the time listed for Tenant Lease Administration and Management – ABRM. This audit is expected to carry forward to Fiscal Year 2025 and the OCA will not utilize all the planned hours in Fiscal Year 2024.

On May 6, 2024, the Audit Committee unanimously recommended to forward the OCAs proposed revision to the Fiscal Year 2024 Audit Plan to the Board for approval.

The proposed revision to the Fiscal Year 2024 Audit Plan submitted by the Chief Auditor is provided as Attachment A.

### Fiscal Impact:

Adequate funding for the revised Fiscal 2024 Audit Plan is included in the adopted FY 2024 and conceptually approved FY 2025 Operating Expense Budgets within the Office of the Chief Auditors budget.

### 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. 2024-0042

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE REVISION TO THE FISCAL YEAR 2024 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR

**WHEREAS**, California Public Utilities Code §170018 specifies the membership (consisting of board members and public members), the terms, and the responsibilities of the Audit Committee; and

**WHEREAS**, §170018(g) of the California Public Utilities Code and the Authority Charter of 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 8, 2023, the Audit Committee was presented with the Fiscal Year 2024 Proposed Audit Plan and voted to accept the plan and forward it for Board approval as adopted by Board Resolution No. 2023-0041 on June 1, 2023; and

**WHEREAS**, on November 13, 2023, during a regularly scheduled meeting of the Audit Committee, the Committee voted to revise the Fiscal Year 2024 Audit Plan to precisely account for the audits that carried over from Fiscal Year 2023 and to adjust the allocation of audit hours to reflect the Office of the Chief Auditor's current operational requirements and to forward the revision to the Board for approval as adopted by Board Resolution No. 2023-0100 On December 7, 2023; and

**WHEREAS**, on February 5, 2024, during a regularly scheduled meeting of the Audit Committee, the Committee unanimously voted to revise the Fiscal Year 2024 Audit Plan to add the audits of Fox Rent a Car and High Flying Foods Package 7, remove the audits regarding the Virtual Private Network access and Harbor Police Contract Management for Fiscal Year 2022 Costs, and to distribute the unallocated time listed as “To Be Determined” toward the new audits and other audits. The second revision to the Fiscal Year 2024 Audit Plan was approved by the Board on March 7, 2024, by Resolution No. 2024-0021; and

**WHEREAS**, on May 6, 2024, during a regularly scheduled meeting of the Audit Committee, the Committee unanimously voted to revise the Fiscal Year 2024 Audit Plan to add the audit of Tenant Lease Administration and Management – 2% Surcharge, reduce the hours on the audit of Tenant Lease Administration and Management - ABRM, and to distribute the unallocated time listed as “To Be Determined - Construction” toward the new audit.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the revision to the Fiscal Year 2024 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

Office of the Chief Auditor  
Fiscal Year 2024  
Proposed Audit Plan June 6, 2024

ATTACHMENT A

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 2023 concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for Airport Rental Car Companies.	348	-	348
Turner-Flatiron Self Perform Work <sup>2</sup>	To determine if work self-performed by Turner-Flatiron complies with the agreement. <sup>3</sup>	204	-	204
Harbor Police Contract Mgmt. <sup>2</sup>	To determine if selected Harbor Police costs and services are appropriate and equitable for the fiscal years 2018, 2019, and 2020.	100	-	100
Employee Benefits <sup>2</sup>	To determine if employee payroll deductions are administered appropriately.	250	-	250
Accounts Payable <sup>2</sup>	To determine if the controls for Paymode X are appropriate.	200	-	200
Contractor Monitoring <sup>2</sup>	To determine if the construction of the new administration building is properly managed.	40	-	40
Turner-Flatiron Insurance <sup>2</sup>	To determine if insurance billed is appropriate and complies with the agreement. <sup>3</sup>	250	-	250
Tenant Lease Administration and Management	To determine if fiscal year 2024 concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for Airport rental car companies. <sup>4</sup>	500	-	500
Tenant Lease Administration and Management	To determine in terminal concessionaires are complying with selected elements of their contracts.	550	-	550
Tenant Lease Administration and Management	To determine if appropriate internal controls in the property management software (ABRM) are appropriate and if data is accurate. <sup>4</sup>	550	(150)	400
Account Provisioning /De-Provisioning	To determine if account provisioning and de-provisioning are performed timely.	450	-	450
Tenant Lease Administration and Management	To determine if Budget Rent a Car accurately paid concessions and Customer Facility Charges (CFC).	250	-	250

<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 2023.

<sup>3</sup> This audit is being performed in partnership with the external 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 is planned to occur in both fiscal year 2024 and 2025. Activity is anticipated to be completed in fiscal year 2025.

Office of the Chief Auditor  
Fiscal Year 2024  
Proposed Audit Plan June 6, 2024

ATTACHMENT A

Key Work Activity	Objective <sup>1</sup>	Prior Estimated Hours	Change Requested	Revised Hours
Tenant Lease Administration and Management	To determine if Fast Track Rent a Car accurately paid concessions and Transportation Facility Charges (TFC).	350	-	350
Small Business Management	To determine if Small Business Management is managed appropriately.	550	-	550
Tenant Lease Administration and Management	To determine if Fox Rent a Car accurately paid concessions and Customer Facility Charges (CFC).	650	-	650
Tenant Lease Administration and Management	To determine if High Flying Foods accurately paid rent based on Gross Receipts related concessions in Package 7.	600	-	600
Tenant Lease Administration and Management	To determine if the food and beverage concessionaire 2% surcharge is administered appropriately.	-	460	460
To Be Determined - Construction	To initiate audits related to the New T1 based on a Risk Assessment(s) performed by Baker Tilly.	310	(310)	-
<b>Total Audit Hours</b>		<b>6,152</b>	-	<b>6,152</b>
<b>Consulting Hours</b>				
Harbor Police Contract Mgmt.	To provide management assistance with recommendations related to the Harbor Police Contract.	200	-	200
<b>Total Consulting Hours</b>		<b>200</b>	-	<b>200</b>

Office of the Chief Auditor  
Fiscal Year 2024  
Proposed Audit Plan June 6, 2024

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>5</sup>	To conduct a Risk Assessment that will identify the high-risk activities to be considered when preparing the annual Audit Plan.	252	-	252
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.	20	-	20
Development of Data Analytics	Develop a data analytics program for in-terminal concessions or other programs.	200	-	200
Ethics Program <sup>5</sup>	To review ethics policies, perform training, and investigate reported incidents.	300	-	300
Recommendation Follow-up <sup>5</sup>	To verify that internal and external audit recommendations have been implemented as intended.	160	-	160
Quality Assurance & Improvement Program <sup>5</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.	350	-	350
	<b>Total General Audit Hours</b>	<b>1,662</b>	-	<b>1,662</b>
<b>Administrative Hours</b>				
Administrative - Indirect	Attendance at Staff/Board/Committee Meetings, Continuing Professional Development and Other.	2,290	-	2,290
Administrative - Benefit	Vacation, Holiday Time, and Other Time Off.	2,176	-	2,176
	<b>Total Administrative Hours</b>	<b>4,466</b>	-	<b>4,466</b>
	<b>Total Hours</b>	<b>12,480</b>	-	<b>12,480</b>

<sup>5</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 2024  
Proposed Audit Plan June 6, 2024

ATTACHMENT A

Key Work Activity	Objective <sup>6</sup>	Prior 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
Diversity & Inclusion	To determine if the Diversity & Inclusion Program is accurately tracking metrics and best practices.	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
Tenant Lease Administration and Management	To determine if the food and beverage concessionaire surcharge is administered appropriately.	450	(450)	-
Rental Car Shuttle Service Contract Administration	To determine if the Shuttle Service operations are administered appropriately.	650	-	650
Tenant Lease Administration and Management	To determine if airport lounge concession contracts are administered appropriately.	500	-	500
Asset Management	To determine if computer imaging is administered appropriately.	500	-	500
Parking Management Contract Administration	To determine if Dynamic Pricing is being managed appropriately.	550	-	550
TNC Contract Administration & Revenue Collection	To determine if the TNC contract is administered appropriately.	475	-	475
Curfew Violations	To determine if curfew violations are administered appropriately.	450	-	450
Leaves of Absence / Catastrophic Leave	To determine leaves of absences are administered appropriately.	525	-	525
Advertising	To determine if the concessions marketing program is managed appropriately.	500	-	500
Parking Management Contract Administration	To determine if the close out process for parking management contract is administered appropriately.	600	-	600

<sup>6</sup> Objective may change based on the preliminary survey performed by the OCA.

Office of the Chief Auditor  
 Fiscal Year 2024  
 Proposed Audit Plan June 6, 2024

ATTACHMENT A

Key Work Activity	Objective <sup>7</sup>	Prior Estimated Hours	Change Requested	Revised Hours
<b>Contingent Audit Hours</b>				
ARFF Management	To determine if costs included in ARFF billings are appropriate.	500	-	500
Air Service Management	To determine if fuel rights are administered appropriately.	500	-	500
Tenant Lease Administration and Management	To determine the operations of a new SDIA Rental Car Company Agreement holder.	400	-	400
	<b>Total Contingent Audit Hours</b>	<b>8,400</b>	<b>(450)</b>	<b>7,950</b>

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<sup>7</sup> Objective may change based on the preliminary survey performed by the OCA.



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Risk Assessment and Proposed Fiscal Year 2025 Audit Plan of the Office of the Chief Auditor**

**Recommendation:**

The Audit Committee recommends that the Board Adopt Resolution No. 2024-0043, approving the proposed Fiscal Year 2025 Audit Plan of the Office of the Chief Auditor.

**Background/Justification:**

As directed in the Charter for the Office of the Chief Auditor (OCA), a risk-based internal Audit Plan shall be submitted, at least annually, to the Audit Committee; and subsequent to the Committee review and acceptance, sent to the San Diego County Regional Airport Authority Board for approval.

The Fiscal Year 2025 Proposed Audit Plan was prepared by the OCA based on the following elements: a comprehensive Risk Assessment; input from the Board Members and Audit Committee Members; input from Authority management; and the review of staff resources available. Details on the Risk Assessment methodology are included in Attachment A.

During the May 6, 2024, regularly scheduled meeting of the Audit Committee, the proposed OCA Fiscal Year 2025 Audit Plan (Attachment 1) was presented. The Audit Committee voted unanimously to accept the Fiscal Year 2025 Audit Plan and to forward it to the Board for approval.

**Fiscal Impact:**

A proposed Fiscal Year 2025 Operating Budget for the OCA to execute the Fiscal Year 2025 Audit Plan is \$1,490,000. In addition, the OCA will continue to augment its staff for audit work pertaining to the New T1 by utilizing the consulting services of a professional on-call construction audit service provider with expertise in large construction projects. The estimated cost for New T1 construction auditing is approximately \$1,500,000 over a seven-year period and is funded from the Airport Development Program capital budget. The proposed budget for New T1 construction auditing is \$300,000 in Fiscal Year 2025.



## 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. 2024-0043

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING THE PROPOSED FISCAL YEAR 2025 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR

**WHEREAS**, California Public Utilities Code §170018 specifies the membership (consisting of board members and public members), the terms, and the responsibilities of the Audit Committee; and

**WHEREAS**, §170018(g) of the California Public Utilities Code and the Authority Charter of 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 6, 2024, the Audit Committee was presented with the Fiscal Year 2025 Proposed Audit Plan and voted to accept the plan and forward it for Board approval.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the Fiscal Year 2025 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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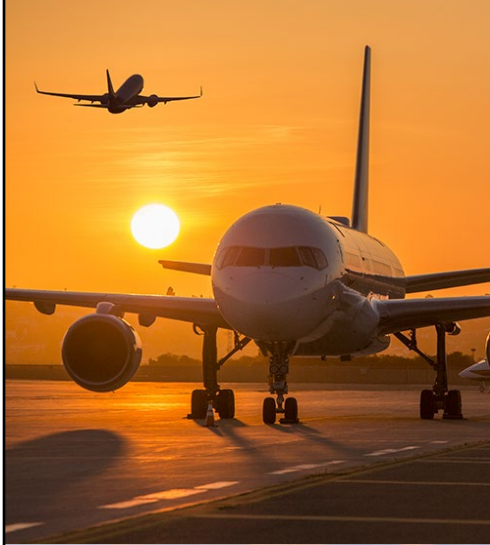
SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

SAN DIEGO  
COUNTY  
REGIONAL  
AIRPORT  
AUTHORITY



# Risk Assessment and Proposed Fiscal Year 2025 Audit Plan

Office of the Chief Auditor  
May 6, 2024

## Office of the Chief Auditor

### Risk Assessment and Proposed Fiscal Year 2025 Audit Plan

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#### INTRODUCTION

The International Standards for the Professional Practice of Internal Auditing (*Standards*) and the Charter for the Office of the Chief Auditor (OCA) require the OCA to establish a risk-based approach to determine the priorities for internal audit activities.

A risk assessment for audit planning is a process of systematically scoring (or rating) the relative impact of a variety of “risk factors”. A risk factor is an observable or measurable indicator of conditions or events that could adversely affect the San Diego County Regional Airport Authority (Authority). This Risk Assessment and Audit Plan were prepared to help identify, measure, and prioritize potential activities based on the level of risk to the Authority. The risk assessment results combined with input from the Authority Board, Audit Committee, and management were utilized in preparing the OCA Audit Plan for Fiscal Year 2025. The Proposed Audit Plan is designed to cover high risk activities or areas where the OCA could have the greatest impact, while limiting the scope of work to what can realistically be accomplished during the fiscal year.

The risk assessment methodology utilized by the OCA to construct the Fiscal Year 2025 Audit Plan is a five-part process consisting of:

1. Developing the Risk Assessment Framework
2. Defining the Audit Universe
3. Identifying and Ranking Risks
4. Interpreting the Risk Assessment Results
5. Developing the Audit Plan

#### DEVELOPING THE RISK ASSESSMENT FRAMEWORK

The risk assessment process begins with a general risk framework that includes analyzing both internal and external risks, and extends to seeking input from the Authority Board, the Audit Committee and Authority management, as well as considering various risk factors.

#### DEFINING THE AUDIT UNIVERSE

After the framework is adopted, the next step is to define the audit universe. The audit universe is a listing of all the potential audits that can be performed for the Authority. The list of potential audits is created by surveying Authority management and asking them to provide a list of all the Key Work Activities within their specific departments. Key Work Activities are the major functions/activities carried out by the Authority. An example of an Accounting Department Key Work Activity is Bank Reconciliations. Key Work Activities do not include items like checking email.

For the New Terminal 1 Development (New T1), in Fiscal Year 2022 the OCA began a multi-year partnership with an on-call construction audit service provider (Baker Tilly, U.S., LLP) to audit the related construction activities. Baker Tilly is performing individual Risk Assessments

## Office of the Chief Auditor

### Risk Assessment and Proposed Fiscal Year 2025 Audit Plan

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on each specific package of the New T1. Internal auditing *Standards* require the OCA to ensure proper coverage and minimize the duplication of effort. Therefore, in compliance with the *Standards*, the OCA is utilizing Baker Tilly's individualized risk assessments to prioritize potential construction audit activities based on the level of risk. Key Work Activities for the Development Division in charge of the New T1 were excluded from this assessment.

#### IDENTIFYING AND RANKING RISKS

The next step is to identify and rank major risks associated with each Key Work Activity. To achieve this, a management questionnaire that was developed by the OCA measured several risk factors examining the Likelihood and Impact each risk factor could have on the Authority. The questionnaire used the seven risk factors shown in Table 1 below.

**Table 1**

Risk Factor	Description
<b>Likelihood</b>	
Complexity of Operations or Regulations	What is the <b>likelihood</b> of something going wrong due to the complexity of this Key Work Activity?
Change / Stability	What is the <b>likelihood</b> of something going wrong due to a change in the process or the personnel carrying out this Key Work Activity?
Controls	How effective are the internal controls in place over this Key Work Activity?
<b>Impact</b>	
Fiscal Impact	What is the dollar <b>impact</b> if something were to go wrong with this Key Work Activity?
Travel Experience Impact	How would a traveler be <b>impacted</b> if something were to go wrong with this Key Work Activity?
Strategic / Operational Impact	How would the Authority's Strategic Objectives be <b>impacted</b> if something were to go wrong with this Key Work Activity?
Reputation	How would the Authority's reputation be <b>impacted</b> if something were to go wrong with this Key Work Activity?

Management scored the level of risk/control on each of their department's Key Work Activities from Low to High. An integral step to complete the Risk Assessment was to calculate the total Likelihood and Impact for each Key Work Activity, in order from highest risk score to the lowest. The Key Work Activities with the highest risk score within each Authority Division is provided in **Attachment 3**.



## Office of the Chief Auditor

### Risk Assessment and Proposed Fiscal Year 2025 Audit Plan

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#### INTERPRETING THE RISK ASSESSMENT RESULTS

The Key Work Activities ranked with a high likelihood or impact indicates that these activities are by nature a high risk, because of such factors as having complex or highly regulated transactions or could have a material impact on the Authority, if a risk event were to occur. A high-risk rank does not mean that an activity is being managed ineffectively.

#### DEVELOPING THE AUDIT PLAN

The Audit Plan reflects the results of a continuous Risk Assessment process gathered from various sources including, but not limited to, management questionnaires, interviews with staff, and the results of previous audits/ consulting engagements/ risk assessments. Additionally, selection of activities for the Audit Plan includes examining various factors, such as: time of last audit engagement, velocity of impact if a risk event were to occur, relevant or current events, areas where the OCA can have the greatest impact, requests by Authority management or Board, resource limitations that may exist, and if outsourcing or co-sourcing arrangements are available to supplement the Audit Plan. This can result in the OCA selecting activities for inclusion in the Audit Plan that may not have the highest likelihood or impact scores. The Audit Plan reflects consideration given to all these factors. The proposed Fiscal Year 2025 Audit Plan is included as **Attachment 1**.

#### **AUDIT RESOURCES**

The Audit Plan is highly dependent upon the nature of the risks identified and the availability of internal audit resources. Such availability becomes identified through the budgeting process and examination of audit resources. The Fiscal Year 2025 budget for the OCA includes six full-time auditors and one executive assistant. Currently, the executive assistant position is vacant. The Audit Plan anticipates that 12,480 staff hours will be available, as calculated below in Table 2, and as detailed in Attachment 1.

**Table 2**

Office of the Chief Auditor	Staff	Hours per Staff	Hours Available
Full Time Auditors	6	2,080	12,480
Hours for Fiscal Year 2025 Audit Plan			<b>12,480</b>

Actual hours incurred will be monitored for the purpose of budgeting future audit activities. In the event all planned activities are completed, additional activities will be initiated based on the results of the Risk Assessment and the professional judgment of the OCA.

Fiscal Year 2025 resources also include the OCAs continuing partnership with the outside construction auditing firm, Baker Tilly. Baker Tilly will assist the OCA in conducting audit construction activities related to the New T1. The OCA plans to utilize Baker Tilly to supplement current staff capabilities and the Proposed Audit Plan in Attachment 1. Audits conducted by Baker Tilly are based on Risk Assessments performed and will only occur after

## Office of the Chief Auditor

### Risk Assessment and Proposed Fiscal Year 2025 Audit Plan

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the OCA has approved the scope and associated costs. The OCAs proposed construction auditing costs for the Fiscal Year 2025 capital budget includes approximately \$300,000 to perform audits related to the New T1.

#### **CONTINGENT AUDIT ACTIVITIES**

The OCA has also included contingent audit activities for the Proposed Fiscal Year 2025 Audit Plan that will be started if all planned activities for the Fiscal Year are completed. If these contingent audit activities are not started in Fiscal Year 2025, they will be considered when developing the Fiscal Year 2026 Audit Plan. Contingent audit activities are included as **Attachment 2**.

To provide flexibility, the Chief Auditor may request to substitute a contingent audit for a planned audit based on professional judgment. Any substitutions will be discussed with the Chair of the Audit Committee and communicated to management and the Audit Committee during scheduled meetings.

#### **AMENDMENTS TO THE AUDIT PLAN**

Requests to amend the Audit Plan will be presented to the Audit Committee. Priority will be given to revisions that have the potential for significant financial savings and issues of integrity in the workplace. The Board must approve any amendment, which requires five (5) affirmative votes of the Audit Committee prior to Board approval.



Division	Key Work Activity	Objective <sup>1</sup>	Estimated Hours
<b>Audit Hours</b>			
Revenue Generation and Partnership Development	Tenant Lease Administration and Management <sup>2</sup>	To determine if fiscal year 2024 concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for Airport Rental Car Companies. <i>Audit Engagement #24005</i>	300
Revenue Generation and Partnership Development	Tenant Lease Administration and Management <sup>2</sup>	To determine if appropriate internal controls in the property management software (ABRM) are appropriate. <i>Audit Engagement #24008</i>	500
Revenue Generation and Partnership Development	Tenant Lease Administration and Management	To determine if data is accurate in the property management software (ABRM). <i>Audit Engagement #25001</i>	500
Revenue Generation and Partnership Development	Tenant Lease Administration and Management	To determine if Sixt Rent a Car accurately paid concessions and Customer Facility Charges (CFC). <i>Audit Engagement #25002</i>	450
Revenue Generation and Partnership Development	Tenant Lease Administration and Management	To determine if Enterprise Rent a Car accurately paid concessions and Transportation Facility Charges (TFC). <i>Audit Engagement #25003</i>	350
Revenue Generation and Partnership Development	Tenant Lease Administration and Management <sup>3</sup>	To determine if fiscal year 2025 concessions and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC) reported to the Authority are accurate for Airport rental car companies. <i>Audit Engagement #25004</i>	350
Finance	System Security	To evaluate the Authority's security posture by performing testing of the Aviation Security and Public Safety's system. <i>Audit Engagement #25005</i>	300
Operations	Harbor Police Contract Mgmt.	To determine if selected Harbor Police costs or services are appropriate related to fiscal year 2022 and 2023. <i>Audit Engagement #25006</i>	550
Operations	ARFF Management	To determine if costs included in ARFF billings are appropriate. <i>Audit Engagement #25007</i>	500

<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 2024.

<sup>3</sup> Audit activity will continue into fiscal year 2025.

Office of the Chief Auditor  
Proposed Fiscal Year 2025 Audit Plan

ATTACHMENT 1

Division	Key Work Activity	Objective <sup>1</sup>	Estimated Hours
Finance	Accounts Payable <sup>3</sup>	To determine if the controls related to the Accounts Payable automated payment files are appropriate. <i>Audit Engagement #25008</i>	100
Operations	Parking Management Contract Administration	To determine if the parking management contract is administered appropriately. <i>Audit Engagement #25009</i>	600
Revenue Generation and Partnership Development	Tenant Lease Administration and Management	To determine if Hertz Rent a Car accurately paid concessions and Customer Facility Charges (CFC). <i>Audit Engagement #25010</i>	300
Development	To Be Determined - Construction	To initiate audits related to the New T1 based on a Risk Assessment(s) performed by Baker Tilly.	600
N/A	To Be Determined	To initiate audit(s)/consulting engagements based on risks identified at the discretion of the Chief Auditor.	551
<b>Total Audit Hours</b>			<b>5,951</b>
<b>Consulting Hours</b>			
Operations / Finance	Harbor Police Contract Mgmt.	To provide management assistance with recommendations related to the Harbor Police Contract. <i>Consulting Engagement #24011-C</i>	200
Revenue Generation and Partnership Development	Tenant Lease Administration and Management	To provide management assistance with a new Rent a Car Company related to reporting and payment of concession fees and Customer Facility Charges (CFC) / Transportation Facilities Charges (TFC). <i>Consulting Engagement #24012-C</i>	50
<b>Total Consulting Hours</b>			<b>250</b>

Division	Key Work Activity	Objective <sup>1</sup>	Estimated Hours
<b>General Audit Hours</b>			
N/A	Risk Assessment and Audit Plan <sup>4</sup>	To conduct a Risk Assessment that will identify the high-risk activities to be considered when preparing the annual Audit Plan.	252
Development	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.	300
N/A	Development of Data Analytics	Develop a data analytics program for in-terminal concessions or other programs.	200
N/A	Ethics Program <sup>4</sup>	To review ethics policies, perform training, and investigate reported incidents.	450
N/A	Recommendation Follow-up <sup>4</sup>	To verify that internal and external audit recommendations have been implemented as intended.	160
N/A	Quality Assurance & Improvement Program <sup>4</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.	380
		<b>Total General Audit Hours</b>	<b>1,742</b>
<b>Administrative Hours</b>			
N/A	Administrative - Indirect	Attendance at Staff/Board/Committee Meetings, Continuing Professional Development and Other.	2,361
N/A	Administrative - Benefit	Vacation, Holiday Time, and Other Time Off.	2,176
		<b>Total Administrative Hours</b>	<b>4,537</b>
		<b>Total Hours</b>	<b>12,480</b>

<sup>4</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 2025 Contingent Audit Activities

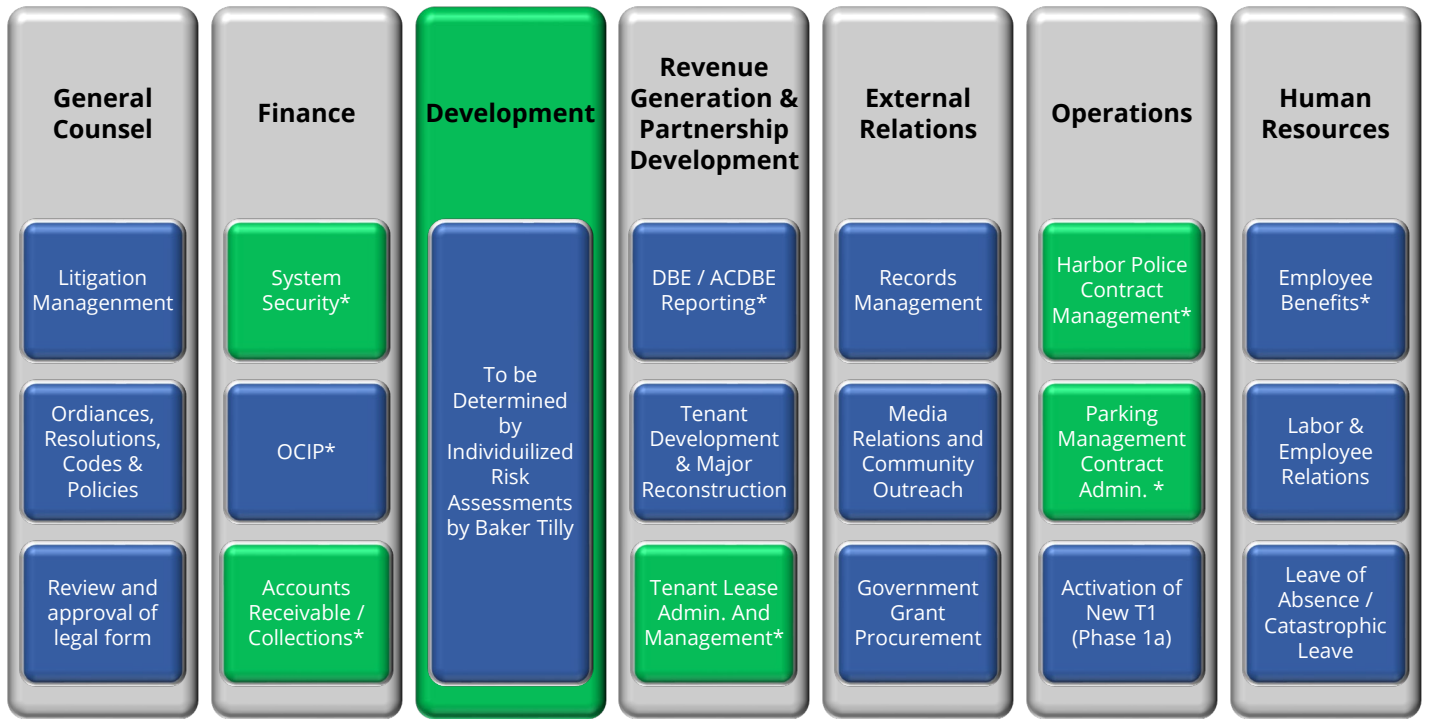
ATTACHMENT 2

Division	Key Work Activity	Objective <sup>5</sup>	Estimated Hours
Revenue Generation and Partnership Development	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
Operations	Rental Car Shuttle Service Contract Administration	To determine if the Shuttle Service operations are administered appropriately.	650
Revenue Generation and Partnership Development	Tenant Lease Administration and Management	To determine if the close out process for in terminal concession contracts are administered appropriately.	600
Operations	Parking Management Contract Administration	To determine if Dynamic Pricing is being managed appropriately.	550
Operations	TNC Contract Administration & Revenue Collection	To determine if the TNC contract is administered appropriately.	475
Talent, Culture & Capability	Leaves of Absence / Catastrophic Leave	To determine leaves of absences are administered appropriately.	525
Revenue Generation and Partnership Development	Advertising	To determine if the concessions marketing program is managed appropriately.	500
Operations	Traffic Control, Vehicle Insp., Code Comp., Citations & Notice of Violation Admin.	To determine if the processes and controls in place for automobile citations are adequate and appropriate.	500
Revenue Generation and Partnership Development	Tenant Lease Administration and Management	To determine the operations of a new SDIA Rental Car Company Agreement holder.	400

<sup>5</sup> Objective may change based on the preliminary survey performed by the OCA.

Office of the Chief Auditor  
 Fiscal Year 2025 Contingent Audit Activities

Division	Key Work Activity	Objective	Estimated Hours
Finance	P Card Administration	To determine if the Authority's P Cards are administered appropriately.	500
Operations	Contract Security Personnel Management	To determine if the contract for the Authority's security personnel is administered appropriately.	550
Operations	Runway Maintenance	To determine if the contract for airfield paving is administered appropriately.	500
Revenue Generation and Partnership Development	Tenant Lease Administration and Management	To determine if the contract for advertising is administered appropriately.	500
		<b>Total Contingent Audit Hours</b>	<b>6,650</b>



\* Indicates this Key Work Activity or components of this Key Work Activity have been audited within the last five fiscal years.

Indicates this Key Work Activity or components of this Key Work Activity are included in the Fiscal Year 2025 Audit Plan.



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Authorize the President/CEO to Negotiate and Execute a 7-year Concession Lease with Smarte Carte, Inc. to Operate Luggage Cart Services**

**Recommendation:**

Adopt Resolution No. 2024-0044, authorizing the President/CEO to negotiate and execute a 7-year Concession Lease with Smarte Carte, Inc. to operate luggage cart services.

**Background/Justification**

The Authority currently holds a Concession Lease (“Lease”) with Smarte Carte, Inc. (“Smarte Carte”) to operate and maintain luggage cart services at San Diego International Airport (“Airport”). Currently, there are thirty-two dispensing units throughout the Airport campus that allow passengers to rent a luggage cart to assist them with transporting their luggage.

With the opening of the new Terminal 1 Parking Plaza (“T1PP”) in 2024 and new Terminal 1 (“NT1”) in 2025, passengers will expect convenient, ready access to luggage carts in these facilities. The expansion of the luggage cart operation will require significant investment in twenty new luggage cart dispensing units and hundreds of new luggage carts. In addition, existing luggage cart infrastructure in Terminal 2 urgently needs refurbishment.

The term for the current Lease ended December 31, 2018, and has been on month-to-month tenancy (“Holdover”) for almost six years. In 2019, the Authority issued a Request for Proposals (“RFP”) seeking a qualified business to install, operate, and manage a luggage cart concession at the Airport. At that time, Smarte Carte was the market-dominant operator of luggage cart concessions at all major airports in the United States, and unsurprisingly, was the only respondent to the RFP. The Authority commenced negotiations; however, lease execution was delayed in the wake of the COVID-19 pandemic and the current Lease has remained in force.



**Procurement Considerations**

Authority Policy 6.01 states that the “Authority shall grant leases of real property on a competitive basis to the prospective tenant.” In this case, the Authority conducted a competitive process in 2019, which garnered no other response than from Smarte Carte. In 2024, a new extensive survey confirmed that there are no other vendors than Smarte Carte providing luggage cart services in U.S. airports. Only a handful of smaller airports self-manage luggage carts, which is not a viable alternative for this Airport. The lack of competition in the marketplace is largely due to the overall decline in the luggage cart business in the last fifteen years after most airlines instituted baggage fees, ranging from \$20-\$35 per bag. Today, passengers typically travel with as little baggage as possible, reducing the need for luggage carts.

The financial terms for luggage cart concessions also have become highly standardized among peer airports as the financial underpinnings for the business are substantially similar across the industry. For this reason, a competitive RFP would not lead to more advantageous terms for the Authority than in a direct negotiation. Smarte Carte has agreed to preserve the current percentage rent paid to the Authority for the concession, with some adjustments for complimentary luggage carts that the Airport provides to arriving international travelers, military personnel, senior citizens, or others who are experiencing luggage difficulties. For these reasons, and after consultation with General Counsel, staff recommends that the Board waive Authority Policy 6.01 and approve the negotiated terms with Smarte Carte for a new concession Lease.

Despite not being a significant source of revenue, luggage cart service is an essential customer service amenity at the Airport and reflects the Authority’s commitment to customer satisfaction.

**Concession Lease Terms**

Revenue Generation & Partnership Development staff conducted a direct negotiation with Smarte Carte, and the following table provides a summary of the proposed business terms:

<b>Term</b>	7-years
<b>Premises</b>	Thirty-two (32) existing luggage cart dispensing units throughout the Airport campus, including eleven (11) units in T1PP and nine (9) new units in NT1.
<b>Percentage Rent</b>	Seventeen percent (17%) of Gross Sales from all domestic luggage cart rentals excluding courtesy carts. No change from the previous Lease.
<b>Estimated Revenue to Authority</b>	The estimated revenue to the Authority over a 7-year term is projected at over \$200,000, including the deduction of customer service amenity credits for courtesy carts provided to arriving international passengers and military personnel.

<b>Cart Rental Pricing</b>	Passengers will pay \$7.00 to dispense a cart in year 1, \$8.00 in years 2-5, and \$9.00 in years 6-7 to keep up with increasing costs. The gradual increase was negotiated to allow Smarte Carte to recover its capital investment, while maintaining the current percentage rent during the term of the lease. This pricing is consistent, or slightly lower, than at comparable U.S. airports.
<b>International Passenger Courtesy Credit</b>	Consistent with the practice at other U.S. international airports, the Authority will continue to offer complimentary luggage carts to all arriving international passengers deplaning in the Federal Inspection Service facility ("FIS"). The Authority will credit Smarte Carte \$2.10 per cart for such use, subject to an annual Consumer Price index ("CPI") adjustment.
<b>Courtesy Cart Credit</b>	The Authority also offers complimentary luggage carts, on a case-by-case basis, at the discretion of Airport operations staff who encounter military personnel, senior citizens or others who are experiencing luggage difficulties. Authority will credit Smarte Carte \$4.00 per cart for such use and can be discontinued at Authority's sole discretion.
<b>Estimated Capital Investment</b>	\$650,000 which includes new luggage cart dispensing units with upgraded internal vending mechanisms and newly manufactured carts with SAN branding.

**Fiscal Impact:**

Smarte Carte will be responsible for all costs associated with the installation, operation, and maintenance of its luggage cart management system. The Authority's estimated revenue over a 7-year term is projected at over \$200,000, including the deduction of customer service amenity credits for the FIS and courtesy carts.

**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/policy: 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, 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 has an Airport Concession Disadvantaged Business Enterprise ("ACDBE") Plan as required by the U.S. Department of Transportation, 49 Code of Federal Regulations (CFR) Part 23. The ACDBE Plan calls for the Authority to submit a triennial overall goal for ACDBE participation on all concession projects.

This agreement is an airport concession opportunity. However, Smarte Carte is not an ACDBE and will not contribute towards meeting the Authority's overall ACDBE goal (0% ACDBE participation).

## Prepared by:

Merriam Whitmer  
Associate Asset Manager, Revenue Generation & Partnership Development

RESOLUTION NO. 2024-0044

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AUTHORIZING THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE A 7-YEAR CONCESSION LEASE WITH SMARTE CARTE, INC. TO OPERATE LUGGAGE CART SERVICES

**WHEREAS**, the San Diego County Regional Airport Authority (“Authority”) and Smarte Carte, Inc. (“Smarte Carte”) are parties to a concession lease to operate luggage cart services at SDIA (“Lease”); and

**WHEREAS**, the Lease term ended December 31, 2018, and is currently on a month-to-month holdover tenancy; and

**WHEREAS**, luggage cart services is an essential customer service amenity at the Airport and reflects the Authority’s commitment to customer satisfaction; and

**WHEREAS**, the Authority issued a Request for Proposals (“RFP”) seeking a qualified business to install, operate, and manage a luggage cart concession in 2019 and Smarte Carte was the only respondent to the RFP; and

**WHEREAS**, the Authority commenced negotiations, but lease execution was delayed in the wake of the COVID-19 pandemic and the current Lease has remained in force; and

**WHEREAS**, Policy 6.01 states that the “Authority shall grant leases of real property on a competitive basis to the prospective tenant”; and

**WHEREAS**, a competitive process was not conducted for this lease since a competitive process in 2019 garnered no other response than from Smarte Carte and extensive research confirmed that there are no other vendors than Smarte Carte providing luggage cart services in U.S. airports; and

**WHEREAS**, for this reason, a competitive RFP would not lead to more advantageous terms for the Authority than in a direct negotiation; and

**WHEREAS**, the Board finds it in the best interest of the Authority to waive Policy 6.01 in this instance for the reasons set forth herein and authorize the award of a Concession Lease to Smarte Carte.

**NOW, THEREFORE, BE IT RESOLVED** that the Board authorizes the President/CEO to negotiate and executive a 7-year Concession Lease with Smarte Carte, Inc. to operate luggage cart services; 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 6th day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Approve and Authorize the President/CEO to Execute a Second Amendment to the Agreement with Foster & Foster Consulting Actuaries, Inc. for Actuarial Services**

**Recommendation:**

Adopt Resolution No. 2024-0045, approving and authorizing the President/CEO to execute a Second Amendment to the Agreement with Foster & Foster Consulting Actuaries, Inc. for Actuarial Services, extending the term for one year to June 29, 2025.

**Background/Justification:**

The Authority currently has an agreement with Foster & Foster Consulting Actuaries Inc. (Foster & Foster) to provide actuarial services. The original term of the agreement was April 1, 2019, to March 31, 2022, with an option for two (2) one-year extensions. On March 10, 2022, the Authority exercised its first option to extend the contract for a period of one (1) year to March 31, 2023. On March 26, 2023, the Parties executed an Acknowledgement and Consent to Assignment Agreement to assign the Agreement from the original entity Bartel Associates, LLC to the assigned entity of Foster & Foster Consulting Actuaries, Inc. On March 30, 2023, the Authority exercised its second option to extend the contract for a period of one (1) year to March 31, 2024. On April 15, 2024, the Authority executed the First Amendment to the Agreement to extend the term for Ninety (90) days resulting in a termination date of June 29, 2024.

The primary services under the agreement are the completion of and report on the biennial actuarial valuation of the Authority's Other Post-Employment Benefits (OPEB) Liability. In addition, the contractor provides interim year valuation updates, referred to as the GASB 75 Report. The GASB 75 Report is a less rigorous work product which is based on the roll-forward of data from the prior year's valuation, at a cost that is approximately 10% of the biennial valuation.

The contract termination date of June 29, 2024, is before the GASB 75 Report for the year ending June 30, 2024 can be completed. If the Authority was to solicit for, and execute a contract with a new consultant, the new consultant would not be able to prepare the GASB 75 Report based on their predecessors' work and assumptions. Instead, they would be required to complete a separate full actuarial valuation, for which the Authority would have



to pay a higher fee. Therefore, staff recommends a one-year extension to allow Foster & Foster to complete the GASB 75 Report, which will result in savings of more than \$20,000.

## Fiscal Impact:

Adequate funding for this agreement extension with Foster & Foster is included in the proposed FY 2025 Budget and FY 2026 Conceptual Budget 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 policies named above can be used in any single contracting opportunity.

At the time of the solicitation, Authority Policy 5.12 provided preference for qualified small business and local businesses in the award of selected contracts. Both the original entity of the contract, Bartel Associates, LLC and the assigned entity of Foster & Foster Actuarial Consulting, Inc. did not receive small business or local business.

## **Prepared by:**

Elizabeth Stewart  
Director, Accounting

RESOLUTION NO. 2024-0045

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A SECOND AMENDMENT TO THE AGREEMENT WITH FOSTER & FOSTER CONSULTING ACTUARIES, INC. FOR ACTUARIAL SERVICES, EXTENDING THE TERM FOR (1) ONE YEAR TO JUNE 29, 2025

**WHEREAS**, the Authority and Foster & Foster Consulting Actuaries, Inc. are parties to an agreement for Actuarial Services (“Agreement”); and

**WHEREAS**, the original term of the Agreement was from April 1, 2019 to March 31, 2022, with an option for two (2) one-year extensions; and

**WHEREAS**, on March 10, 2022 the Authority exercised its option to extend the contract for a period of one (1) year to March 31, 2023; and

**WHEREAS**, on March 26, 2023, the Parties executed an Acknowledgement and Consent to Assignment Agreement to assign the Agreement from the original entity, Bartel Associates, LLC, to the assigned entity Foster & Foster Actuarial Consulting, Inc.; and

**WHEREAS**, on March 30, 2023, the Authority exercised its second option to extend the contract for a period of one (1) year to March 31, 2024; and

**WHEREAS**, on April 15, 2024, the Authority executed the First Amendment to the Agreement to extend the term for Ninety (90) days resulting in a termination date of June 29, 2024; and

**WHEREAS**, the primary services under the agreement include completion of and report on the biennial actuarial valuation of the Authority’s Other Post-Employment Benefits (OPEB) Liability; and

**WHEREAS**, the contractor provides interim year valuation updates, referred to as the GASB 75 Report. The GASB 75 Report is a less rigorous work product which is based on the roll-forward of data from the prior year's valuation, at a cost that is approximately 10% of the biennial valuation; and

**WHEREAS**, the contract termination date of June 29, 2024 is before the GASB 75 Report for the year ending June 30, 2024 can be completed; and

**WHEREAS**, if the Authority was to solicit for, and execute a contract with a new consultant, the new consultant would not be able to prepare the GASB 75 Report based on their predecessors' work and assumptions. Instead, they would be required to complete a separate full actuarial valuation, for which the Authority would have to pay a higher fee; and

**WHEREAS**, Authority staff recommends a one-year extension so that Foster & Foster can complete the GASB 75 Report cost effectively.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves and authorizes the President/CEO to execute a Second Amendment to the Agreement with Foster & Foster Consulting Actuaries, Inc. for actuarial services, extending the term for one year to June 29, 2025; 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Authorize a Third Amendment to the Airport Parking Management Services Agreement to Extend the Term by 31 Days**

**Recommendation:**

Adopt Resolution No. 2024-0046, authorizing the President/CEO to execute a third amendment to the Airport Parking Management Services Agreement to extend the term of the Agreement by 31 days to July 31, 2024, with no increase in the maximum amount payable.

**Background/Justification:**

The Authority contracts with an outside service provider to manage its parking operations at San Diego International Airport. Ace Parking Management, Inc. (the "Contractor") has been the contracted parking operations management provider since March 2012, and is the current provider for the management of airport parking operations under Agreement 210754-OS (the "Agreement").

The term of the original Agreement was from October 1, 2018, to September 30, 2021, with two one-year options. Both one-year options were exercised, extending the term of the Agreement to September 30, 2023.

On September 7, 2023, the Authority Board adopted Resolution 2023-0073R approving the execution of the First Amendment to the Agreement, which extended the term to January 31, 2024.

On December 7, 2023, the Authority Board adopted Resolution 2023-0101R approving the execution of the Second Amendment to the Agreement, which extended the term to June 30, 2024.

The Authority is currently conducting the procurement process for Parking Management Services, the contract for which is anticipated to begin July 1, 2024. The Authority desires to extend the current Agreement to July 31, 2024, to allow the procurement process to conclude and to allow the current provider to continue to provide parking management services during a possible transition period.

The Agreement term extension will not result in an increase to the original Agreement maximum amount payable of thirty-eight million dollars (\$38,000,000.00). No increase in the Agreement amount is requested.

## Parking Management Services Scope

Parking Management Services under the Agreement include, but are not limited to:

1. Valet parking,
2. Terminal 1 & 2 parking plazas and surface lots,
3. Administration Building and visitor parking,
4. Employee parking lot and the employee parking card program,
5. Commercial vehicle hold lots,
6. Other Authority parking lots,
7. Cell phone parking lot -
  - a. All parking lots except for the cell phone and select Authority lots have daily and/or hourly parking rates.
8. All related parking infrastructure, hardware, and software, and maintenance to operate parking operations,
9. Commercial vehicle management and customer service representatives, and
10. Commercial vehicle permitting services.

The Contractor is required under the existing Agreement to:

1. Professionally manage all aspects of the parking facilities, schedule staff, maintain and operate the parking facilities and valet parking in accordance with contract requirements;
2. Accurately collect and report all parking revenues and fully maintain the Airport's electronic parking access and revenue control systems ("PARCS"), maintain DSX access and exit equipment ("DSX"), and support all operational hardware and software systems;
3. Manage certain aspects of commercial ground transportation operations -
  - a. Taxi customer service at Terminal 1 and Terminal 2 transportation centers,
  - b. Transportation Network Company ("TNC") customer service at Terminal 1 and 2 transportation centers; and
4. Coordinate services for special events parking.

## Recommendations

Staff recommends the Board Adopt Resolution No. 2024-0046 authorizing the President/CEO to execute a third amendment to the airport parking management services Agreement to extend the term by 31 days to July 31, 2024, with no increase in the maximum amount payable.

## **Fiscal Impact:**

Adequate funding for the amendment to the parking management Agreement is included in the adopted FY 2025 and FY 2026 proposed Operating Expense Budgets within the Contractual 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.



# Staff Report

Meeting Date: June 6, 2024

Page 4 of 4

## Application of Inclusionary Policies:

Not applicable

## Prepared by:

Marc Nichols  
Director, Ground Transportation

RESOLUTION NO. 2024-0046

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A THIRD AMENDMENT TO THE AIRPORT PARKING MANAGEMENT SERVICES AGREEMENT TO EXTEND THE TERM OF THE AGREEMENT BY 31 DAYS TO JULY 31, 2024, WITH NO INCREASE IN THE MAXIMUM AMOUNT PAYABLE

**WHEREAS**, the San Diego County Regional Airport Authority (the "Authority") has established a need for qualified firms to manage its parking operations at San Diego International Airport ("Airport"); and

**WHEREAS**, on September 13, 2018, the Authority authorized the President/CEO to negotiate and execute an agreement with Ace Parking Management, Inc. for Parking Management Services, Agreement No. 210754-OS (the "Agreement"), for a term of three (3) years with an option for two (2) one-year extensions in an amount not to exceed thirty-eight million dollars (\$38,000,000.00); and

**WHEREAS**, the initial term of the Agreement began October 1, 2018, with a termination date of September 30, 2023; and

**WHEREAS**, the Authority exercised both one-year options resulting in a termination date of September 30, 2023; and

**WHEREAS**, on September 7, 2023, the Board adopted Resolution 2023-0073R authorizing the President and CEO to execute a first amendment to the Agreement, extending the term 120 days resulting in a termination date of January 31, 2024; and

**WHEREAS**, on December 7, 2023, the Board adopted Resolution 2023-0101R authorizing the President and CEO to execute a second amendment to the Agreement, extending the term 151 days to June 30, 2024; and

**WHEREAS**, the Authority is currently conducting the procurement process for Parking Management Services, the contract for which is anticipated to begin July 1, 2024; and

**WHEREAS**, the Authority desires to extend the current Agreement to July 31, 2024 to allow the procurement process to conclude and to allow the current provider to continue to provide parking management services during a possible transition period; and

**WHEREAS**, the term extension will not result in an increase to the original Agreement maximum amount payable of thirty-eight million dollars (\$38,000,000.00).

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby authorizes the President and CEO to execute a third amendment to the Agreement to extend the term by 31 days to July 31, 2024; and

**BE IT FURTHER RESOLVED**, there will be no increase to the original Agreement maximum amount payable of thirty-eight million dollars (\$38,000,000.00); 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Award a Contract to M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company in the Amount of \$1,397,498 for Project No. 104300 Digital Sign Replacement at Elevated Departure Roadway (EDR) at San Diego International Airport**

**Recommendation:**

Adopt Resolution No. 2024-0047, awarding a contract to M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company in the amount of \$1,397,498 for Project No. 104300 Digital Sign Replacement at Elevated Departure Roadway at San Diego International Airport.

**Background/Justification:**

Project No. 104300, Digital Sign Replacement at Elevated Departure Roadway ("Project") is a San Diego County Regional Airport Authority ("Authority") Board ("Board") approved project in the FY2024 Capital Improvement Program ("CIP").

There are a total of eighteen (18) static signs on the Elevated Departure Roadway ("EDR") that were manufactured in 2011 and installed in 2013. The signs are now obsolete, inefficient, and nearing the end of their useful life. The annual maintenance cost with Hyoco for the signs is \$25,000. In addition, the current Hyoco software technology is outdated, unreliable, and time consuming to use.

The Project will replace fifteen (15) outdated EDR LED signs and the two (2) Lower Arrivals Level LED signs at the West and East escalators with updated LED display signs within the existing sign cabinets. One (1) existing LED wayfinding sign on the EDR shall be demolished and not replaced. (See Attachment "A")

The Project will replace the signs with modern digital signage that will provide greater durability during inclement weather and replace the existing proprietary Hyoco software with SITA's Common Use Airport Vision software used across the airport. This will simplify the process of making content updates and provide a unified experience for passengers as the content displayed on the airline back walls and flight information displays will be uniform.

This opportunity was advertised on March 7, 2024, and sealed bids were opened on April 15, 2024. One bid was received:

Company	Total Bid
M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company	\$1,397,498

The Engineer's estimate is \$1,400,000.

The single bid of \$1,397,498 is determined to be responsive, and M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company is considered responsible. Staff recommends award to M.W Vasquez Construction Co., Inc. dba Vasquez Construction Company, in the amount of \$1,397,498.

### Fiscal Impact:

Adequate funds for Digital Sign Replacement at Elevated Departure Roadway (EDR) are included within the Board adopted FY2024-FY2025 Capital Program Budget in Project No. 104300. The Source of funding for this project is the Major Maintenance Fund.

### 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 is a “project” as defined by the California Environmental Quality Act (“CEQA”), Cal.Pub.Res.Code §21065, and it is categorically exempt from CEQA under Cal. Code Regs §15302 “Replacement or Reconstruction”.
- B. California Coastal Act Review: This project is a routine Airport Authority activity that is not considered “development” or is specifically excluded from the Coastal Act and qualifies as a “Roads” exclusion for sign replacement with an update of similar-sized signage at the same location.
- 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 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 M.W. Vasquez Construction met the 31% small business goal with 100% small business participation for 3% small business preference, met the 3% local business goal with 14% local business participation for 2% local business preference, and did not meet the 3% veteran owned small business goal or receive veteran owned small business preference.

## Prepared by:

Bob Bolton  
Director, Airport Design & Construction



**ATTACHMENT A**  
104300 - Digital Sign Replacement  
Project Location

Project Location - EDR





RESOLUTION NO. 2024-0047

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AWARDING A CONTRACT TO M.W. VASQUEZ CONSTRUCTION CO., INC., DBA VASQUEZ CONSTRUCTION COMPANY IN THE AMOUNT OF \$1,397,498 FOR PROJECT NO. 104300 DIGITAL SIGN REPLACEMENT AT ELEVATED DEPARTURE ROADWAY AT SAN DIEGO INTERNATIONAL AIRPORT

**WHEREAS**, Project No. 104300, Digital Sign Replacement at Elevated Departure Roadway ("Project") is a San Diego County Regional Airport Authority ("Authority") Board ("Board") approved project in the FY2024 Capital Improvement Program ("CIP"); and

**WHEREAS**, there are a total of eighteen (18) static signs on the Elevated Departure Roadway ("EDR") that were manufactured in 2011 and installed in 2013; and

**WHEREAS**, the signs are now obsolete, inefficient, and nearing the end of their useful life; and

**WHEREAS**, the annual maintenance cost for the signs is \$25,000; and

**WHEREAS**, the current sign software is outdated, unreliable, and time consuming to use; and

**WHEREAS**, the Project will replace fifteen (15) outdated EDR LED signs and the two (2) Lower Arrivals Level LED signs at the West and East escalators with updated LED display signs within the existing sign cabinets; and

**WHEREAS**, one (1) existing LED wayfinding sign on the EDR shall be demolished and not replaced; and

**WHEREAS**, the Project will also replace the existing software with common use software used across the airport; and

**WHEREAS**, this signage replacement will simplify the process of making content updates and provide a unified experience for passengers as the content displayed on the airline back walls and flight information displays will be uniform; and

**WHEREAS**, the Request for Bids for this project was advertised on March 7, 2024; and

**WHEREAS**, on April 15, 2024, the Authority opened the sealed bid received in response to the Bid Solicitation package; and

**WHEREAS**, the sole bidder, M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company, submitted a bid in the amount of \$1,397,498; and

**WHEREAS**, the Authority staff has duly considered M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company's bid, and has determined M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company is responsible and that its bid is responsive in all material respects; and

**WHEREAS**, the Board believes that it is in the best interest of the Authority and the public that it serves to award M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company the contract for Project No. 104300, Digital Sign Replacement at Elevated Departure Roadway and authorize the President/CEO to execute the contract 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 M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company in the amount of \$1,397,498 for Project No. 104300 Digital Sign Replacement at Elevated Departure Roadway at San Diego International Airport and authorizes the President/CEO to execute the contract; and

**BE IT FURTHER RESOLVED** that the Board authorizes the President/CEO or designee to execute and deliver such contract to M.W Vasquez Construction Co., Inc., dba Vasquez Construction Company; and

**BE IT FURTHER RESOLVED** that the San Diego County Regional Airport Authority and its officers, employee, and agents are hereby authorized, empowered, and directed to do and perform such acts as may be necessary or appropriate in order to effectuate fully this resolution; and

**BE IT FURTHER RESOLVED** that the Board finds that this is a “project” as defined by the California Environmental Quality Act (“CEQA”), Cal.Pub.Res.Code §21065, and that it is categorically exempt from CEQA under Cal. Code Regs §15302 “Replacement or Reconstruction”; and

**BE IT FURTHER RESOLVED** that the Board finds that this project is a routine Airport Authority activity that is not considered “development” or is specifically excluded from the Coastal Act and qualifies as a “Roads” exclusion for sign replacement; 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 6th day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Award a Contract to S&L Specialty Construction, Inc. for Quieter Home Program Phase 13, Group 6, Project No. 381306 Thirty-Two (32) Non-Historic Single-Family and Multi-Family Units on Twenty (20) Residential Properties Located East and West of the San Diego International Airport**

**Recommendation:**

Adopt Resolution No. 2024-0048, awarding a contract to S&L Specialty Construction, Inc. in the amount of \$1,707,200 for Phase 13, Group 6, Project No. 381306, 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 13, Group 6, Project No. 381306 includes the installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels and provide sound attenuation to Thirty-Two (32) non-historic single-family and multi-family units on Twenty (20) residential properties located east and west of the Airport (refer to Attachment A).

To date, the Program has completed 5,693 residences, of which 1,254 are historic and 4,439 are non-historic. 3,741 residences are located west of SDIA and 1,952 are located east of SDIA.

Project No. 381306 was advertised on March 19, 2024, and bids were opened on April 18, 2024. The following bid was received (refer to Attachment B):

<b>Company</b>	<b>Total Bid</b>
S&L Specialty Construction, Inc.	\$1,707,200

Engineer's Estimate: \$1,565,117.19

Meeting Date: June 6, 2024

The low bid of \$1,707,200 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 \$1,707,200.

## Fiscal Impact:

Adequate funds for the contract with S&L Specialty Construction, Inc. are included in the adopted FY 2024 and conceptual FY 2025 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 7.13% DBE participation on QHP Phase 13, Group 6.

## Prepared by:

Sjohnna Knack  
Director, Airport Planning & Environmental Affairs






# ATTACHMENT A

TITLE: QUIETER HOME PROGRAM  
PROJECT NO. 381306



## LEGEND

-  Completed Parcels
-  SDIA 2026 65 CNEL Noise Contour
-  2026 Eligibility 65dB Boundary

TABULATION OF BIDS

ATTACHMENT B

**TITLE: QUIETER HOME PROGRAM PROJECT NO. 381306**  
**BIDS OPENED: April 18, 2024 at 2:00 p.m.**  
**ENGINEER'S ESTIMATE: \$1,565,117.19**

<b>CONTRACTOR:</b>	<b>Engineer's Estimate</b>	<b>S&amp;L Specialty Construction, Inc.</b>
<b>ADDRESS:</b>		<b>315 S. Franklin Street, Syracuse, NY 13202</b>
<b>GUARANTEE OF GOOD FAITH:</b>		<b>Liberty Mutual Insurance Company</b>

Res No.	Bid Item Number - Name/Address		Dwelling Units	Unit of Measure	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)	General Construction (In Figures)	Ventilation Construction (In Figures)	Electrical Construction (In Figures)	TOTAL (In Figures)
381303.10	CROSSLAND ANN R. TRUST	4474 CAPE MAY AVENUE	1	Lump Sum	\$53,572.01	\$0.00	\$0.00	\$53,572.01	\$94,000.00	\$0.00	\$0.00	\$94,000.00
381306.01	OB HOMES LLC	4685 LARKSPUR STREET	1	Lump Sum	\$29,163.70	\$11,409.83	\$4,787.74	\$45,361.27	\$38,000.00	\$10,000.00	\$3,000.00	\$51,000.00
381306.01	OB HOMES LLC	4685 B LARKSPUR STREET	1	Lump Sum	\$17,473.88	\$0.00	\$0.00	\$17,473.88	\$23,000.00	\$0.00	\$0.00	\$23,000.00
381306.01	OB HOMES LLC	4687 LARKSPUR STREET	1	Lump Sum	\$29,727.97	\$13,123.03	\$6,573.06	\$49,424.06	\$33,000.00	\$10,000.00	\$5,000.00	\$48,000.00
381306.01	OB HOMES LLC	4689 LARKSPUR STREET	1	Lump Sum	\$12,490.58	\$0.00	\$0.00	\$12,490.58	\$18,000.00	\$0.00	\$0.00	\$18,000.00
381306.02	PETTIT	4641 LARKSPUR STREET	1	Lump Sum	\$27,732.99	\$4,789.70	\$1,111.88	\$33,634.57	\$33,000.00	\$5,000.00	\$2,000.00	\$40,000.00
381306.02	PETTIT	4643 LARKSPUR STREET	1	Lump Sum	\$27,108.99	\$14,820.24	\$4,135.34	\$46,064.57	\$32,000.00	\$9,000.00	\$3,000.00	\$44,000.00
381306.02	PETTIT	4647 LARKSPUR STREET	1	Lump Sum	\$43,218.59	\$14,574.64	\$5,752.30	\$63,545.53	\$45,000.00	\$9,000.00	\$5,000.00	\$59,000.00
381306.04	TAFRESHNIA	4674 LOTUS STREET	1	Lump Sum	\$41,026.24	\$10,071.65	\$4,963.11	\$56,061.00	\$36,000.00	\$10,000.00	\$5,000.00	\$51,000.00
381306.04	TAFRESHNIA	4676 LOTUS STREET	1	Lump Sum	\$25,539.97	\$12,623.70	\$4,861.40	\$43,025.07	\$17,000.00	\$10,000.00	\$5,000.00	\$32,000.00
381306.05	SIGLIN	4610 LARKSPUR STREET	1	Lump Sum	\$37,482.72	\$17,270.93	\$9,147.56	\$63,901.21	\$55,000.00	\$11,000.00	\$5,000.00	\$71,000.00
381306.05	SIGLIN	4612 LARKSPUR STREET	1	Lump Sum	\$25,401.68	\$16,055.02	\$6,815.07	\$48,271.78	\$29,000.00	\$9,000.00	\$5,000.00	\$43,000.00
381306.06	DUNCAN / MURPHY	4658 LARKSPUR STREET	1	Lump Sum	\$25,175.85	\$13,322.96	\$14,587.69	\$53,086.50	\$41,000.00	\$10,000.00	\$6,000.00	\$57,000.00
381306.06	DUNCAN / MURPHY	4660 LARKSPUR STREET	1	Lump Sum	\$30,285.03	\$11,176.23	\$2,430.70	\$43,891.95	\$38,000.00	\$10,000.00	\$6,000.00	\$54,000.00
381306.07	OB TRITON LLC	2240 BOLINAS STREET	1	Lump Sum	\$31,733.70	\$14,844.72	\$8,674.05	\$55,252.47	\$37,000.00	\$9,000.00	\$8,000.00	\$54,000.00
381306.08	ALDRIDGE / RICHARDS	3620 VOLTAIRE STREET	1	Lump Sum	\$40,691.50	\$17,768.71	\$7,404.33	\$65,864.55	\$47,000.00	\$11,000.00	\$5,000.00	\$63,000.00
381306.09	COHELAN / BUXTON	4379 MONTALVO STREET	1	Lump Sum	\$31,992.77	\$12,284.04	\$14,563.14	\$58,839.95	\$35,000.00	\$10,000.00	\$3,000.00	\$48,000.00
381306.09	COHELAN/BUXTON	4381 MONTALVO STREET	1	Lump Sum	\$35,627.63	\$12,443.84	\$3,416.31	\$51,487.77	\$33,000.00	\$10,000.00	\$3,000.00	\$46,000.00
381306.09	COHELAN / BUXTON	4383 MONTALVO STREET	1	Lump Sum	\$45,280.28	\$15,603.75	\$3,381.23	\$64,265.26	\$48,000.00	\$11,000.00	\$5,000.00	\$64,000.00
381306.10	JOHNSON	4357 RIALTO STREET	1	Lump Sum	\$30,262.80	\$13,142.18	\$8,232.10	\$51,637.08	\$39,000.00	\$9,000.00	\$9,000.00	\$57,000.00
381306.12	NICHOLAS J COLTON & ROSA I FAMILY TRUST	3023 COLUMBIA STREET	1	Lump Sum	\$40,737.00	\$0.00	\$0.00	\$40,737.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
381306.13	GOULART / KEITH	3005 COLUMBIA STREET	1	Lump Sum	\$41,049.91	\$14,931.43	\$5,622.52	\$61,603.86	\$73,000.00	\$9,000.00	\$4,000.00	\$86,000.00
381306.14	SANFILIPPO	3021 COLUMBIA STREET	1	Lump Sum	\$25,769.14	\$0.00	\$0.00	\$25,769.14	\$43,000.00	\$0.00	\$0.00	\$43,000.00
381306.15	WALKER	3019 COLUMBIA STREET	1	Lump Sum	\$29,467.80	\$13,211.28	\$6,015.36	\$48,694.44	\$38,000.00	\$10,000.00	\$5,000.00	\$53,000.00
381306.16	ROBERTS	3009 COLUMBIA STREET	1	Lump Sum	\$28,928.72	\$14,730.94	\$6,523.95	\$50,183.61	\$39,000.00	\$10,000.00	\$5,000.00	\$54,000.00
381306.17	GRAHAM	3007 COLUMBIA STREET	1	Lump Sum	\$31,997.60	\$13,890.54	\$6,422.23	\$52,310.37	\$48,000.00	\$10,000.00	\$5,000.00	\$63,000.00
381306.18	MICHAEL	3015 COLUMBIA STREET	1	Lump Sum	\$26,067.12	\$14,704.56	\$5,233.19	\$46,004.87	\$43,000.00	\$9,000.00	\$4,000.00	\$56,000.00
381306.19	KOHLHORST	3013 COLUMBIA STREET	1	Lump Sum	\$26,480.62	\$15,175.97	\$5,741.78	\$47,398.37	\$43,000.00	\$9,000.00	\$4,000.00	\$56,000.00
381306.20	HOFFMAN	3011 COLUMBIA STREET	1	Lump Sum	\$30,998.59	\$16,091.43	\$6,453.80	\$53,543.82	\$51,000.00	\$9,000.00	\$4,000.00	\$64,000.00
381306.21	LIVIER P RIVERA LIVING TRUST/ RIVERA LIVIER P.	2416 BRANT STREET	1	Lump Sum	\$10,751.30	\$0.00	\$0.00	\$10,751.30	\$20,000.00	\$0.00	\$0.00	\$20,000.00
381306.21	LIVIER P RIVERA LIVING TRUST/ RIVERA LIVIER P.	2418 BRANT STREET	1	Lump Sum	\$56,809.97	\$15,787.75	\$3,588.17	\$76,185.89	\$56,000.00	\$11,000.00	\$3,000.00	\$70,000.00
381306.23	WELLS PAMELA J TRUST	3121 A STREET	1	Lump Sum	\$31,835.72	\$15,764.67	\$7,983.07	\$55,583.46	\$41,000.00	\$10,000.00	\$5,000.00	\$56,000.00
							Subtotal	\$1,545,917.19			Subtotal	\$1,688,000.00
							<b>Probable Cost for Permits:</b>	\$19,200.00			<b>Probable Cost for Permits:</b>	\$19,200.00
							<b>TOTAL</b>	<b>\$1,565,117.19</b>			<b>TOTAL BID</b>	<b>\$1,707,200.00</b>



RESOLUTION NO. 2024-0048

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 \$1,707,200 FOR PHASE 13, GROUP 6, PROJECT NO. 381306, 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 13, Group 6, of the Program will include the installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels inside the homes; and

**WHEREAS**, Phase 13, Group 6, of the Program provides sound attenuation to thirty-two (32) non-historic single-family and multi-family units on twenty (20) residential properties located east and west of the San Diego International Airport; and

**WHEREAS**, the Authority issued a Bid Solicitation Package for Phase 13, Group 6, on March 19, 2024; and

**WHEREAS**, on April 18, 2024, 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 \$1,707,200 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 13, Group 6, 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 \$1,707,200 for Phase 13, Group 6, Project No. 381306, 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 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"; and

**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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Approve and Authorize the President/CEO to Execute a Sole-Source Agreement with the City of San Diego for EMT-Paramedic Services**

**Recommendation:**

Adopt Resolution No. 2024-0049 approving and authorizing the President/CEO to execute a sole-source Agreement with the City of San Diego for EMT-Paramedic Services for a total term, including extension option(s), not to exceed seven years with a maximum not to exceed amount of eighteen million dollars (\$18,000,000.00).

**Background/Justification:**

The City of San Diego (City) has exclusive authorization to provide emergency medical services (EMS) within the city limits based on State law. The legislation assigns California counties the responsibility to manage EMS and permits them to establish one or more Exclusive Operating Areas (EOAs) within their boundaries. Establishment of an EOA permits the designated local agency (the City in this instance) to limit ambulance services within its jurisdiction to one or more EMS providers. The City contracts the service to an EMS provider, which is the sole EMS provider for the City and the San Diego International Airport (SDIA) is wholly located within the City's EOA.

In March 2005, Authority staff issued a Request for Proposal (RFP) for EMS at SDIA in anticipation of the June 2005 contract expiration date. The City objected, citing the EOA designation as bestowing an exclusive franchise to the City. The exclusivity of the service provision by the City and its subcontractor within the EOA was affirmed by the Authority's General Counsel and the RFP was withdrawn.

In 2016, Authority staff negotiated and executed a sole-source agreement with the City of San Diego for Emergency Medical Services. This contract is due to expire on June 30, 2024, and again staff has worked with General Counsel to affirm the exclusivity of the service provision by the City and its subcontractor within the EOA.

The purpose of maintaining an on-site paramedic team is to provide the most expeditious means of responding to medical emergencies of the traveling public and to those employed at the Airport. The Airport environment presents specific and unique challenges to personnel responding to medical emergencies.

The EMS crews' specific training and familiarity with direct access routes, safety, security and operational requirements enable them to operate with maximum efficiency. The Authority provides appropriate dedicated space for use at the Airport paramedic station by the assigned EMT-Paramedic unit, which is staffed 24 hours a day, seven days a week.

The City provides Advanced Life Support (ALS) services along with patient transport within its Exclusive Operating Area. The current agreement requires that the City continuously provide and maintain an EMT-P unit on duty at the Airport twenty-four hours per day. Additionally, the EMT-P unit cannot be dispatched off SDIA property without the consent of the Authority. The City's EMS contractor dispatches another paramedic unit to transport the patient if needed. This agreement also provides distinct operational advantages to the Airport and the traveling public. The City's EMS Contractor's paramedic teams and their familiarity with the airport/aircraft during an emergency is a current program benefit. Currently the Authority is buffered by the City, as EMS contractor, from patient/family complaints (legal and otherwise) on the paramedic teams' medical performance - the Airport provides facilities and the means for a rapid response to medical emergencies and is not responsible for the medical service provided.

Under the current arrangement, the Authority pays only the costs associated with maintaining the EMT-Paramedic unit and ambulance at the Airport. An audit by the Authority's Office of the Chief Auditor is conducted annually to ensure that the Authority is only reimbursing the City for actual costs of providing EMT-P services at the Airport.

Under the new Agreement, the Authority pays a fixed rate as determined between the City and the City's EMS Contractor. This fixed rate only pays for costs associated with providing services at the Airport. The Authority has budgeted for this fixed cost in its annual operating budget.

## **Fiscal Impact:**

Adequate funding for the Sole Source Agreement with the City of San Diego for EMT-Paramedic Services is included in the adopted FY 2025 and conceptually approved FY 2026 Operating Expense Budgets within the Contractual Services line item. These expenses will be included in those requests for future budget years not yet adopted.



## 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:

L. Clint Welch  
Director, Aviation Security and Public Safety

RESOLUTION NO. 2024-0049

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A SOLE-SOURCE AGREEMENT FOR EMT-PARAMEDIC SERVICES BETWEEN THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AND THE CITY OF SAN DIEGO, FOR A TOTAL NOT TO EXCEED COMPENSATION AMOUNT OF EIGHTEEN MILLION DOLLARS (\$18,000,000.00).

**WHEREAS**, the Authority is a party to a contract with the City of San Diego ("City") for EMT-Paramedic Services ("Agreement"); and

**WHEREAS**, the City has an exclusive operating area (EOA) which permits the City to limit ambulance services within its jurisdiction; and

**WHEREAS**, the Authority has exercised the Agreement's final one-year option resulting in a termination date of June 30, 2024; and

**WHEREAS**, the Authority desires to continue to afford users of the Airport with prompt emergency medical services, which are currently provided through the Agreement; and

**WHEREAS**, the Authority has a continued need for paramedic services and must enter into a new agreement with the City; and

**WHEREAS**, the new agreement will have a term of five years with two one-year options to renew, beginning on July 1, 2024, and a not-to exceed compensation amount for the initial five-year term and the two one-year renewal periods of eighteen million dollars (\$18,000,000.00).

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby finds it is in the best interest of the Authority to approve the sole source agreement with the City to allow for continued paramedic services; and

**BE IT FURTHER RESOLVED** that the Board approves and authorizes the President/CEO to execute the sole source agreement for EMT-Paramedic services between the Authority and the City, for a total not-to-exceed compensation amount of eighteen million dollars (\$18,000,000.00); 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

## Staff Report

June 6, 2024

### Subject:

**Approve and Authorize the President/CEO to Execute an Agreement with Willis Towers Watson Midwest, Inc. to Provide Construction and Operational Insurance Broker Services for the San Diego County Regional Airport Authority**

### Recommendation:

Adopt Resolution No. 2024-0050, approving and authorizing the President/CEO to negotiate and execute an Agreement with Willis Towers Watson Midwest, Inc. for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$2,900,000, to provide construction and operational insurance broker services for San Diego County Regional Airport Authority.

### Background/Justification:

Willis Towers Watson Midwest, Inc. is currently providing construction and operational insurance broker services to the Authority, and the agreement expires on July 14, 2024. The Authority published a Request For Proposals ("RFP") for such services on February 28, 2024. A Selection Panel ("Panel") was chosen to evaluate the proposals and included representatives from the Airport Design and Construction and Finance & Risk Management Departments.

The proposed agreement provides ongoing insurance broker and administrative services for the existing Capital Improvement Program and New Terminal 1. It will also encompass construction broker advisory services through the completion of New Terminal 1 and broker and advisory services for all operational insurance policies.

On April 8, 2024, the Authority received six proposals. The Panel thoroughly reviewed the responses and decided to shortlist three.

On May 8 & 9, 2024, the Panel interviewed and ranked the three firms. The interviews included Evaluation Criteria used by the Panel and upon conclusion of the interviews, the Panel ranked the firms as follows:

Rankings	Panelist 1	Panelist 2	Panelist 3	Total	Rank
Alliant	3	2	2	7	2
Marsh	2	3	3	8	3
WTW	1	1	1	3	1

Combined Scores	SB	Local	Vet.	Cost	Org. Exper & Skill	Primary Staff	Work Plan	Total
Alliant	0	0	0	45	650	960	500	2155
Marsh	0	0	0	45	650	1000	440	2135
WTW	0	0	0	450	675	1120	520	2765

The firm ranked highest by the Panel was Willis Towers Watson Midwest, Inc. A brief background of the highest ranked respondent is provided below:

**Willis Towers Watson Midwest, Inc. (“Willis”)**

Willis is an insurance broker and advisory business with roots dating back to 1828. It has 45,000 employees and serves more than 140 countries and markets. Willis has provided the Authority with exceptional operational broker services since 2018 and construction broker services since 2019.

Staff recommends that the Authority enter an Agreement with Willis to provide construction and operational broker services. Staff will negotiate the scope of work and billing rates.

**Fiscal Impact:**

Adequate funding for the Willis Towers Watson Midwest, Inc. contract for operational and construction services is included in the adopted FY 2024 and conceptually approved FY 2025 Operating Expense Budgets within the Contractual Services line item and within the Board-approved FY2024-FY2028 Capital Budget in the insurance costs for each project. For future years not yet adopted/approved, these costs will be included in future budget requests.



**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:**

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 Willis Towers Watson Midwest, Inc. did not receive small business, local business, and service disabled/veteran owned small business preference.

**Prepared by:**

John Dillon  
Director, Finance & Risk Management

RESOLUTION NO. 2024-0050

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH WILLIS TOWERS WATSON MIDWEST, INC. FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS, IN AN AMOUNT NOT-TO-EXCEED \$2,900,000, TO PROVIDE CONSTRUCTION AND OPERATIONAL INSURANCE BROKER SERVICES FOR SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

**WHEREAS**, the Authority has a need for Construction and Operational Insurance Broker Services for projects at San Diego International Airport; and

**WHEREAS**, the Authority's existing agreement for Construction and Operational Insurance Broker Services will expire on July 14, 2024; and

**WHEREAS**, on February 28, 2024, the Authority issued a Request for Proposals and notice of the opportunity was advertised in the *San Diego Daily Transcript* and the on the Authority's website; and

**WHEREAS**, the Selection Panel ("Panel") chosen to evaluate the proposals included representatives from the Airport Design and Construction and Finance & Risk Management Departments; and

**WHEREAS**, on April 8, 2024, the Authority received six proposals which the Panel thoroughly reviewed and decided to shortlist three; and

**WHEREAS**, on May 8 & 9, 2024, interviews were conducted with the qualified respondents and upon conclusion of the interviews and application of the evaluation criteria, the Panel ranked the respondents as follows:

1. Willis Towers Watson Midwest, Inc.
2. Alliant Insurance Services, Inc.
3. Marsh USA LLC; and

**WHEREAS**, Willis Towers Watson Midwest, Inc. was the highest ranked firm by the Panel.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves and authorizes the President/CEO to negotiate and execute an Agreement with Willis Towers Watson Midwest, Inc. for a term of three years, with the option for two one-year extensions, in an amount not-to-exceed \$2,900,000, to provide construction and operational insurance broker services for San Diego County Regional Airport Authority; and

**BE IT FURTHER RESOLVED** that Staff will negotiate the scope of work and billing rates; and

**BE IT FURTHER RESOLVED** that adequate funding for the Willis Towers Watson Midwest, Inc. contract for operational and construction services is included in the adopted FY 2024 and conceptually approved FY 2025 Operating Expense Budgets within the Contractual Services line item and within the Board-approved FY2024-FY2028 Capital Budget in the insurance costs for each project. For future years not yet adopted/approved, these costs will be included in future budget requests; 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Approve and Authorize the President/CEO to Execute a Fleet Maintenance Service Agreement with Ecofleet Industries, Inc.**

**Recommendation:**

Adopt Resolution No. 2024-0051, approving and authorizing the President/CEO to execute a fleet maintenance service agreement with Ecofleet Industries, Inc., for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for a total not-to-exceed amount of \$1,250,000.00.

**Background/Justification:**

On February 29, 2024, the San Diego County Regional Airport Authority ("Authority") published a Request for Proposals ("RFP") for fleet maintenance services. This service contract will be the primary means for professional maintenance and repair of Authority fleet vehicles at San Diego International Airport ("SDIA").

On March 29, 2024, the Authority's Procurement Department received three responses to the RFP from Ecofleet Industries, Inc., First Vehicle Services/Transdev and SVT Fleet, LLC. Upon review of the proposals received, the Procurement Department determined that the three proposals were responsive.

On April 11, 2024, the Authority's Selection Panel ("Panel"), which was comprised of representatives from Facilities Management and Environmental Affairs, interviewed the three respondents. During the interviews the respondents provided presentations of their qualifications and responded to prepared questions.

After the interviews the Panel evaluated the respondents using weighted criteria of five factors: the organization's overall experience and qualifications; skill and experience of personnel who would interact with Authority staff in the performance of services; planned procedures and equipment; the firm's sustainable practices; and eligibility for small business participation under Authority Policy 5.12, Preference to Small Business.

The final ranking matrix from the Panel is as shown:

Firms	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	Total	Final Rank
Ecofleet Industries, Inc.	1	1	1	1	1	5	1
SVT Fleet, LLC	2	2	2	2	3	11	2
First Vehicle Services/ Transdev	3	3	3	2	2	13	3

Combined Final Scores	Small Bus.	Local	Vet	Cost	Exper. & Quals	Primary Staff	Plan & Equip.	Sustain.	Total
Ecofleet Industries, Inc.	150	100	0	300	1000	1540	760	420	4270
SVT Fleet, LLC	0	0	0	500	925	1295	800	300	3820
First Vehicle Services/ Transdev	0	0	0	400	850	1225	780	350	3605

A brief background of the highest ranked firm is provided below:

Ecofleet Industries, Inc.

- Ecofleet employs comprehensive bumper to bumper solutions for maintaining and performing repairs utilizing the latest real time technology.
- Ecofleet currently oversees fleet maintenance for the inter-terminal and flyer bus fleet operating at SDIA.
- Ecofleet has working relationships with area vendors to subcontract detailing, smog testing, body work, upholstery, towing, vehicle outfitting and other services as required in the RFP.
- Ecofleet personnel hold technical certificates ranging from diesel, LPG and CNG alternative fuels, to high voltage EV as well as for legacy automakers (i.e., Ford, Toyota, General Motors).

Staff recommends the award of a fleet maintenance services agreement to Ecofleet Industries, Inc., for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for a total not- to-exceed amount of \$1,250,000.00 for five-years.

**Fiscal Impact:**

Adequate funding for the fleet maintenance service agreement is included in the adopted FY 2025 and conceptually approved FY 2026 Operating Expense Budgets within the Facilities Management Annual Repair and Service Contracts line item. The expense for this contract that will impact budget years not yet adopted or approved by the Board 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 Ecofleet Industries received 3% small business preference and 2% local business preference, but did not receive service disabled/veteran owned small business preference.

**Prepared by:**

Stephen Mosca  
Director, Facilities Management

RESOLUTION NO. 2024-0051

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A FLEET MAINTENANCE SERVICE AGREEMENT WITH ECOFLEET INDUSTRIES, INC., FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS EXERCISABLE AT THE DISCRETION OF THE PRESIDENT/CEO, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$1,250,000.00

**WHEREAS**, on February 29, 2024, the San Diego County Regional Airport Authority (“Authority”) published a Request for Proposals (“RFP”) for fleet maintenance services at San Diego International Airport; and

**WHEREAS**, the service agreement will be the primary means for professional maintenance and repairs of Authority fleet vehicles; and

**WHEREAS**, on March 29, 2024, the Authority’s Procurement Department received three responses to the RFP from the following entities: Ecofleet Industries, Inc., First Vehicle Services/Transdev, and SVT Fleet, LLC; and

**WHEREAS**, April 11, 2024, the Authority’s Selection Panel (“Panel”), which was comprised of representatives from Facilities Management, and Environmental Affairs, interviewed the three respondents who provided a presentation of their qualifications and responded to prepared questions; and

**WHEREAS**, after the interview the Panel evaluated respondents using weighed criteria of five factors: the organization’s overall experience and qualifications; skill and experience of personnel who would interact with Authority staff in the performance of services; planned procedures and equipment; the firm’s sustainable practices; and eligibility for small business participation under Authority Policy 5.12, Preference to Small Business; and

**WHEREAS**, upon conclusion of the evaluation process, the panel unanimously ranked Ecofleet Industries, Inc. as the qualified respondent to provide services based on the evaluation criteria and interview.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves and authorizes the President/CEO to execute a fleet maintenance service agreement with Ecofleet Industries, Inc., for a term of three years, with the option for two one-year extensions exercisable at the discretion of the President/CEO, for a total not-to-exceed amount of \$1,250,000.00; and

**BE IT FURTHER RESOLVED** that the Authority and its officers, employees, and agents hereby are authorized 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 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**Approval and Adoption of the Operating Budget for Fiscal Year 2025, the Capital Program For Fiscal Years 2025-2029, and Conceptual Approval of the Operating Budget For Fiscal Year 2026**

**Recommendation:**

Adopt Resolution No. 2024-0052, approving and adopting the Authority's Annual Operating Budget for Fiscal Year 2025, the Capital Program for Fiscal Years 2025-2029, and conceptually approving the Operating Budget for Fiscal Year 2026.

**Background/Justification:**

On May 16, 2024, the Board participated in a Workshop that reviewed the Proposed Operating Expense Budget for Fiscal Year 2025, Conceptual Fiscal Year 2026 Budget, and Fiscal Year 2025 – Fiscal Year 2029 Capital Program. After an in-depth presentation and discussion, the proposed Fiscal Year 2025 Operating Expense Budget and Fiscal Year 2025–Fiscal Year 2029 Capital Improvement Program were forwarded for Board approval and adoption at the June 6, 2024, Board meeting. In addition, the proposed FY 2026 Conceptual Operating Expense Budget was forwarded for approval at the June 6, 2024, Board meeting. Per Authority Policy 4.01, the Authority's Board of Directors determined that the preparation and adoption of an annual budget will assist in (a) determining the Authority's short-term and long-term strategic and financial planning needs, and (b) effectively managing the facilities and airport under the jurisdiction of the Authority.

The proposed Fiscal Year 2025 Operating Expense Budget (Budget) of \$469.0 million includes funds for operational expenses to manage the Airport and preserve the Authority's financial position. The personnel budget is calculated based on the Authority's pay schedule and compensation philosophy. The compensation philosophy aims to ensure equal pay for comparable jobs that is internally equitable, externally competitive, and transparently communicated while ensuring the Authority's financial sustainability. The proposed personnel budget includes pay rates negotiated with Teamsters Local 911 for all Staff represented by the agreement. In addition, personnel expenses include an additional one percent contribution to the Authority's Pension. Based on the current actuarial report, this is required.



The Budget also provides the necessary resources to proceed with the New T1 and advance a feasible five-year Capital Plan. The Authority will continue to assess and refine the revenue forecast and spending plan based on the changing economic environment.

Once approved and adopted by the Board, the Budget will become the spending plan (and spending limit) of the Authority for FY 2025. Actual revenues and expenditures will be monitored during the year and reported to the Board at a quarterly minimum. The Budget may be modified by the Board to reflect new assumptions or events based upon periodic reporting and good cause.

This Expense Budget reflects a total increase of \$41.6 million, or 9.7%, over the FY 2024 Budget. The increase is attributed to \$18.7 million in additional debt service costs as a result of the 2023 Bond Issuance, \$4.9 million in Personnel expenses, which includes salaries and benefits for twenty-three (23) new headcount, \$1.6 million in ground transportation contracts; including parking operations and shuttle services; \$1.2 million in increases in contracts related to janitorial and waste removal and recycling; \$0.9 million in outside legal services, \$0.7 million in marketing related expenses, and \$0.4 million in New T1 readiness. The Facilities Management budget includes \$2.5 million in airfield paving and oval painting, \$0.5 million in 12kV maintenance, and \$1.9 million in utilities costs. In addition, the increase includes Safety and Security cost increases for Harbor Police of \$1.6 million, Emergency Medical of \$1.2 million, and Aircraft Rescue Fire Fighting of \$0.6 million. Quieter Home Program (QHP) expenses are increasing by \$1.3 million. Equipment outlay expense is increasing by \$2.0 million for safety and security software and supporting equipment.

The Revenue Budget of \$683.6 million is an increase of \$65.3 million, or 10.6%, over the FY 2024 Budget. The increase over the FY 2024 Budget reflects an increase of \$20.5 million in airline revenue, \$16.7 million in non-airline revenue, \$45.3 million in interest income, and a decrease of \$17.3 million in non-operating revenue.

Total FY 2025 airline revenue is projected to be \$244.0 million as compared to \$223.5 million in the FY 2024 Budget, a \$20.5 million increase. The majority of the increase is attributable to a reduction in the application of Federal Relief funds to reduce Airline Rent, Fees, and Charges by \$10.5 million. Federal Relief funds applied to reduce Airline Rent, Fees, and Charges was \$10.5 million in FY 2024 and has been eliminated for FY25. Other increases in expenses affecting Airline Cost centers include personnel, facility maintenance, utilities, shuttle services, and other increases in contractual services.

The increase of \$16.7 million in non-airline revenue consists of increases of \$10.8 million in parking revenue, \$3.1 million in rental car license fees, \$1.0 million in license fees, \$0.6 million in terminal concessions, \$0.3 million in ground transportation, and \$0.9 million in ground rentals.

The increase of \$45.3 million in interest income is due to the high cash balance resulting from the 2023 Bond issuance. Non-operating revenue consists of a decrease of \$21.8 million in capital grant contribution, an increase of \$3.3 million in passenger facility charges, \$0.9 million in customer facility charges, and \$0.4 million in the Quieter Home Program (QHP).

The Capital Improvement Program (CIP) is a rolling five-year program that provides for critical improvements and asset preservation for the Authority. The program includes projects that address airfield safety and capacity, environmental protection, terminal enhancements, landside infrastructure, and access improvements, and the Budget for New T1 development. The proposed total for the FY 2025 – FY 2029 Capital Program is \$4,264.3 million.

Funding sources for the projects include Airport Improvement Program (AIP) grants, Passenger Facility Charges (PFC), airport cash, airport system revenue bonds, major maintenance funds, and may include TSA grants, and short-term borrowing by utilizing bank facility or other short-term financing vehicles.

Use of Funds (in millions):

Terminal	\$ 3,072.5
Landside & Ancillary	557.8
Airside	450.0
Administrative	<u>184.0</u>
Total Use of Funds	\$ 4264.3

## Source of Funds (in millions):

Airport Revenue Bonds	\$ 3,342.6
Airport Cash	516.5
Federal Grants	328.7
Major Maintenance Fund	60.1
Other	16.2
PFC Revenues	<u>0.2</u>
Total Use of Funds	\$ 4,264.3

In summary, the presented Operating Budget and Capital Program are consistent with Board policy and were developed under the guidance of the Authority's President/Chief Executive Officer and Chief Financial Officer. The Budget reflects the revenues available to the Authority, and how these funds will be spent and preserves the Authority's financial position.

The Authority also prepared a biennial budget. As such, a budget for FY 2026 was developed and proposed for conceptual approval.

The proposed FY 2026 Expense Budget totals \$520.9 million, an increase of \$51.9 million, or 11.1%, over the proposed FY 2025 Budget. This increase is attributed to \$36.9 million in debt service costs related to 2023 debt issuance, \$18.8 million in non-personnel operating expenses, \$5.2 million in personnel costs, a \$8.3 million decrease in QHP expenses, and a \$0.4 million decrease in equipment outlay.

The proposed FY 2026 Revenue Budget of \$ 704.4 million is an increase of \$20.8 million, or 3.0%, over the proposed FY 2025 Budget. This net increase reflects increases of \$32.8 million in airline revenue, \$13.6 million in non-airline revenue, and \$8.4 million in non-operating revenue and interest income.

On-going economic changes and market trends will be considered next year to revise the FY 2026 conceptual budget and create the final proposed FY 2026 budget, which will be brought back to the Board for adoption.

## **Fiscal Impact:**

If the proposed FY 2025 Budget is approved and adopted and the proposed FY 2026 Budget is conceptually approved, funding of \$469.0 million will be authorized for FY 2025 and funding of \$520.9 million will be established as the framework for the FY 2026 Budget, which will be brought back to the Board next year for review, revisions, and adoption in June 2025. If the Capital Program is approved, \$4,264.3 million will become the authorized spending level.

## 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 New T1    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:

Scott Brickner  
Vice President, Chief Financial Officer

RESOLUTION NO. 2024-0052

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND ADOPTING THE AUTHORITY'S OPERATING BUDGET FOR FISCAL YEAR 2025, THE CAPITAL PROGRAM FOR FISCAL YEARS 2025 - 2029 AND CONCEPTUALLY APPROVING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2026.

**WHEREAS**, Authority management prepared and presented the Proposed Fiscal Year 2025 and 2026 Conceptual Operating Budgets, and the Capital Program to the Authority Board for review at a duly noticed public workshop on May 16, 2024; and

**WHEREAS**, the Board provided an opportunity during its meetings for members of the public to provide comments and questions concerning the Proposed Fiscal Year 2025 and 2026 Operating Budgets and Capital Program; and

**WHEREAS**, the Proposed Fiscal Year 2025 and 2026 Conceptual Operating Budgets present a financial operating expenditure budget of \$469.0 million and \$520.9 million, respectively, and a Capital Program for the next five (5) years of \$4,264.3 million, thus providing adequate resources to address the operating and infrastructure requirements of San Diego International Airport and the regional responsibilities of the Authority for Fiscal Year 2025 and 2026; and

**WHEREAS**, the Proposed Fiscal Year 2025 and 2026 Conceptual Operating Budgets include the Authority's publicly available pay schedule, demonstrating the pensionable compensation provided to similarly situated members of the same group or class of employment for services rendered on a full-time basis, and the Authority Board hereby approves and adopts the pay schedule included in the adopted budget and further authorizes the President/CEO to make any necessary changes thereto; and

**WHEREAS**, the Proposed Fiscal Year 2025 Operating Budget and 2026 Conceptual Operating Budget include costs for limited duration staffing to support the New T1 Project, which staffing is outside the authorized headcount and has a duration ending at the completion of the New T1; and

**WHEREAS**, the Proposed Fiscal Year 2025 and 2026 Conceptual Operating Budgets present forecasted operating revenues and other funding to meet a balanced budget, and other financial requirements as outlined under the Authority's Bond Master Trust Indenture; and

**WHEREAS**, the Board has reviewed the Proposed Fiscal Year 2025 and 2026 Conceptual Operating Budgets and the Capital Program and believes that the approval and adoption in the forms presented to the Board at the public meetings on May 16, 2024, and June 6, 2024, are in the best interests of the Authority and the public which it serves.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves and adopts the Fiscal Year 2025 Proposed Operating Budget and Capital Program and conceptually approves the Fiscal Year 2026 Proposed Budget; and

**BE IT FURTHER RESOLVED** that the Authority and all its officers, employees and agents are hereby authorized, empowered and directed to do, and perform all such acts as may be necessary or appropriate to implement the Adopted Annual Operating Budget for Fiscal Year 2025 and the Capital Program; and

**BE IT FURTHER RESOLVED** that the Board approves the additional deposit of one percent to the Authority's pension plan; and

**BE IT FURTHER RESOLVED** that the Board approves and adopts the pay schedule included in the budget pursuant to California Government Code §7522.34(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"), 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 its regular meeting on this 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL



**New 07/01/2024**

<b>JOB CODE*</b>	<b>JOB TITLE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
A109	Executive Assistant	\$ 62,741	\$ 100,385
A202	Associate General Counsel II	\$ 116,776	\$ 204,358
A203	Paralegal	\$ 66,212	\$ 105,940
A205	Associate General Counsel III	\$ 141,556	\$ 247,724
A207	Assistant General Counsel	\$ 186,563	\$ 326,485
A208	Associate General Counsel I	\$ 77,154	\$ 123,446
A302	Auditor	\$ 58,741	\$ 93,985
A303	Senior Auditor	\$ 74,272	\$ 122,549
A304	Manager, Audit Services	\$ 101,594	\$ 172,710
B106	Customer Relations Manager	\$ 78,002	\$ 124,802
B108	Sr Marketing Specialist	\$ 73,037	\$ 116,859
B1081	Marketing Specialist I	\$ 51,178	\$ 81,884
B1082	Marketing Specialist II	\$ 61,254	\$ 98,006
B112	Airport Art Program Manager	\$ 83,574	\$ 133,718
B114	Airport Art Program Coord II	\$ 56,892	\$ 91,026
B1141	Airport Art Program Coord I	\$ 55,004	\$ 88,006
B115	Air Service Analyst	\$ 80,888	\$ 129,421
B119	Senior Manager, Marketing	\$ 103,907	\$ 176,643
B120	Senior Manager, Arts Program	\$ 93,113	\$ 158,291
B121	Communication Specialist I	\$ 52,484	\$ 83,974
B122	Communication Specialist II	\$ 60,685	\$ 97,097
B123	Sr Communication Specialist	\$ 75,156	\$ 120,249
B124	Director, Marketing Air SvcDev	\$ 118,547	\$ 207,618
B125	Air Service Program Manager	\$ 75,331	\$ 120,530
B127	Manager, Air Service Dev	\$ 110,115	\$ 181,691
B128	Data Engineer	\$ 92,701	\$ 148,322
B129	Business Intelligence Specialist	\$ 68,069	\$ 108,911
B130	Data Warehouse Architect	\$ 88,765	\$ 142,025
B131	Manager, Business Intelligence	\$ 113,063	\$ 180,901
B201	Director, Communications	\$ 116,236	\$ 203,413
B202	Director, Government Relations	\$ 132,217	\$ 231,381
B204	Governmental Rel Specialist	\$ 75,735	\$ 121,177
B211	Sr Director, External Relation	\$ 151,473	\$ 265,079
B212	Mgr, Govt & Community Rels	\$ 104,581	\$ 172,558
B213	External Relations Specialist	\$ 61,268	\$ 98,028
B214	Manager, Arts Program	\$ 88,583	\$ 141,733
C101	Director, Revenue Management	\$ 121,564	\$ 212,738
C102	Asset Manager	\$ 91,685	\$ 151,281
C107	Associate Asset Manager	\$ 72,480	\$ 115,969
C108	Project Manager	\$ 101,636	\$ 172,781
C109	Airport Properties Ops Coord	\$ 72,605	\$ 116,167
C210	Senior Construction Inspector	\$ 69,833	\$ 111,733

**New 07/01/2024**

<b>JOB CODE*</b>	<b>JOB TITLE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
C211	Construction Inspector	\$ 58,837	\$ 94,139
C212	Document Control Coordinator	\$ 56,524	\$ 90,439
C2141	Project Assistant	\$ 52,076	\$ 83,321
C215	Sr Engineering Technician	\$ 64,699	\$ 103,519
C2151	Sr Engineering Tech BIM/CAD II	\$ 71,169	\$ 113,871
C216	Engineering Technician	\$ 56,513	\$ 90,420
C219	Associate Engineer	\$ 68,587	\$ 109,738
C220	Senior Cost Analyst	\$ 78,085	\$ 124,936
C221	Quieter Home Prgrm Coordinator	\$ 66,131	\$ 105,810
C223	Cost Analyst	\$ 69,476	\$ 111,162
C224	Construction Manager	\$ 105,624	\$ 174,279
C225	Program Manager Concessions	\$ 106,378	\$ 186,161
C2251	Program Manager	\$ 103,823	\$ 181,689
C2252	Program Manager for Engineering & Construction	\$ 121,617	\$ 212,829
C226	Manager, Proc & Contract Svcs	\$ 97,631	\$ 165,972
C2271	Labor Compliance Technician I	\$ 48,915	\$ 78,265
C2272	Labor Compliance Technician II	\$ 60,779	\$ 97,247
C2274	Labor Compliance Supervisor	\$ 78,910	\$ 126,256
C228	Contract Specialist	\$ 74,601	\$ 126,823
C230	Construction Safety Prgm Mgr	\$ 87,877	\$ 144,997
C231	Administrative Svcs Manager	\$ 63,387	\$ 101,419
C232	Quality Control Manager	\$ 117,456	\$ 193,120
C233	GIS/CAD Systems Manager	\$ 95,715	\$ 157,930
C234	Quality Control Coordinator	\$ 64,678	\$ 103,485
C235	Project Analyst	\$ 67,649	\$ 108,238
C237	Sr Manager, Construction Svcs	\$ 124,444	\$ 217,776
C238	Document Control Manager	\$ 102,331	\$ 163,730
C239	Manager, Safety & Labor Compl	\$ 92,181	\$ 156,709
C241	Aviation Syst Prgm Specialist	\$ 102,035	\$ 163,257
C242	Technical Coordinator	\$ 74,787	\$ 119,659
C302	Small Bus Dev Program Coord	\$ 55,199	\$ 88,318
C303	Small Business Dev Program Mgr	\$ 78,382	\$ 125,411
C305	Manager, Small Business Dev	\$ 90,959	\$ 154,631
D104	Manager, Ground Transportation	\$ 92,889	\$ 157,911
D105	Manager, Terminal Operations	\$ 89,194	\$ 151,629
D106	Terminal Operations Coord	\$ 64,182	\$ 102,691
D1061	Sr Terminal Operations Coord	\$ 73,929	\$ 118,286
D1071	Airside Operations Duty Mgr. I	\$ 56,578	\$ 90,526
D1072	Airside Ops Duty Manager II	\$ 73,227	\$ 117,243
D117	Manager, Airside Operations	\$ 99,104	\$ 168,476
D118	Director, Ground Transportatio	\$ 113,460	\$ 198,556
D123	Sr Airside Ops Duty Manager	\$ 82,550	\$ 132,080

**New 07/01/2024**

<b>JOB CODE*</b>	<b>JOB TITLE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
D124	Director, Terminal & Air Ops	\$ 134,049	\$ 234,587
D125	Ground Transportation Specials	\$ 59,219	\$ 94,751
D126	Airside & Terminal Res Sys Mgr	\$ 85,106	\$ 140,424
D128	Senior Director of Operational Readiness	\$ 151,231	\$ 264,655
D202	Sr Environmental Specialist	\$ 82,964	\$ 132,742
D203	Sr Aircraft Noise Specialist	\$ 82,964	\$ 132,742
D204	Aircraft Noise Specialist	\$ 57,494	\$ 91,990
D205	Associate Envr Specialist	\$ 69,556	\$ 111,289
D206	Assistant Envr Specialist	\$ 56,616	\$ 90,585
D208	Manager, Environmental Affairs	\$ 101,398	\$ 167,306
D209	Manager, Aircraft Noise	\$ 86,222	\$ 146,578
D301	Director, Facilities Managemnt	\$ 127,883	\$ 223,796
D302	Manager, Facilities Management	\$ 84,317	\$ 143,338
D305	Sr Maintenance Project Inspect	\$ 67,839	\$ 108,543
D3051	Maintenance Project Inspector	\$ 54,664	\$ 87,462
D321	Inspector, Planner & Estimator	\$ 104,475	\$ 167,159
D324	Manager, Energy & Water Mgt	\$ 79,093	\$ 134,458
D327	Maintenance Projects Planner	\$ 73,195	\$ 117,111
D329	Facilities Commissioning Coord	\$ 82,748	\$ 132,397
D330	Computerized Maintenance Management System Adminis	\$ 97,278	\$ 155,645
D402	Manager, Avtn Sec & Law Enforc	\$ 93,273	\$ 158,563
D403	Sec & Pub Safety Analyst I	\$ 64,575	\$ 103,320
D404	Security Specialist II	\$ 60,128	\$ 96,204
D405	Security Specialist I	\$ 49,434	\$ 79,094
D406	Manager, Emerg Prep & Pub Sfty	\$ 107,501	\$ 182,752
D407	Senior Security Specialist	\$ 79,090	\$ 126,543
D408	Security & Public Safety Analyst II	\$ 73,906	\$ 118,249
D409	Airport Coordin Center Special	\$ 52,097	\$ 83,354
D410	Sr Airport Comm Center Special	\$ 58,979	\$ 94,367
D411	Sec & Emergency Response Coord	\$ 53,175	\$ 85,080
D412	Director, Avtn Sec & Pub Saf	\$ 121,811	\$ 213,169
D3053	Maintenance Project Inspector II	\$ 60,130	\$ 96,208
E102	Manager, Airport Planning	\$ 98,521	\$ 167,485
E1030	Assistant Airport Planner	\$ 57,690	\$ 92,303
E1031	Associate Airport Planner	\$ 71,696	\$ 114,714
E1032	Senior Airport Planner	\$ 82,434	\$ 131,894
E109	Strategic Plnng Outreach Coord	\$ 49,402	\$ 79,042
E110	Director, Airport Planning & Environmental Affairs	\$ 132,117	\$ 231,205
F102	Assistant Authority Clerk II	\$ 81,554	\$ 130,486
F103	Director, Authority Clerk	\$ 128,824	\$ 225,442
F104	Assistant Authority Clerk I	\$ 65,243	\$ 104,389
F105	Corporate Information Assist	\$ 38,771	\$ 62,034

**New 07/01/2024**

<b>JOB CODE*</b>	<b>JOB TITLE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
F107	Records & Info Mgmt Spec. I	\$ 48,696	\$ 77,914
F108	Records & Info Mgmt Spec. II	\$ 56,524	\$ 90,439
F201	Director, Human Resources	\$ 136,218	\$ 238,382
F204	Human Resources Analyst II	\$ 68,184	\$ 109,095
F2041	Senior HR Business Partner	\$ 102,771	\$ 169,571
F2042	HR Business Partner II	\$ 79,426	\$ 127,082
F2043	HR Business Partner I	\$ 63,432	\$ 101,491
F205	Safety Analyst II	\$ 64,943	\$ 103,908
F2051	Safety Analyst I	\$ 57,795	\$ 92,472
F208	Human Resources Assistant II	\$ 44,824	\$ 71,718
F211	HRIS Analyst II	\$ 73,494	\$ 117,590
F212	L&D Specialist	\$ 63,178	\$ 101,085
F2121	Senior L&D Specialist	\$ 78,970	\$ 126,352
F216	Human Resources Analyst I	\$ 57,690	\$ 92,303
F217	Senior Human Resources Analyst	\$ 84,157	\$ 134,651
F219	Manager, Business Analytics	\$ 100,983	\$ 171,671
F221	HRIS Analyst I	\$ 48,343	\$ 77,348
F222	Senior HRIS Analyst	\$ 79,749	\$ 127,599
F225	Mgr. HR Business Partnerships	\$ 101,001	\$ 171,703
F226	Senior Safety Specialist	\$ 85,959	\$ 141,832
F227	Talent Acquisition Partner	\$ 66,317	\$ 106,108
F228	Talent Acquisition Partner I	\$ 50,004	\$ 80,007
F229	Senior Talent Acquisition Partner	\$ 77,066	\$ 123,306
F230	Manager, HR Operations	\$ 100,406	\$ 160,650
F301	Director, Info & Tech Services	\$ 142,670	\$ 249,672
F3011	Senior Manager, IT	\$ 119,198	\$ 208,597
F304	Database Administrator	\$ 94,005	\$ 150,407
F307	App Development Analyst	\$ 78,001	\$ 124,801
F308	Systems Support Analyst II	\$ 71,695	\$ 114,711
F3081	Systems Support Analyst I	\$ 59,552	\$ 95,282
F3082	Senior Systems Support Analyst	\$ 85,686	\$ 137,097
F312	Business Systems Analyst	\$ 76,013	\$ 121,621
F315	Sr Applications Dev Analyst	\$ 96,554	\$ 154,487
F317	Mgr, Bus & Systems Application	\$ 113,263	\$ 192,547
F319	Manager, Infrastructure Ops	\$ 107,804	\$ 183,267
F321	Cyber Security Specialist	\$ 91,899	\$ 147,039
F323	Mgr, Service Desk & IT Term Op	\$ 98,459	\$ 167,379
F324	I&TS Project Coordinator	\$ 85,153	\$ 136,245
F325	IT PROJECT MANAGER	\$ 102,075	\$ 168,424
F326	ITS Administrator	\$ 68,330	\$ 109,329
F327	ITS Engineer	\$ 81,463	\$ 130,340
F328	ITS Senior Engineer	\$ 97,181	\$ 155,489

**New 07/01/2024**

<b>JOB CODE*</b>	<b>JOB TITLE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
F329	Director Business Intelligence	\$ 133,231	\$ 233,153
F401	Director, Procurement	\$ 124,967	\$ 218,693
F402	Manager, Contracts	\$ 103,036	\$ 170,009
F403	Senior Procurement Analyst	\$ 78,727	\$ 125,964
F404	Procurement Analyst I	\$ 51,545	\$ 82,471
F407	Procurement Coordinator	\$ 44,922	\$ 71,876
F408	P-Card Program Analyst	\$ 47,881	\$ 76,610
F409	Procurement Analyst II	\$ 59,845	\$ 95,752
F510	Management Analyst	\$ 63,179	\$ 101,086
F5101	Senior Management Analyst	\$ 71,282	\$ 114,051
F511	Staff Assistant	\$ 49,402	\$ 79,042
F513	Administrative Assistant II	\$ 49,402	\$ 79,042
F514	Administrative Assistant I	\$ 40,532	\$ 64,852
G101	Director, Accounting	\$ 134,562	\$ 235,484
G102	Accounting Manager	\$ 94,615	\$ 156,114
G103	Senior Accountant	\$ 74,036	\$ 118,458
G104	Accountant	\$ 61,680	\$ 98,688
G105	Accounting Technician	\$ 51,790	\$ 82,865
G106	Payroll Technician	\$ 66,145	\$ 105,831
G111	Senior Manager, Accounting	\$ 125,617	\$ 200,987
G201	Director, Financial Plan & Bgt	\$ 137,951	\$ 241,415
G2012	Dir Cap Fin Plan & Airline Rel	\$ 137,951	\$ 241,415
G202	Financial Analyst II	\$ 77,169	\$ 123,471
G204	Financial Analyst I	\$ 64,022	\$ 102,435
G205	Senior Financial Analyst	\$ 81,719	\$ 134,837
G207	Manager, Airport Finance	\$ 102,944	\$ 175,006
G302	Risk Management Analyst II	\$ 67,658	\$ 108,252
G3021	Risk Management Analyst I	\$ 55,766	\$ 89,226
G3022	Sr. Risk Management Analyst	\$ 81,599	\$ 130,558
G304	Manager, Ins & Const Risk	\$ 102,819	\$ 174,793
H101	Director, Airport Design & Con	\$ 151,577	\$ 265,259
1111	Vice Presidents	\$ 187,546	\$ 337,582

# ITEM #24

# San Diego County Regional Airport Authority FY 2025 Proposed Budget & FY 2026 Proposed Conceptual Budget

June 6, 2024

Presented by:  
Scott Brickner

Vice President & Chief Financial Officer





# Agenda

1. Budget Overview
  - Revenue
  - Expenses
2. Budget Summary
3. Capital Program Budget
4. Plan of Finance FY 2025-2029
5. Conclusion







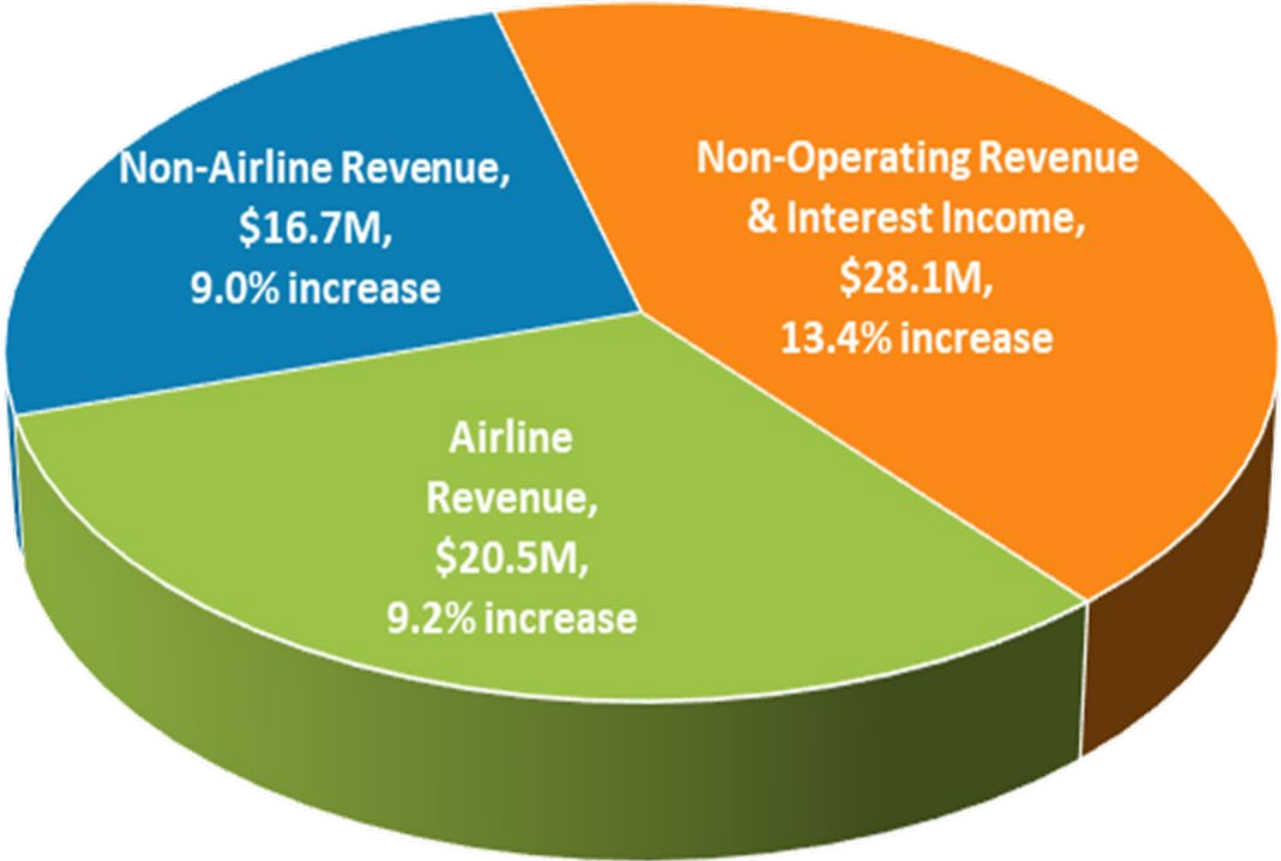
# Budget Overview



# Revenue Budget Overview

# FY 2025 Budget Revenue Increase vs FY 2024 Budget

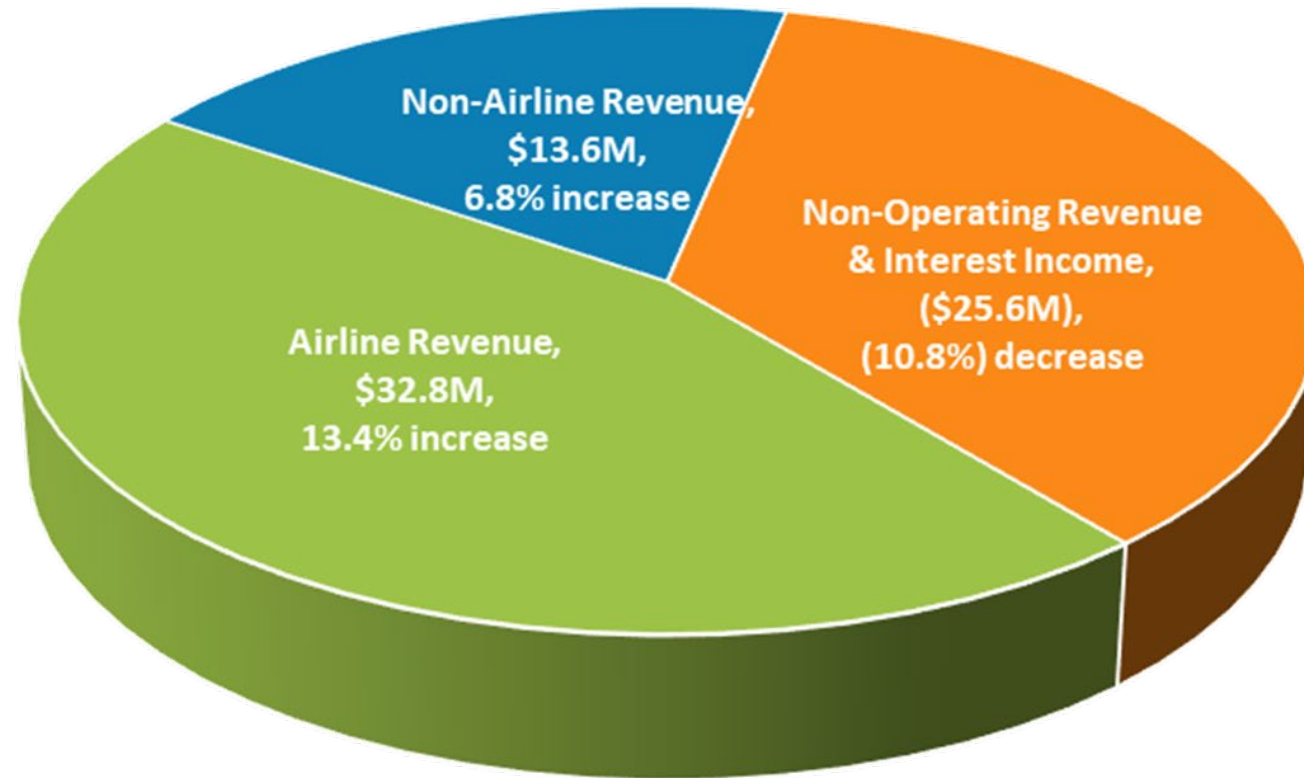
\$65.3M; 10.6%





# FY 2026 Budget Revenue Increase vs. FY 2025 Budget

**\$20.8M; 3.0%**



**Total FY 2026 Budget is \$704.4M**

# FY 2025 - FY 2026 Proposed Revenue Budget Summary

(in thousands)

**Operating Revenue**

**Airline Revenue**

	FY2025 Proposed Budget	FY2026 Conceptual Budget
Landing Fees	\$62,874	\$68,467
Aircraft Parking Fees	15,718	17,117
Building Rentals	156,370	178,566
Common Use Fees	10,507	13,388
Other Aviation Revenue	(1,454)	(748)
<b>Total Airline Revenue</b>	<b>244,015</b>	<b>276,791</b>

**Non-Airline Revenue**

Terminal Rent Non-Airline	2,745	2,754
Terminal Concessions	33,281	37,837
Rental Car License Fees	44,019	45,210
License Fees - Other	9,364	9,542
Parking Revenue	63,006	69,004
Ground Transportation Permits and Citations	20,603	21,579
Ground Rentals	26,741	27,278
Grant Reimbursements	-	-
Other Operating Revenue	1,861	2,053
<b>Total Non-Airline Revenue</b>	<b>201,620</b>	<b>215,256</b>

**Total Operating Revenue**

**445,634**      **492,047**

**Interest Income**

**89,258**      **55,190**

**Non-Operating Revenue**

Passenger Facility Charges	49,120	50,103
Customer Facility Charges	35,438	36,147
Quieter Home Program	20,028	11,760
Capital Grant Contributions	44,160	59,158
Other Non Operating Revenue	-	-
<b>Total Non-Operating Revenue</b>	<b>148,747</b>	<b>157,167</b>

**Total Revenue**

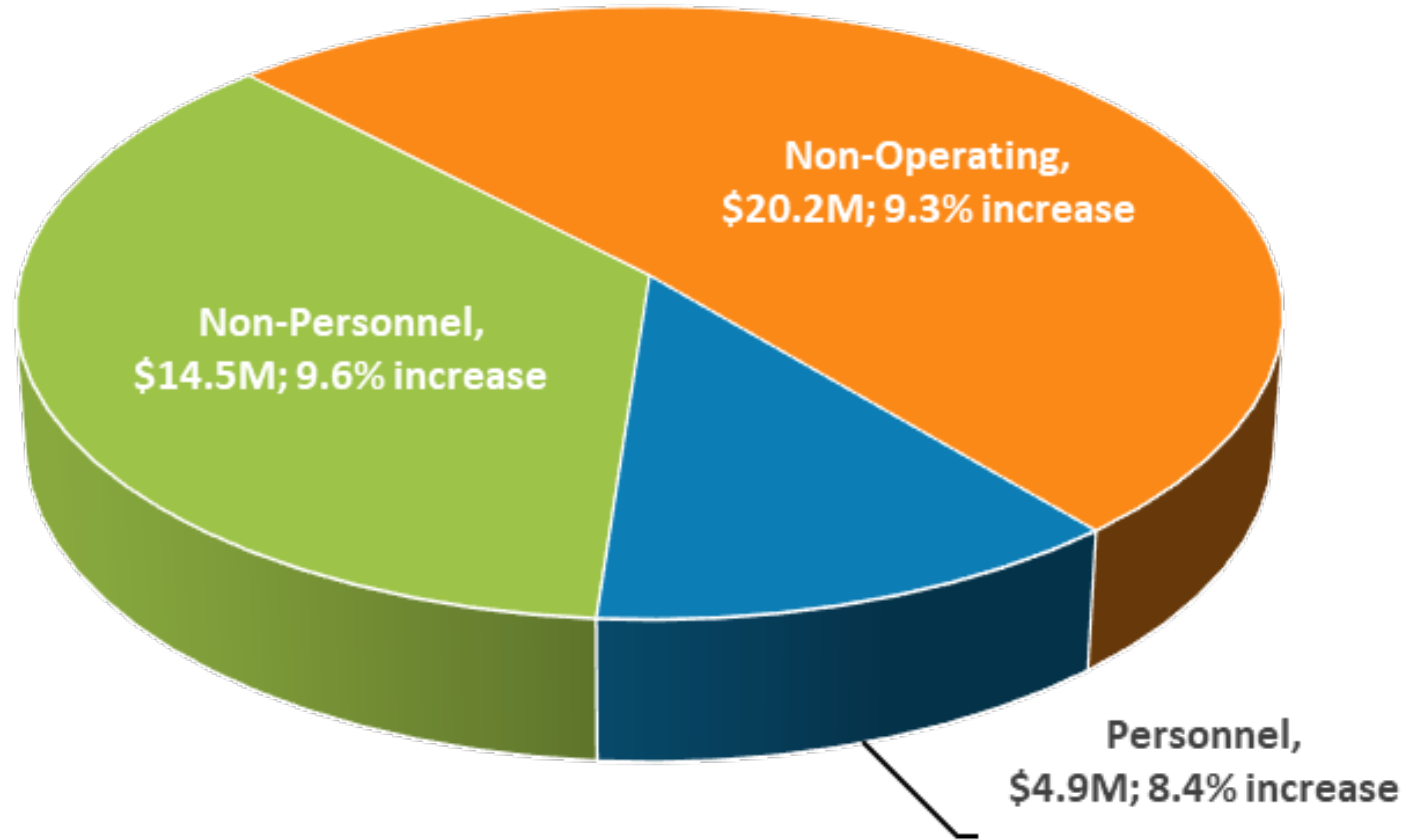
**\$683,638**      **\$704,405**



# Expense Budget Overview

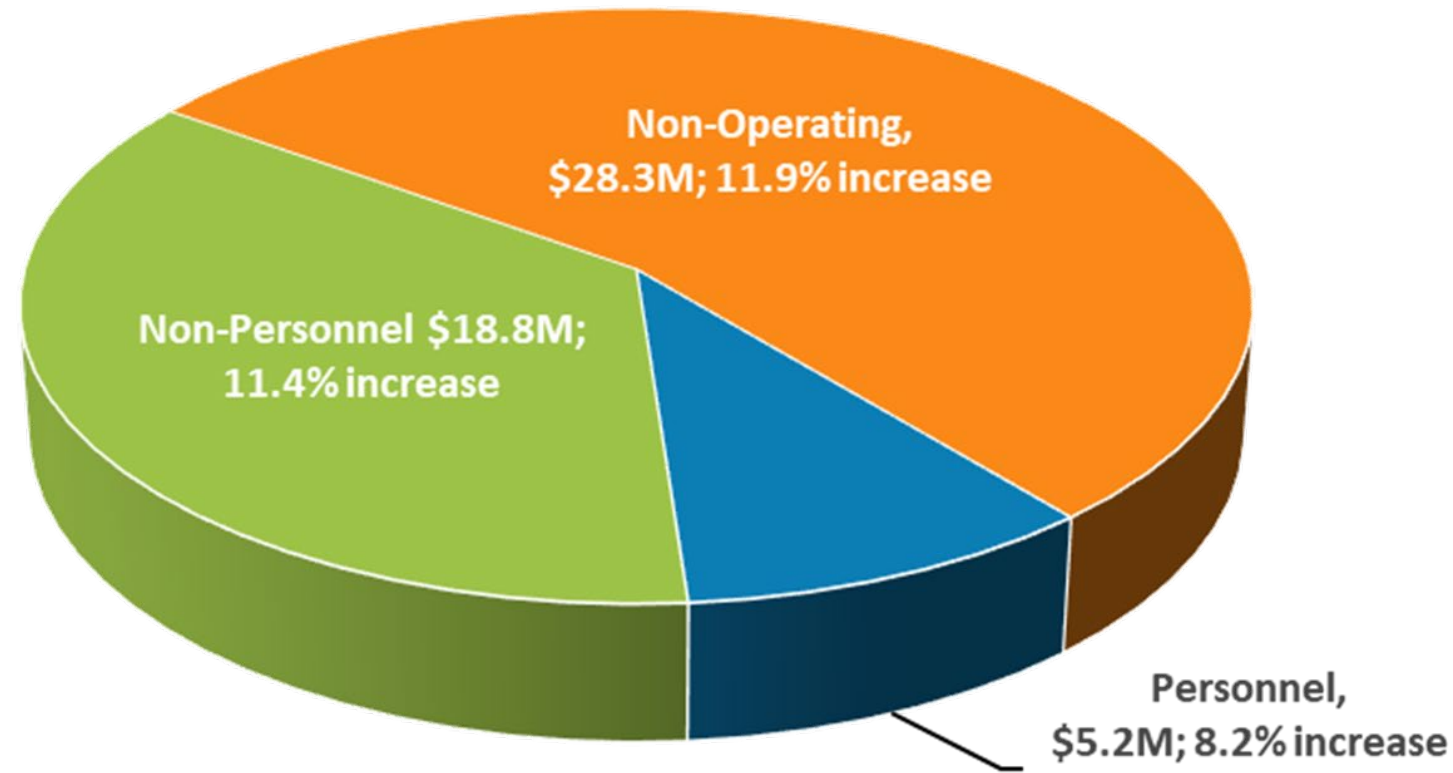
# FY 2025 Budget Expense Increase vs. FY 2024 Budget

**\$39.5M (9.3%)**





# FY 2026 Budget Expense Increase vs. FY 2025 Budget \$52.3M (11.2%)



**Total FY 2026 Budget is \$518.3M**  
(excludes Equipment Outlay)

# FY 2025 - FY 2026 Proposed Budget Expense Summary

(In Thousands)

	FY2025 Proposed Budget	FY2026 Conceptual Budget
<b>Operating Expenses</b>		
Salaries	48,475	51,712
Benefits	22,056	24,476
<b>Subtotal</b>	<b>70,531</b>	<b>76,188</b>
Less: Capitalized Labor Recharge	(6,955)	(7,386)
Less: QHP Labor Recharge	(500)	(526)
<b>Total Personnel Costs</b>	<b>63,076</b>	<b>68,276</b>
Contractual Services	59,897	66,979
Safety and Security	39,828	42,809
Space Rental	11,024	11,033
Utilities	23,433	32,000
Maintenance	16,242	14,838
Operating Equipment & Systems	441	477
Operating Supplies	823	967
Insurance	2,568	3,267
Employee Development	1,007	1,046
Business Development	3,908	4,295
Equipment Rentals and Repairs	4,623	4,884
Tenant Improvements	1,178	1,226
<b>Total Non-Personnel Costs</b>	<b>164,974</b>	<b>183,821</b>
<b>Total Operating Expenses</b>	<b>228,050</b>	<b>252,097</b>
Joint Studies / Sound Attenuation	23,028	14,700
Debt Service	214,614	251,527
Legal Settlement Expense	250	-
Other Non-Operating Expenses	-	-
<b>Total Non-Operating Expenses</b>	<b>237,892</b>	<b>266,227</b>
<b>Total Expenses</b>	<b>465,942</b>	<b>518,324</b>
<b>Equipment Outlay Expenditures</b>	<b>3,047</b>	<b>2,610</b>
<b>Total Authority Expenses Incl Equip Outlay</b>	<b>468,989</b>	<b>520,934</b>



# Capital Program Budget Fiscal Years 2025-2029

# Capital Program Budget Summary

(in thousands)

	New T1 *	CIP	Total
<b>FY 2024 - 2028 Capital Program Budget</b>	<b>\$3,834,300</b>	<b>\$389,249</b>	<b>\$4,223,549</b>
Closeouts and Adjustments	-	(24,534)	<b>(24,534)</b>
Capital Allowance	-	10,000	<b>10,000</b>
New Projects	-	55,325	<b>55,325</b>
<b>Proposed FY 2025 - 2029 Capital Program Budget **</b>	<b>\$3,834,300</b>	<b>\$430,039</b>	<b>\$4,264,339</b>

\* as approved by the Board on 01/11/2024

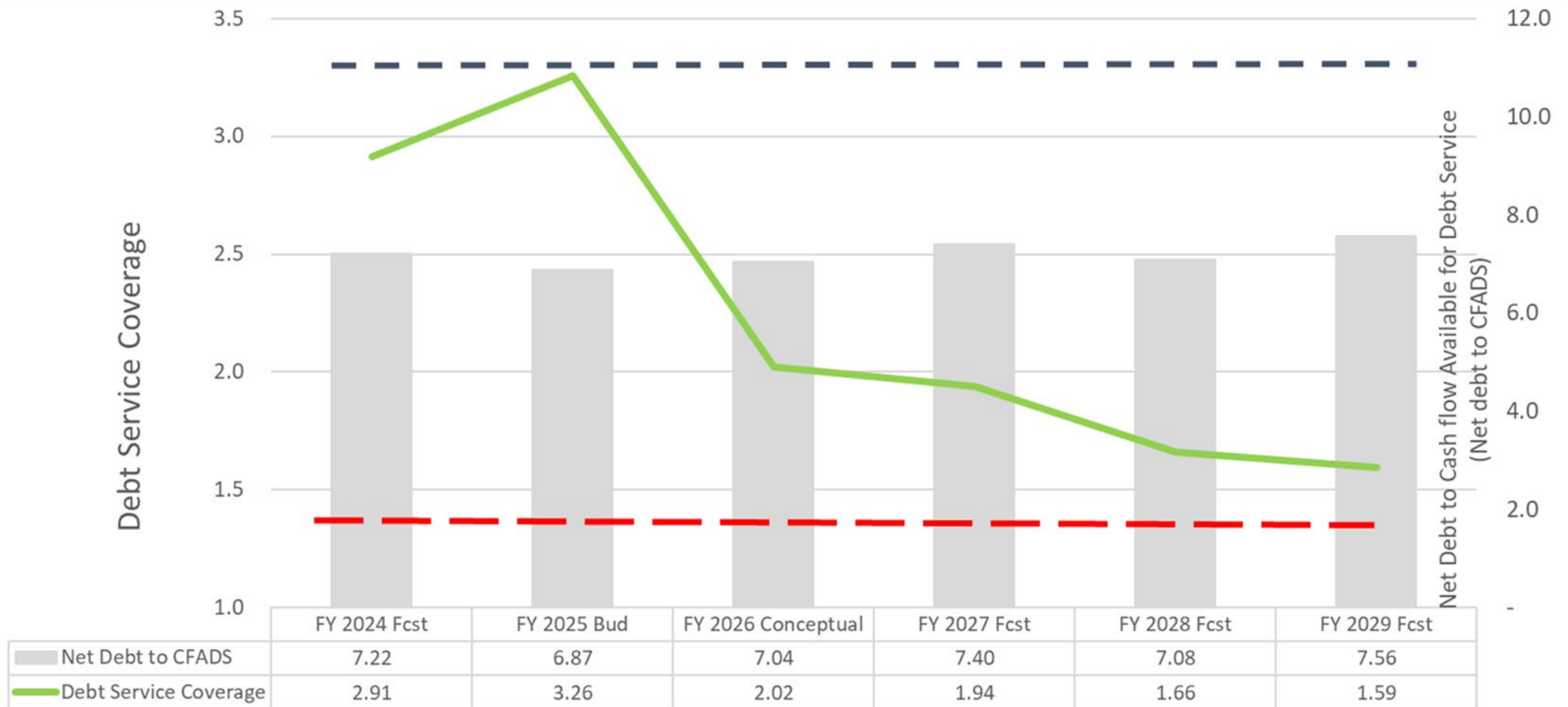
\*\* pending Board approval





# Plan of Finance Fiscal Years 2025 - 2029

# Plan of Finance Metrics



— — — Debt Policy target ratio: 8-11x (line represents upper range)

— — — Debt Policy target ratio: 1.4x coverage



# Conclusion



# Conclusion

- Follows the Authority's legislative and regulatory mandates
- Includes funds for operational expenses to manage the Airport
- Reflects collaboration with business stakeholders
- Demonstrates the discipline necessary to remain a sustainable enterprise
- Supports efforts to advance a five-year Capital Plan
- Provides resources to continue with New T1 construction and activation
- Allocates funding to execute technology initiatives
- Provides resources to continue cultivating our culture



# Questions?



## Staff Report

**Meeting Date: June 6, 2024**

**Subject:**

**AMEND THE VOLUNTARY 2% SURCHARGE PROCEDURE FOR FOOD AND BEVERAGE CONCESSIONS TO CONFORM TO SENATE BILL 478, DODD. CONSUMERS LEGAL REMEDIES**

**Recommendation:**

Adopt Resolution No. 2024-0053 amending the voluntary 2% surcharge procedure for food and beverage concessions to conform to Senate Bill 478.

**Background/Justification:**

On November 4, 2021, the Board adopted Resolution No. 2021-0131 permitting the Airport's food & beverage concessionaires to add a 2% pre-tax surcharge on all food & beverage purchases specifically ear-marked for direct payment to concessionaire employees as a hiring and retention incentive. Resolution No. 2021-0131 requires that the voluntary surcharge "be prominently displayed on every menu . . ." The surcharge has proven to be helpful in maintaining adequate staffing levels in restaurant concessions. In particular, the incentive pay has helped concessionaires hire and retain non-tipped employees such as cooks and bussers. The current job market for workers remains very competitive with a shortage of restaurant workers interested in airport employment.

Currently, the information about the surcharge is prominently displayed on every menu or in restaurant location signage and is specifically noted on every customer receipt but is added to the total rather than included in each item. The surcharge is not subject to concession fee; i.e., the Authority has no financial gain as a result of the surcharge. After the first full year of the surcharge, the Authority audited the concessionaire payments to employees. No significant discrepancies were identified, however, as a result of the audit, the Authority took responsibility to create a uniform signage standard in the restaurant locations about the surcharge. On November 3, 2022, the Board adopted Resolution No. 2022-0094 extending the surcharge which will sunset as existing concessionaire leases are renewed in solicitations over the next couple of years.

On October 7, 2023, California Governor Gavin Newsom signed Senate Bill 478 (SB 478), also known as the “Honest Pricing Law” or “Hidden Fees Statute” into law. The intent of the legislation is to provide price transparency and protection for consumers from deceptive price advertising. The law requires that consumers be able to see the all-in price of goods or services up-front, before they get the bill.

On May 8, 2024, California Attorney General Rob Bonta issued guidance to businesses regarding the applicability of SB 478. The guidance makes clear that the statute does not change what price a business can charge or what may be included in that cost. It does require that the price listed include all mandatory charges consumers will pay. Currently, the Authority directs concessionaires to display the 2% employee retention surcharge separately from the price of the food or beverage product. This practice must change in order to be compliant with SB 478.

Authority staff recommends that the Board amend the voluntary surcharge procedure to comply with SB 478. Specifically, food & beverage concessionaires opting to apply the voluntary surcharge must include the 2% in the price of each individual product for sale. In concessionaire point-of-sale systems, the surcharge will continue to be rung separately in order to exempt the surcharge from the concession fee and to preserve the Authority’s continued ability to audit the program.

### Fiscal Impact:

There is no fiscal impact to the Authority. Prices to customers will remain the same; however, the surcharge must be included in the price of every product sold.

### 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:

Deanna Zachrisson  
Director, Revenue Generation & Partnership Development

RESOLUTION NO. 2024-0053

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AMENDING THE VOLUNTARY 2% SURCHARGE PROCEDURE FOR FOOD AND BEVERAGE CONCESSION LEASES TO CONFORM TO SENATE BILL 478

**WHEREAS**, on November 4, 2021, the Board approved Resolution No. 2021-0131 authorizing an amendment to the Non-Exclusive Concession Lease ("Concession Lease") for in-terminal Food and Beverage Concessionaires allowing Concessionaires to voluntarily add a temporary surcharge of 2% to all pre-tax food and beverage sales until December 31, 2022; and

**WHEREAS**, on November 3, 2022, the Board adopted Resolution No. 2022-0094, extending the 2% voluntary surcharge until existing concession leases are renewed; and

**WHEREAS**, Resolution Nos. 2021-0131 and 2022-0094 require that the voluntary surcharge be prominently displayed on every menu but do not require that the prices listed for all items sold include all mandatory costs the consumer will pay; and

**WHEREAS**, on October 7, 2023, California Governor Gavin Newsom signed Senate Bill 478 (SB 478) requiring that consumers be able to see the all-in price of goods or services up-front, before they get the bill; and

**WHEREAS**, in order to comply with SB 478, food and beverage concessionaires opting to apply the voluntary surcharge must include the 2% in the price of each individual product offered for sale; and



**WHEREAS**, the findings included in Resolution Nos. 2021-0131 and 2022-0094 are hereby incorporated fully into this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby amends the procedure for the 2% voluntary surcharge to require food and beverage concessionaires who wish to charge the voluntary surcharge to include the 2% in the price of each individual product for sale beginning July 1, 2024; and

**BE IT FURTHER RESOLVED** that the surcharge program will be cancellable at the discretion of the President/CEO, if it is determined that the surcharge is no longer serving the Airport's interest; 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 6<sup>th</sup> day of June 2024, by the following vote:

**AYES:** Board Members:

**NOES:** Board Members:

**ABSENT:** Board Members:

**ATTEST:**

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SHAWNA MORALES  
ASSISTANT AUTHORITY CLERK II

**APPROVED AS TO FORM:**

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AMY GONZALEZ  
GENERAL COUNSEL

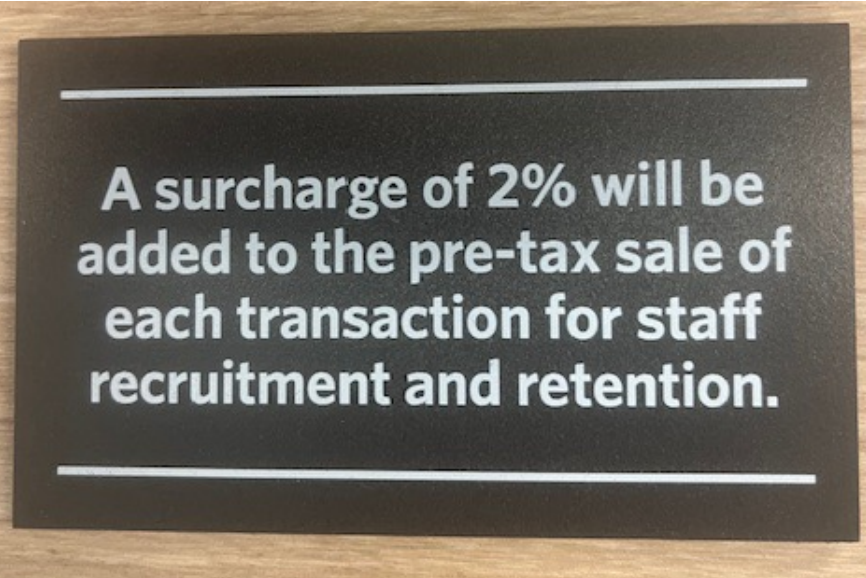
# 2% Restaurant Employee Retention Surcharge

Senate Bill 478 Amendment to Existing Authority Resolution



# What is the 2% Employee Surcharge?

BOARD APPROVED IN 2021, RENEWED IN 2022



A surcharge of 2% will be added to the pre-tax sale of each transaction for staff recruitment and retention.



Voluntary pre-tax surcharge for employee retention – non-revenue for Authority



Applied only to food & beverage purchases



Distributed to employees in bi-weekly paychecks



Audited annually for compliance



Due to sunset with Terminal 2 agreements

# SB 478 “Hidden Fees Statute”

## IMPACTS HOW EMPLOYEE SURCHARGE MAY BE CHARGED

- Amendment to California Consumers Legal Remedies Act (CLRA)
- Unlawful to advertise or list a price for a good or service that does not include all “mandatory” fees or charges
- Does not prohibit surcharges or dictate prices
- Effective July 1, 2024, surcharge can no longer be shown separately on airport restaurant menus or receipts
- Affects employee surcharges at numerous California airports, including LAX, SFO and OAK



Pineapple, Fresh Lime	
<b>BEVERAGES</b>	
Soda	3.50
Bottled Water	3.50
Pannikin Coffee	4.50
Fresh Orange Juice	4.00

A surcharge of 2% will be added to the pre-tax sale of each transaction for staff recruitment and retention.



# What needs to change?

## STREET PRICING POLICY REMAINS

- Concessionaires may elect to continue with the program
- Price on every menu item increase by 2%
- Authority-provided signage must be revised
- Menus, menu boards, receipts must be revised
- Technology and/or accounting solution needed to separate from concession fee and preserve audit trail





Questions? Thank you!



## Board Communication

Date: June 6, 2024  
To: Board Members  
From: Matt Harris, Director, Government Relations  
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.

# **OUT OF TOWN TRAVEL REQUESTS**

**KIM BECKER**

# **TRAVEL EXPENSE REIMBURSEMENT**

**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: 4/26/2024 Return Date: 4/29/2024 Report Due: 5/29/24  
 Destination: Nashville, TN  
 Business Purpose: AAAE 96th Annual Conference & Exhibition

Expense items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		4/26/24 Friday	4/27/24 Saturday	4/28/24 Sunday	4/29/24 Monday	4/30/24 Tuesday	5/1/24 Wednesday	5/2/24 Thursday	
Air Fare, Railroad, Bus	526.40								-
Conference Fees	835.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare		24.80			35.72				60.52
Lodging		321.03	321.03	321.03					963.09
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
	<b>\$ 1,361.40</b>								<b>\$1,023.61</b>

**Expense items included in Per Diem:**

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			
	4/26/24 Friday	4/27/24 Saturday	4/28/24 Sunday	4/29/24 Monday	4/30/24 Tuesday	5/1/24 Wednesday	5/2/24 Thursday	
Breakfast	\$18.00	18.00	18.00	18.00				72.00
Lunch	\$20.00	20.00						20.00
Dinner	\$36.00	36.00						36.00
Incidentals	\$5.00	5.00	5.00	5.00				20.00
<b>Total M&amp;IE</b>	<b>\$79.00</b>							
Approved Meal Exception Above Per Diem Rate <sup>1</sup>								
<b>Total Meal and Incidental Expenses</b>	<b>\$ 79.00</b>	<b>\$ 23.00</b>	<b>\$ 23.00</b>	<b>\$ 23.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>148.00</b>

	<b>Trip Grand Total</b>	<b>2,533.01</b>
	LESS CASH ADVANCE (Attach copy of Authority check)	
	Less Expenses Prepaid by Authority	1,361.40
	<b>Due Traveler</b> - if positive amount, prepare check request	
	<b>Due Authority</b> - if negative, attach check payable to SDCRAA	<b>\$1,171.61</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: 5/7/24

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

# Invoice

INVOICE DATE: December 6, 2023

#: 215239

**Sold To:**  
Kimberly Becker  
San Diego County Regional Airport Authority  
3225 N. Harbor Drive  
San Diego, CA 92101

Date	Description	Unit Price	Qty	Gross Amount
12/06/2023	Full Conference Airport Member	\$835.00	1	\$835.00
Total Sales				\$835.00
12/06/2023	Payment by VISA *6785			(\$835.00)
Balance Due				\$0.00





Traveltrust Corporation  
374 North Coast Hwy 101  
Encinitas, CA 92024  
Phone: (760) 635-1700

ADD TO OUTLOOK

Wednesday, 10APR 2024 1:12 PM EDT

Passengers: **KIMBERLY JANE BECKER (06)**

Agency Reference Number: IRKUIW

Click here to view your current itinerary or ETicket receipt on-line: [tripcase.com](http://tripcase.com)

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

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

**AIR Friday, 26APR 2024**

**American Airlines**

**From:** San Diego CA, USA

**To:** Dallas/Ft Worth TX, USA

**Stops:** Nonstop

**Seats:** 9C

**Equipment:** Airbus A321 Jet

**DEPARTS SAN TERMINAL 2**

**Frequent Flyer Number:** AAMTJ4330

**\*\*\*TSA PRECHECK NUMBER ADDED\*\*\***

**FREQUENT FLYER NUMBER MTJ4330**

**American Airlines Confirmation number is [REDACTED]**

**Flight Number:** 1272

**Depart:** 9:08 AM

**Arrive:** 2:11 PM

**Duration:** 3 hour(s) 3 minute(s)

**Status:** CONFIRMED

**MEAL:** REFRSHMNT/COMP

**Class:** - K-ECONOMY

**Miles:** 1171 / 1874 KM



**AIR Friday, 26APR 2024**

**American Airlines**

**From:** Dallas/Ft Worth TX, USA

**To:** Nashville TN, USA

**Stops:** Nonstop

**Seats:** 9C

**Equipment:** Airbus Jet

**Frequent Flyer Number:** AAMTJ4330

**\*\*\*TSA PRECHECK NUMBER ADDED\*\*\***

**FREQUENT FLYER NUMBER MTJ4330**

**American Airlines Confirmation number is [REDACTED]**

**Flight Number:** 2244

**Depart:** 3:20 PM

**Arrive:** 5:09 PM

**Duration:** 1 hour(s) 49 minute(s)

**Status:** CONFIRMED

**Class:** - K-ECONOMY

**Miles:** 631 / 1010 KM



**Ticket/Invoice Information**

Ticket for: KIMBERLY JANE BECKER  
Date issued: 12/27/2023 Invoice Nbr: 7044498  
Ticket Nbr: AA8075434960 Electronic Tkt: Yes Amount: 469.20 USD  
Exchange for: 0018995006953 Issued: 27DEC23  
Total Exchange: 173.30

Charged to: AX\*\*\*\*\*1013

Ticket for: KIMBERLY JANE BECKER  
Date issued: 12/27/2023 Invoice Nbr: 7044503  
Ticket Nbr: WN8075829009 Electronic Tkt: Yes Amount: 218.98 USD  
Base: 181.19 US Tax: 13.59 USD XT Tax: 24.20 USD

Charged to: AX\*\*\*\*\*1013

Ticket for: KIMBERLY JANE BECKER  
Ticket Nbr: WN8306109231 Electronic Tkt: No  
Date issued: 12/27/2023 Amount: 20.00 USD  
Base: 20.00 Tax: 0.00

Charged to: AX\*\*\*\*\*1013

Service fee: KIMBERLY JANE BECKER  
Date issued: 12/27/2023 Invoice Nbr: 7044495  
Document Nbr: XD0866362585 Amount: 30.00  
Charged to: AX\*\*\*\*\*1013

Total Tickets: 412.28  
Total Fees: 30.00  
Total Amount: 442.28

\$223.30

\* PLEASE NOTE -  
ORIGINAL RETURN FROM  
NASHVILLE TO SAN DIEGO  
WAS CANCELLED AND A  
CREDIT ISSUED.

ONE-WAY FARE \$223<sup>30</sup>

Click here 24 hours in advance to obtain boarding passes:

[American](#)

Click here to review Baggage policies and guidelines:

[American](#)

TSA Guidance- a government issued photo id is needed for checkin.

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).

All coupons related to this ticket must be used in the sequence purchased or you may be subject to a change in airfare per the carrier's discretion.

Thank you for choosing Traveltrust!

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

For emergency after-hours service from anywhere, please call 682-990-7183 and use code HSXJE72.

Calls are billable at \$45 domestic and \$55 international, plus applicable ticketing and international fees.



Traveltrust Corporation  
 374 North Coast Hwy 101  
 Encinitas, CA 92024  
 Phone: (760) 635-1700

**ADD TO OUTLOOK**

Wednesday, 1MAY 2024 6:47 PM EDT

**Passengers: KIMBERLY JANE BECKER (06)**

Agency Reference Number: MZPIYZ

Click here to view your current itinerary or ETicket receipt on-line: [tripcase.com](http://tripcase.com)

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

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

**AIR Monday, 6MAY 2024**



<b>Alaska Airlines</b>	<b>Flight Number:</b> 0433	<b>Class:</b> - V-ECONOMY
<b>From:</b> Tampa Intl FL, USA	<b>Depart:</b> 4:38 PM	
<b>To:</b> San Diego CA, USA	<b>Arrive:</b> 6:50 PM	
<b>Stops:</b> Nonstop	<b>Duration:</b> 5 hour(s) 12 minute(s)	
<b>Seats:</b> 17A	<b>Status:</b> CONFIRMED	<b>Miles:</b> 2087 / 3339 KM
<b>Equipment:</b> Boeing 737 Max 9		
ARRIVES SAN TERMINAL 2		
Frequent Flyer Number [REDACTED] applied to AS		
EXIT ROW WINDOW CONFIRMED - THIS SEAT FULLY RECLINES		
Alaska Airlines Confirmation number is HIBCLO		

**Ticket/Invoice Information**

Ticket for: KIMBERLYJANE BECKER  
 Date issued: 2/6/2024 Invoice Nbr: 7049549  
 Ticket Nbr: UA8084728660 Electronic Tkt: Yes Amount: 518.20 USD  
 Base: 453.95 US Tax: 34.05 USD XT Tax: 30.20 USD  
 Charged to: AX\*\*\*\*\*1013

Ticket for: KIMBERLYJANE BECKER  
 Date issued: 2/23/2024 Invoice Nbr: 7051497  
 Ticket Nbr: UA8088707405 Electronic Tkt: Yes Amount: 502.20 USD  
 Exchange for: 0168084728660 Issued: 06FEB24  
 Total Exchange: 0.00  
 Charged to: AX\*\*\*\*\*1013

Ticket for: KIMBERLYJANE BECKER  
 Date issued: 4/11/2024 Invoice Nbr: 7056528  
 Ticket Nbr: UA7062911909 Electronic Tkt: Yes Amount: 501.20 USD



Ticket for: KIMBERLY JANE BECKER  
Date issued: 5/1/2024 Invoice Nbr: 7058530  
Ticket Nbr: AS7067502187 Electronic Tkt: Yes Amount: 303.10 USD  
Base: 267.91 US Tax: 20.09 USD XT Tax: 15.10 USD  
Charged to: AX\*\*\*\*\*1013

✓ \$303.10

Service fee: KIMBERLY JANE BECKER  
Date issued: 2/6/2024 Invoice Nbr: 7049549  
Document Nbr: XD0868370154 Amount: 30.00  
Charged to: AX\*\*\*\*\*1013

Service fee: KIMBERLY JANE BECKER  
Date issued: 2/23/2024 Invoice Nbr: 7051497  
Document Nbr: XD0869263085 Amount: 30.00  
Charged to: AX\*\*\*\*\*1013

Service fee: KIMBERLY JANE BECKER  
Date issued: 4/11/2024 Invoice Nbr: 7056528  
Document Nbr: XD0871794395 Amount: 30.00  
Charged to: AX\*\*\*\*\*1013

Service fee: KIMBERLY JANE BECKER  
Date issued: 5/1/2024 Invoice Nbr: 7058530  
Document Nbr: XD0872837087 Amount: 30.00  
Charged to: AX\*\*\*\*\*1013

**Click here 24 hours in advance to obtain boarding passes:**

[ALASKA](#)

**Click here to review Baggage policies and guidelines:**

[ALASKA](#)

TSA Guidance- a government issued photo id is needed for checkin.

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).

All coupons related to this ticket must be used in the sequence purchased or you may be subject to a change in airfare per the carrier's discretion.

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Calls are billable at \$45 domestic and \$55 international, plus applicable ticketing and international fees.

1327 BECKER/K 274.00 04/29/24 11:00 54778 5206  
ROOM NAME RATE DEPART TIME ACCT# GROUP  
GQ 04/26/24 19:35  
TYPE ARRIVE TIME  
133  
ROOM ADDRESS PAYMENT MBV#: XXXXX9603  
CLERK

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
04/26	ROOM 1327, 1	274.00		04/26 - Room
04/26	STATE TX 1327, 1	25.35		
04/26	OCC TAX 1327, 1	19.18		\$ 321.03
04/26	CITY TAX 1327, 1	2.50		
04/27	ROOM 1327, 1	274.00		04/27 - Room
04/27	STATE TX 1327, 1	25.35		
04/27	OCC TAX 1327, 1	19.18		\$ 321.03
04/27	CITY TAX 1327, 1	2.50		
04/28	ROOM 1327, 1	274.00		04/28 - Room
04/28	STATE TX 1327, 1	25.35		
04/28	OCC TAX 1327, 1	19.18		\$ 321.03
04/28	CITY TAX 1327, 1	2.50		
04/29	MC CARD		\$1004.16	

PAYMENT RECEIVED BY: MASTERCARD -BK CURRENT BALANCE .00

WE HOPE YOU ENJOYED YOUR STAY IN MUSIC CITY AND LOOK FORWARD TO YOUR NEXT VISIT. FOR AN ADDITIONAL COPY OF YOUR FOLIO PLEASE EMAIL ACCOUNTING AT NASHACCOUNTING@RENHOTELS.COM

\$ 963.09

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See [members.marriott.com](https://members.marriott.com) for new Marriott Bonvoy benefits.

**R**  
**RENAISSANCE®**  
HOTELS

RENAISSANCE NASHVILLE HOTEL  
611 COMMERCE ST  
NASHVILLE, TN 37203  
(615) 255-8400

Was that the best night's sleep you have ever had? Have a repeat performance at your place by visiting [CollectRenaissance.com](https://CollectRenaissance.com).

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

04/26 - Transportation  
Airport to Hotel

Casey Diane

---

Subject: FW: Your ride with Hakan on April 26

Subject: Your ride with Hakan on April 26



APRIL 26, 2024 AT 7:15 PM

**Thanks for riding with Hakan!**

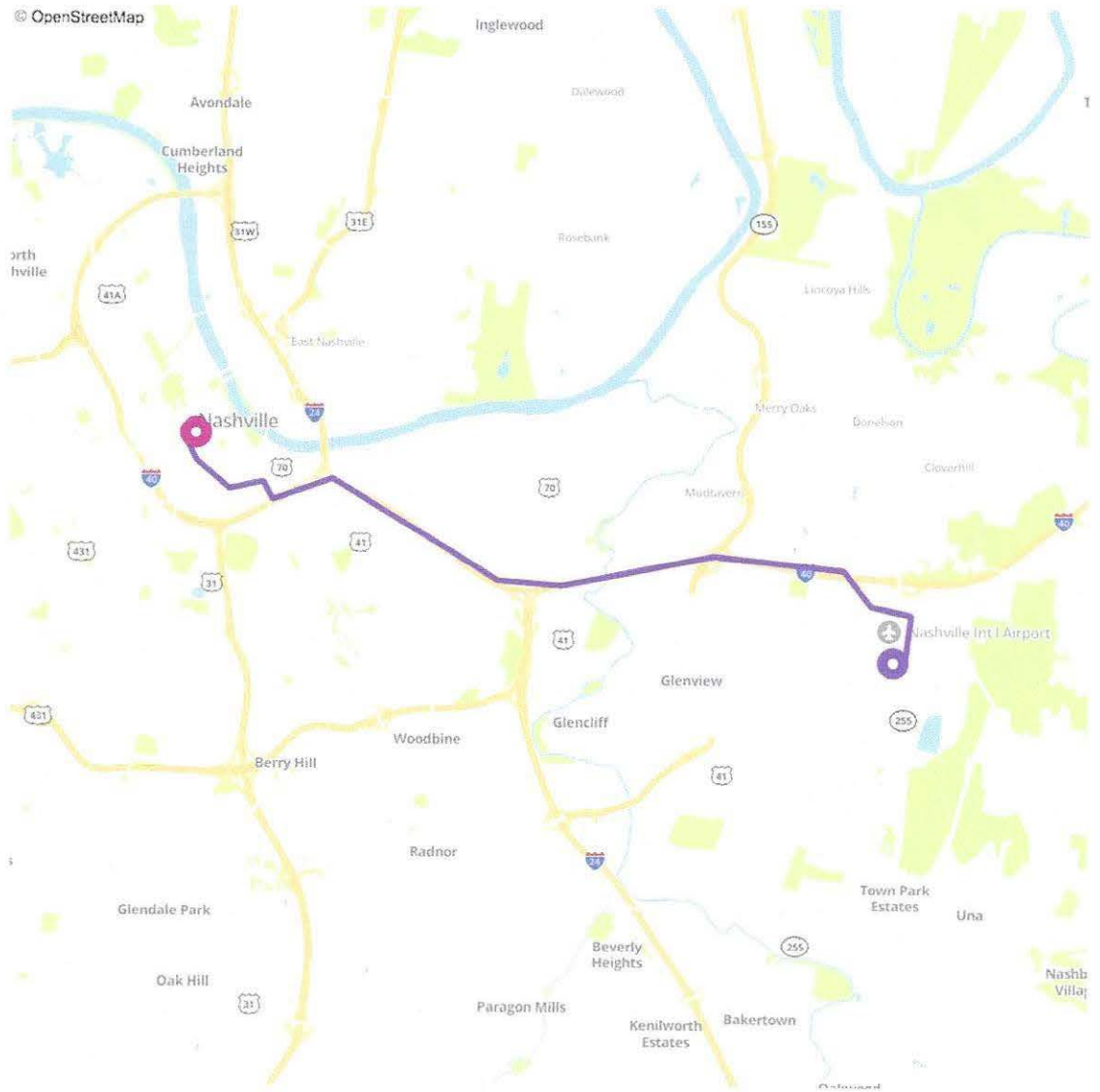
100% of tips go to drivers. [Add a tip](#)

Lyft fare (8.25mi, 19m 48s)

\$24.80

 Visa \*1275

**\$24.80**



- **Pickup** 7:15 PM  
5965 Terminal Dr, Nashville, TN
- **Drop-off** 7:35 PM  
611 Commerce St, Nashville, TN

**Tin driver**

**Find lost**



04/29 - Transportation  
Hotel to Airport

Casey Diane

---

Subject: FW: Your ride with Rosangela on April 29

Subject: Your ride with Rosangela on April 29



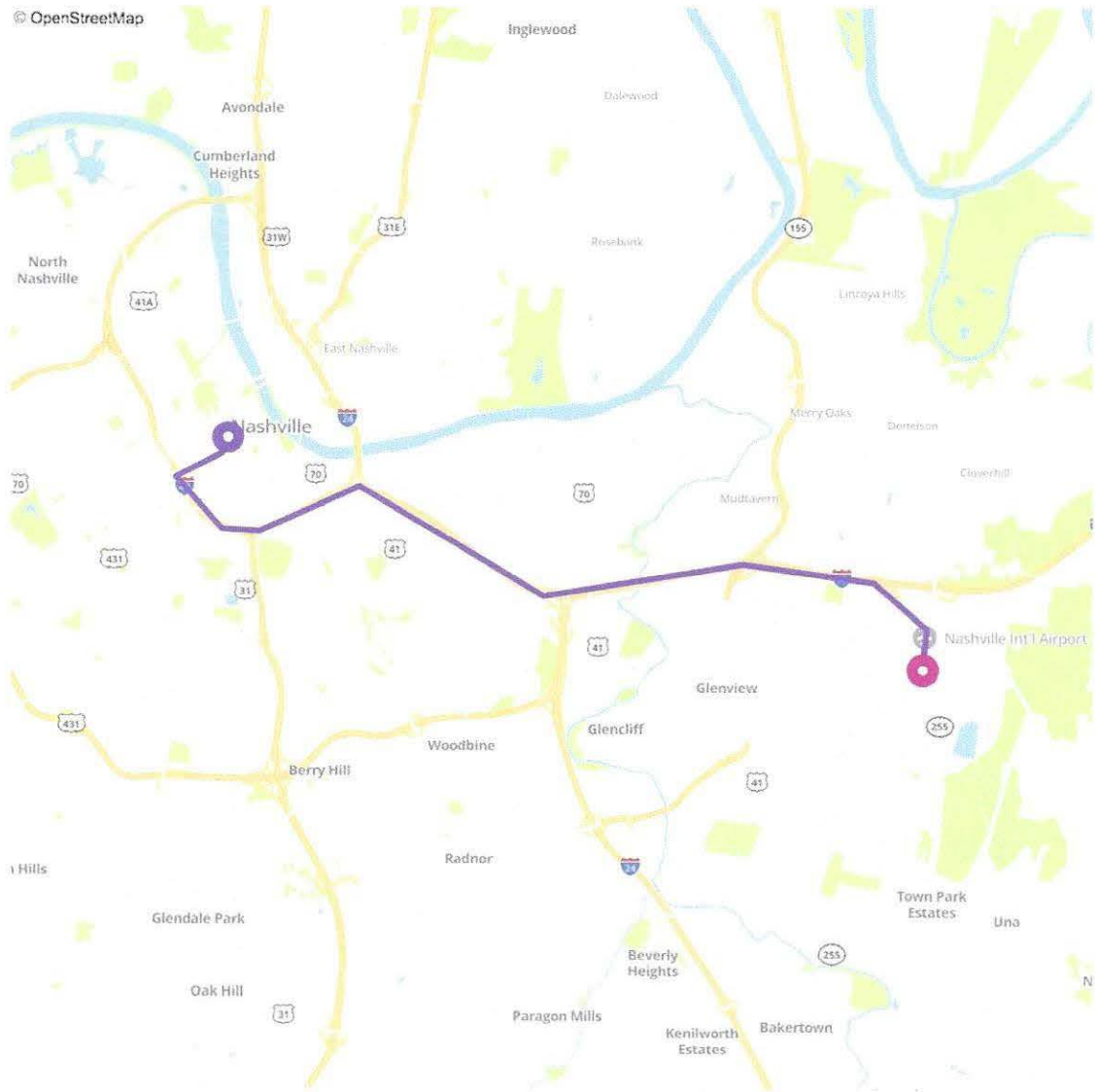
APRIL 29, 2024 AT 3:09 AM

## Thanks for riding with Rosangela!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (8.69mi, 12m 29s)	\$29.77
Tip	\$5.95

 Visa *1275	<b>\$35.72</b>
--	----------------



- **Pickup** 3:09 AM  
611 Commerce St, Nashville, TN
- **Drop-off** 3:22 AM  
5965 Terminal Dr, Nashville, TN

**Trip Purpose:** Hotel to BMA

**You just connected** 🍷 🍦

We hope you enjoyed your Women+ Connect ride. Because you're opted in, you're more likely to ride with women and nonbinary drivers.

[Learn more](#)

# FY 2024 Per Diem Rates for Nashville, Tennessee

## Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Nashville	Davidson	\$79	\$18	\$20	\$36	\$5	\$59.25

**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: 10/10/2023 DATE OF DEPARTURE/RETURN: 04/27/2024 / 05/01/2024

DESTINATION / BUSINESS PURPOSE:

Destination: Nashville, TN Business Purpose: AAAE 96<sup>th</sup> Annual Conference

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ 400.00
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ 100.00
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ 1,400.00
C. Meals and Incidental Expenses (Per Diem)	\$ 395.00
D. Seminar and Conference Fees	\$ 835.00
E. Entertainment	\$
<b>TOTAL PROJECTED TRAVEL EXPENSES</b>	<b>\$ 3,130.00</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: Kimberly J. Becker Date: 10/10/23

**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, Arely Valenzuela, certify that this document was approved by the  
(Name of Clerk)

Executive Committee at its 10/19/23 meeting.  
(Meeting Date)



## Casey Diane

---

**From:** Erin O'Connor <Erin.OConnor@aaae.org>  
**Sent:** Tuesday, January 16, 2024 12:08 PM  
**Cc:** Erin O'Connor  
**Subject:** 96th Annual AAAE Conference and Exposition Travel Memo & Form

### Good afternoon, AAAE Leaders

The 96th Annual AAAE Conference and Exposition will take place April 28 – May 1, 2024, in Nashville, TN. The conference is being hosted by the Nashville International Airport and President & Chief Executive Officer, Doug Kreulen, A.A.E. To assist you in your travel planning, we would like to provide the following leadership details -

#### Saturday, April 27

11:45 a.m. – 4:45 p.m. AAAE Board of Directors and Policy Review Council Luncheon and Meeting  
6:30 – 9 p.m. AAAE Leadership Dinner – All Leaders Invited  
*Hosted by – Nashville International Airport*

#### Sunday, April 28

10:15 a.m. – 12 p.m. AAAE Executive Business Meeting  
12 – 5 p.m. Top 100 Airport CEO Leadership Focus Lunch, Session, and Reception  
*This program is by Invitation Only, which will be sent separately.*  
5 – 6:30 p.m. Exhibit Hall Grand Opening and Welcome Reception

#### Sunday, April 28 – Wednesday, May 1

The conference will officially open on Sunday, April 28, with a welcome reception in the exhibit hall and conclude on Tuesday, April 30, with the closing ceremony, gavel exchange and after party. The airport tour will take place on Wednesday, May 1. All conference events, including general sessions, concurrent sessions, breakfasts, lunches, the exposition, the airport tour departure, the closing ceremony, and the after party, will take place at Music City Center.

#### Monday, April 29

5:15 – 6:30 p.m. Reception in Exhibit Hall  
7 – 9 p.m. Monday Night Event  
*Hosted by – Nashville International Airport*

#### Tuesday, April 30

12 – 12:30 p.m. AAAE Executive Business Meeting  
3:15 – 4 p.m. AAAE Board of Directors and Policy Review Council Meeting

We will make a hotel reservation for you with the Renaissance Nashville Hotel located at 611 Commerce St, Nashville, TN 37203, Phone: 615.255.8400 and the group rate is \$274 or the Omni Nashville Hotel located at 250 Rep. John Lewis Way S, Nashville, TN 37203, Phone: 615.782.5300 and the group rate is \$319. The Omni Nashville Hotel is 250 ft./1 minute walk, and the Renaissance Nashville Hotel is .4 miles/3-minute walk from the Music City Center. Please note, reservations will be made based on the hotel's availability and the blocks may sell out before the hotel cutoff date and/or the travel form due date.

We are pleased to partner with **United Airlines** and **Delta Airlines** as the official air carriers for this meeting. For United Airlines, you may book online via [www.united.com](http://www.united.com) and enter the **Offer Code ZNSQ375349** in the Offer Code box or call United Reservations Meetings Desk at 800.426.1122 and provide the **Z Code ZNSQ** and **Agreement Code 375349**. For all tickets issued through United Meetings Reservations Desk, there will be a \$25 per ticket service fee collected. This fee is subject to change without notice. Such service fee is nonrefundable and applies to all itineraries, one-way or round-trip. Black-out dates apply. For Delta Air Lines, please [click here](#) to book your flights. You may also call Delta Meeting Network® at 1.800.328.1111\* Monday–Friday, 7 a.m. – 7:30 p.m. (CT) and refer to Meeting Event Code **NM36J**. \*Please note there is not a service fee for reservations booked and ticketed via the reservation 800 number.

AAAE will cover your travel expenses (airfare, hotel room & tax and ground transportation) associated with traveling to Nashville, TN. AAAE will reimburse up to four (4) nights (Saturday, April 27 – Wednesday, May 1) of your hotel stay.

Please complete the travel form via this link - [2024 AAAE Annual Conference Executive Committee Travel Form](#) by **Friday, March 1**. Once we receive your travel details, including your arrival and departure details, we can arrange your hotel accommodation.

Please contact me at [Erin O'Connor](#) or 703.797.2520 should you have any questions. We look forward to seeing you in Nashville!

Erin O'Connor

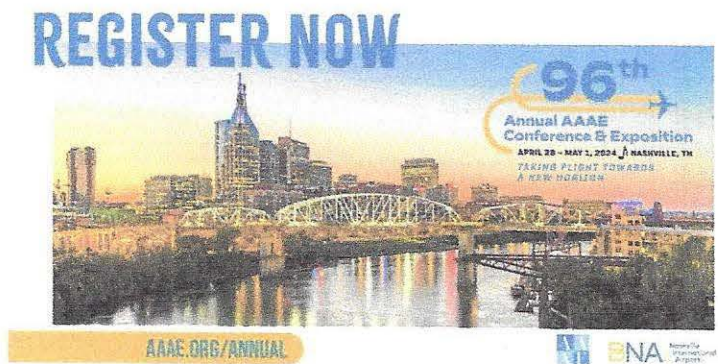
Senior Manager, Leadership and Events

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



**TOP 100 AIRPORT CEO LEADERSHIP FOCUS SESSION  
MUSIC CITY CENTER**

**SUNDAY, APRIL 28**

**12 – 12:45 p.m.**

**LUNCH**

**12:45 – 12:50 p.m.**

**WELCOME & INTRODUCTIONS**

Todd Hauptli  
President & CEO, AAAE

**12:50 – 2 p.m.**

**LEAD MORE IN '24**

Lightning round where all the leaders in the room will share their top leadership challenges in '24.

**2 – 3 P.M.**

**LEVERAGING ARTIFICIAL INTELLIGENCE WITH ANDREW LOUDER**

How AI will change our workplace going forward.



**Andrew Louder**  
Founder | CEO | Artificial Intelligence & Innovation  
Louder Co.

**3 – 3:15 p.m.**

**BREAK**

**3:15 – 4:15 p.m.**

**LEADERSHIP LECTURE SERIES – VOLUME NINE**

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 Nashville, we will hear from a longtime aviation leader in our industry.



**Huntley Lawrence, A.A.E.**  
Retired - Port Authority NY & NJ  
HAL Strategy Group

**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:*





**Rafeal Perez**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
TRAVEL EXPENSE REIMBURSEMENT REPORT - Authority Employees**

(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](#)

<b>Employee/Trip Information</b>		<b>Date:</b> <u>5/2/2024</u>
<b>Name:</b>	<u>Rafael Perez</u>	<b>Dept:</b> <u>Office of Authority Clerk - 2</u>
<b>Departure Date:</b>	<u>4/14/2024</u>	<b>Return Date:</b> <u>4/17/2024</u>
<b>Destination:</b>	<u>Washington, D.C.</u>	<b>Report Due:</b> <u>5/17/24</u>
<b>Business Purpose:</b>	<u>San Diego Regional Chamber of Commerce - 2024 Mission to Washington, D.C.</u>	

Expense Items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		4/14/24 Sunday	4/15/24 Monday	4/16/24 Tuesday	4/17/24 Wednesday	4/18/24 Thursday	4/19/24 Friday	4/20/24 Saturday	
Air Fare, Railroad, Bus	491.96	50.00							50.00
Conference Fees	1,800.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form									-
Taxi / TNC / Shuttle Fare		39.00	12.35	14.02	34.06				99.43
Lodging		381.48	381.48	381.48					1,144.44
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	<b>\$ 2,291.96</b>								<b>\$ 1,293.87</b>

**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	4/14/24	4/15/24	4/16/24	4/17/24	4/18/24	4/19/24	4/20/24	TOTAL
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Breakfast	\$18.00							18.00
Lunch	\$20.00			20.00				40.00
Dinner	\$36.00	36.00	36.00					108.00
Incidentals	\$5.00	5.00	5.00	5.00				20.00
<b>Total M&amp;IE</b>	<b>\$79.00</b>	<b>41.00</b>	<b>41.00</b>	<b>25.00</b>	-	-	-	<b>186.00</b>
Approved Meal Exception Above Per Diem Rate <sup>1</sup>								-
<b>Total Meal and Incidental Expenses</b>	<b>\$ 79.00</b>	<b>\$ 41.00</b>	<b>\$ 41.00</b>	<b>\$ 25.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>186.00</b>

<p><b>Explanation:</b> Substantiation for exception should be attached</p> <p>*Meals were not included in reception(s) hosted by the conference.</p>	<b>Trip Grand Total</b>	<b>3,771.83</b>
	Less Cash Advance (Attach copy of Authority check)	
	Less Expenses Prepaid by Authority	2,291.96
	<b>Due Traveler</b> - if positive amount, prepare check request <b>Due Authority</b> - if negative, attach check payable to SDCRAA	<b>\$1,479.87</b>
<b>Note: Send this report to Accounting even if the amount is \$0.</b>		

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: <u>Arely Valenzuela</u>	Ext.: <u>2557</u>
Traveler's Signature: <u></u> <small>Rafael Perez, May 6, 2024 16:27 PDT</small>	Date: <u>May 6, 2024</u>
Administrator's Signature: <u></u>	Date: <u>May 6, 2024</u>

CEO/Vice President Approval<sup>1</sup>: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if meal(s) reimbursed above the Per Diem Rate)



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

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

### Travel Itinerary

#### Passenger Names

PEREZ/RAFAEL ALBERTO - 02

Traveltrust Business Hours are Monday-Friday 9am -5pm Pacific

Agency Reference Number: SGUBQV

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.

Southwest Airlines - Flight Number 1101		Confirmation: 305EWL
<b>Departure:</b> Sun, 04/14/2024 6:30 AM <b>Departure City:</b> San Diego, CA ( <a href="#">SAN</a> ) <b>Departing Terminal:</b> TERMINAL 1 <b>Status:</b> Confirmed	<b>Arrival:</b> Sun, 04/14/2024 2:35 PM <b>Arrival City:</b> Baltimore/Washington, MD ( <a href="#">BWI</a> ) <b>Arrival Terminal:</b> <b>Class of Service:</b> T - ECONOMY	<b>Equipment:</b> 7M8  <b>Travel Time:</b> 5 hour(s) 5 minute(s) <a href="#">Add flight to Calendar</a> <a href="#">Baggage Info</a> <a href="#">Weather</a> <b>CHECK IN</b>
<b>Seat Assignments:</b> OPEN SEATING ON SOUTHWEST		

Southwest Airlines - Flight Number 0884		Confirmation: 305EWL
<b>Departure:</b> Wed, 04/17/2024 1:15 PM <b>Departure City:</b> Baltimore/Washington, MD ( <a href="#">BWI</a> ) <b>Departing Terminal:</b> <b>Status:</b> Confirmed	<b>Arrival:</b> Wed, 04/17/2024 3:40 PM <b>Arrival City:</b> San Diego, CA ( <a href="#">SAN</a> ) <b>Arrival Terminal:</b> TERMINAL 1 <b>Class of Service:</b> I - ECONOMY	<b>Equipment:</b> 73H  <b>Travel Time:</b> 5 hour(s) 25 minute(s) <a href="#">Add flight to Calendar</a> <a href="#">Baggage Info</a> <a href="#">Weather</a> <b>CHECK IN</b>
<b>Seat Assignments:</b> OPEN SEATING ON SOUTHWEST		

#### Invoice Detail

<b>Name:</b> PEREZ/RAFAEL ALBERTO		
<b>Southwest Airlines Ticket:</b> 5268090917782	<b>Issue Date:</b> 03/1/2024	<b>Amount:</b> \$461.96
<b>Invoice Number:</b> 7052256		
<b>Service Fee:</b> 8900869661146	<b>Issue Date:</b> 03/1/2024	<b>Amount:</b> \$30.00
		<b>Total Fare:</b> USD \$491.96
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 FOR EMERGENCY SERVICE FROM MEXICO-001-800-369-7815 MOST COUNTRIES RECOMMEND YOUR PASSPORT BE VALID FOR AT LEAST 6 MONTHS BEYOND YOUR TRAVEL DATES. PLEASE CHECK WWW.TRAVEL.STATE.GOV FOR MORE DETAILS YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS

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](#). For emergency after-hours service from anywhere, please call 682-990-7183. Calls are billable at \$45 domestic and \$55 international, plus applicable ticketing and international fees.

# PAYMENT

San Diego Regional Chamber of Commerce  
402 West Broadway, Suite 1000  
San Diego, CA 92101  
(619) 544-1300



San Diego County Regional Airport Authority

Rafael Perez

Payment #	PAY-24-046953
Payment Date	3/11/2024 11:33 AM
Amount Paid	\$1,800.00
Payment Status	Approved

Item	Unit Cost	Quantity	Total Price
2024 Mission to Washington DC "Additional" Attendee/Guest Registration	\$1,800.00	1.0	\$1,800.00
<b>Memo:</b>	Total \$1,800.00		
Ok	Amount Applied <b>\$1,800.00</b>		
	<b>Balance Remaining \$0.00</b>		

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92% of Chamber dues can be deducted as a business expense as allowed by law.

Rafael Perez

Room No. : 304  
 Arrival : 04-14-24  
 Departure : 04-17-24  
 Folio No. : 18194  
 Conf. No. : 40034SE029152  
 Cashier No. : 583  
 TA Record :

Company Name: San Diego Regional Chamber of Commerce  
 Group Name: SDRCC Mission to Washington, DC  
**INFORMATION INVOICE**

Date	Description	Charges	Credits
04-14-24	Room Charge	329.00	
04-14-24	State Lodging Sales Tax	52.48	
04-15-24	Room Charge	329.00	
04-15-24	State Lodging Sales Tax	52.48	
04-16-24	Room Charge	329.00	
04-16-24	State Lodging Sales Tax	52.48	
04-17-24	Visa 		1,144.44

Total Charges	1,144.44	
Total Credits		1,144.44
Balance		0.00

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



## Amtrak: eTicket and Receipt for Your 04/14/2024 Trip - RAFAEL PEREZ - UPDATED

etickets@amtrak.com <etickets@amtrak.com>

Sun, Apr 14, 2024 at 11:47 AM

To:

### SALES RECEIPT



Purchased: 03/18/2024 2:12 PM PT Modified: 04/14/2024 11:47 AM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Show the QR code on the attached eTicket to the conductor or use the Amtrak app.

Merchant ID 001111 Massachusetts Ave NW Washington, DC 20001800-USA-RAIL Amtrak.com

Reservation Number - ADA23CBWI Marshall Airport, MD to Washington, DC - Union Station (Round-Trip) MARCH 18, 2024

#### Billing Information

(Purchase) Authorization Code 054714

Total \$8.00

Change Summary - Ticket Number 1050111552695

**Original Amount Paid**

\$29.00

Revised Trip Details TRAIN 157: BWI Marshall Airport, MD to Washington, DC - Union Station (Round-Trip) Depart 3:04 PM, Sunday, April 14, 2024

1 COACH SEAT

\$24.00

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE ADULT FULL FARE ID REQUIRED COACH: NO CHANGES, 25% CANCEL FEE

Subtotal

\$24.00

TRAIN 174: Washington, DC - Union Station to BWI Marshall Airport, MD (Round-Trip) Depart 10:35 AM, Wednesday, April 17, 2024

1 COACH SEAT

\$13.00

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: CHANGES CANCELS PERMITTED, NO FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$13.00

Revised Fare

**\$37.00**

Total

\$8.00

Passengers

Rafael Perez

Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit [Amtrak.com/changes](https://www.amtrak.com/changes).
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions



Jan 01, 2024 to Apr 23, 2024 Spending Report



Spending By Category

Category	Total Amount
ENTERTAINMENT	\$61.36
TRAVEL	\$1,196.94

Category	Total Amount
FOOD_AND_DRINK	\$382.72
<b>Total</b>	<b>\$1,641.02</b>

ENTERTAINMENT

Transaction Date	Posted Date	Description	Amount
Apr 15, 2024	Apr 15, 2024	LIME*PASS	\$6.35
Apr 16, 2024	Apr 17, 2024	LIME*RIDE	\$6.47
Apr 16, 2024	Apr 17, 2024	LIME*RIDE	\$7.55
Apr 18, 2024	Apr 18, 2024	LIME*RIDE	\$34.06
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
			<b>Total \$61.36</b>

FOOD\_AND\_DRINK

Transaction Date	Posted Date	Description	Amount
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Apr 14, 2024	Apr 16, 2024	OLD EBBITT GRILL	\$80.00
Apr 14, 2024	Apr 16, 2024	RAISING CANES 0628	\$14.34
Apr 15, 2024	Apr 17, 2024	OLD EBBITT GRILL	\$107.00
Apr 16, 2024	Apr 18, 2024	SHAKE SHACK 1123	\$26.73
Apr 17, 2024	Apr 19, 2024	POTBELLY #367	\$25.95
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
			<b>Total \$382.72</b>

TRAVEL

Transaction Date	Posted Date	Description	Amount
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Apr 13, 2024	Apr 15, 2024	SWA*UPGBOARD5264236876420	\$50.00
Apr 17, 2024	Apr 19, 2024	SONESTA ROYAL WASHINGT	\$1,144.44
			<b>Total \$1,196.94</b>





# SmarTrip

**Westgate**

Apr 15

**\$2.00**

**Rail**

Apr 15

**\$0.00**

**Rail**

Apr 15

**\$2.00**

**Rail**

Apr 15

**\$0.00**

**L'Enfant Plaza, W**

Apr 15

**\$2.00**

**Rail**

Apr 15

**\$0.00**

**SLS**

Apr 14

**\$2.00**

**Rail**

Apr 14

**\$0.00**

**From:** [Rafael Perez](#)  
**To:** [Valenzuela Arely](#)  
**Cc:** [Harris Matt](#); [Morales Shawna](#)  
**Subject:** Re: DC Expenses  
**Date:** Thursday, May 2, 2024 7:31:27 PM  
**Attachments:** [image002.png](#)

---

I used a lime scooter on various occasions during the trip to and from meetings or meals. That is date when that charge (lime appears to have lumped into a "promotional pass" and charge reflects that. I only used lime during the trip.

**Rafael Perez**

REALTOR® CalBRE #01479670  
theHomeMap at Axia Real Estate Group  
(619)333-0116



\*Confidentiality Notice: The contents of this transmission and attachments are intended solely for the addressee(s) hereof.

On Thu, May 2, 2024 at 3:41 PM Valenzuela Arely <[avalenzu@san.org](mailto:avalenzu@san.org)> wrote:

Good Afternoon Board Member Perez,

Following review of the travel receipts, I was hoping you could clarify a question.

I noticed a Lime Ride charge of \$34.06, dated April 18<sup>th</sup>, passed the travel date.

Did this expense occur during your travels? If so, do you to have the invoice showing a more accurate date?

I also wanted to mention that the Authority credits meals and incidental expenses base on a per diem rate, provided by the U.S. General Services Administration as noted on the Travel Reimbursement form.

Each rate was noted on the form for those dates/times the meals were not provided by the conference.

I attached the Travel Reimbursement packet for your review, pending the \$34.06 charge.

Feel free to give me a call with any question.

Transportation:

-Metro: \$8

-Amtrak \$37

-Lime \$54.43

Food:

-\$254.02

Air:

-Got a horrible C boarding so paid upgraded boarding pass, not sure if that's eligible \$50

Total: \$1,547.89

Rafael Perez

REALTOR® CalBRE #01479670  
theHomeMap at Axia Real Estate Group

(619)333-0116



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## FY 2024 Per Diem Rates for ZIP Code 20529

### Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$79	\$18	\$20	\$36	\$5	\$59.25

# TRIP AGENDA

## **April 14, 2024**

6:30 PM ET

Sunday - Welcome Reception sponsored by Kaiser Permanente

6:30 PM-8:30 PM

The Sapphire Room & Terrace, Royal Sonesta Hotel, 20 Massachusetts Ave NW

## **April 15, 2024**

7:45 AM ET

Delegation Photo

7:45 AM-8:00 AM

Atrium Gallery (2nd Fl.), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington DC 20001

8:00 AM ET

Monday - Breakfast sponsored by San Diego State University

8:00 AM-9:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

9:00 AM ET

Congressional Races to Watch

9:00 AM-10:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

Meeting with Department of State (REQUIRES EARLY ARRIVAL 9AM- STARTS AT 10)

9:00 AM-11:00 AM

2201 C Street, NW Washington, D.C. 20520

9:45 AM ET

Meeting with the Embassy of Japan's Economic Section (REQUIRES EARLY ARRIVAL 9:45 AM)

9:45 AM-10:45 AM

2520 Massachusetts Ave NW, Washington, DC 20008

10:00 AM ET

Healthcare Issues Meeting with Rep. Juan Vargas' Office

10:00 AM-10:30 AM

2334 Rayburn House Office Building, Washington, DC 20515

11:00 AM ET

EPA Office of Water Meeting on TJRV

11:00 AM-11:30 AM

William Jefferson Clinton EAST, 1201 Constitution Ave NW, Washington, DC 20640

Zachary Schafer

Senior Advisor, Office of Water

Environmental Protection Agency

Healthcare Issues Meeting with Rep. Scott Peters' Office

11:00 AM-11:30 AM

1201 Longworth HOB, 15 Independence Ave SE, Washington, DC 20515

12:00 PM ET

Monday - Lunch sponsored by Regional Task Force on Homelessness

12:00 PM-1:00 PM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

1:00 PM ET

Meeting with the Small Business Administration (REQUIRES EARLY ARRIVAL

1:00 PM)

1:00 PM-2:30 PM

409 3rd St SW, Washington, DC 20416

1:30 PM ET

Childcare/Quality of Life Panel Discussion

1:30 PM-3:00 PM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

Meeting with Department of Health & Human Services' Office of Intergovernmental & External Affairs

1:30 PM-2:15 PM

Hubert H. Humphrey Building, 200 Independence Ave SW, Washington, DC 20201

2:00 PM ET

Meeting with HUD Leadership

2:00 PM-3:00 PM

451 7th St SW Washington DC 20410

2:30 PM ET

Meeting with Senator Butler (MUST ARRIVE 15 MIN PRIOR)

2:30 PM-3:00 PM

Hart Senate Office Building, 120 Constitution Ave NE, Washington, DC 20002

2:45 PM ET

Decarbonization with the Department of Energy

2:45 PM-3:30 PM

US Dept. of Energy, 1000 Independence Ave SW, Washington, DC 20024

4:00 PM ET

CDC Environmental Health Meeting re: TJRV

4:00 PM-4:45 PM

700 7th Street SW, Washington, DC 20024

5:00 PM ET

Monday - \*New Location\* Reception sponsored by Amazon & Hosted by Qualcomm

5:00 PM-7:00 PM

ZO Lounge, 1717 Pennsylvania Ave., NW.

**Note location change due to weather. New location: ZO Lounge, 1717 Pennsylvania Ave., NW.**



**April 16, 2024**

6:00 AM ET

Sunrise Stroll

6:00 AM-7:00 AM

Hotel Lobby, Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington DC 20001

8:00 AM ET

Tuesday Breakfast sponsored by Smart Border Systems - "Whatever Scares You the Most" Panel

8:00 AM-9:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

9:00 AM ET

Meeting with the U.S. Navy @ The Pentagon (REQUIRES EARLY ARRIVAL)

9:00 AM-10:00 AM

Pentagon, 1400 Defense, Washington DC

"Immigration Policy & Economic Impact" with the American Immigration Council

9:00 AM-10:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

9:30 AM ET

Meeting with Department of Transportation Leadership

9:30 AM-10:30 AM

1200 New Jersey Ave SE, Washington, DC 20590

10:45 AM ET

Artificial Intelligence Fireside Chat

10:45 AM-11:30 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

12:00 PM ET

Tuesday - Lunch Sponsored by San Diego County Water Authority

12:00 PM-1:00 PM

AT&T Forum (3 min. walk from hotel), 601 New Jersey Ave NW Washington, DC 20001

1:00 PM ET

"The Hill: A Big Picture Update" with U.S. Chamber Leadership

1:00 PM-2:00 PM

AT&T Forum (3 min. walk from hotel), 601 New Jersey Ave NW Washington, DC 20001

1:30 PM ET

Border Pollution Meeting with Rep. Darrell Issa's Staff

1:30 PM-2:00 PM

Rep. Darrell Issa's office, 2108 Rayburn HOB, 45 Independence Ave SW, Washington, DC 2051

Healthcare Issues Meeting with Rep. Mike Levin's Office

1:30 PM-2:00 PM

2352 Rayburn HOB Washington, DC 20515

2:00 PM ET

Meeting with the Ambassador of Mexico to the U.S.

2:00 PM-3:00 PM

AT&T Forum (3 min. walk from hotel), 601 New Jersey Ave NW Washington, DC 20001

Healthcare Issues Meeting with Rep. Darrell Issa's Office

2:00 PM-2:30 PM

2108 Rayburn House Office Building, Washington, DC 20515

3:30 PM ET

Scott Peters & Friends \*New Location: Rayburn HOB\*

3:30 PM-4:15 PM

2322 Rayburn House Office Building, DC 20515

\* New Location: 2322 Rayburn HOB\*

5:00 PM ET

Tuesday - Reception at AT&T Forum

5:00 PM-7:00 PM

AT&T Forum (3 min. walk from hotel), 601 New Jersey Ave NW Washington, DC 20001

10:30 PM ET

Late Night Capitol Tour with Congressman Vargas

10:30 PM-1:30 AM

**April 17, 2024**

8:00 AM ET

Wednesday - Closing Breakfast

8:00 AM-9:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

9:00 AM ET

Open Time Block

9:00 AM-11:00 AM

Use this free time to schedule meetings of your own, take a tour of one of the many landmarks in the area, or spend time catching up with delegates.

10:00 AM ET

Healthcare Issues Meeting with Rep. Sara Jacobs' Office

10:00 AM-10:30 AM

1314 Longworth HOB Washington, DC 20515

**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: Rafael Perez Department: Board Services-2  
Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 02/23/24 DATE OF DEPARTURE/RETURN: 04/14/24 / 04/17/24

DESTINATION / BUSINESS PURPOSE:

Destination:  
Washington, D.C.

Business Purpose:  
San Diego Regional Chamber of Commerce  
2024 Mission to Washington, DC

PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ <u>482.00</u>
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ <u>200.00</u>
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ <u>1,200.00</u>
C. Meals and Incidental Expenses ( <a href="#">Per Diem</a> )	\$ <u>237.00</u>
D. Seminar and Conference Fees	\$ <u>2,100.00</u>
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ <u>4,219.00</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:  Date: Feb 27, 2024

**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: Feb 27, 2024

**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 3/25/24 meeting.  
(Meeting Date)

**Steve Vaus**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY


**2024**

## MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME <b>Steve Vaus</b>				PERIOD COVERED <b>April 2024</b>	
DEPARTMENT/DIVISION <b>Board Services/2</b>					
Date	Miles driven	Destination and purpose of trip		Parking fees & other transportation costs paid	\$\$\$
4/4/24	56.00	2417 McCain Rd	Travel Training & Board/ALUC Mtg		
4/8/24	56.00	2417 McCain Rd	Board Member Tour		
4/18/24	56.00	2417 McCain Rd	Special Board Mtg & Capital Workshop		
4/24/24	56.00	2417 McCain Rd	New Board Member Orientation		
<b>SUBTOTAL</b>		<b>224.00</b>		<b>SUBTOTAL</b>	<b>-</b>

### Computation of Reimbursement

	224.00
REIMBURSEMENT RATE: (see below) * <span style="float: right; color: red;"><b>Rate as of January 2024</b></span>	<b>X</b> 0.670
TOTAL MILEAGE REIMBURSEMENT	150.08
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	-
<b>TOTAL REIMBURSEMENT REQUESTED</b>	<b>\$ 150.08</b>

<p>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.</p> <p><a href="#">Business Expense Reimbursement Policy 3.30</a></p>	
SIGNATURE OF EMPLOYEE	DEPT./DIV. HEAD APPROVAL
	

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

2024

## MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME Steve Vaus			PERIOD COVERED May 2024	
DEPARTMENT/DIVISION Board Services/2				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
5/2/24	56.00	2417 McCain Rd Board ALUC Mtg		
5/6/24	56.00	2417 McCain Rd Audit Comm Meeting		
5/16/24	56.00	2417 McCain Rd Special Board Budget Workshop		
SUBTOTAL		168.00	SUBTOTAL	-

### Computation of Reimbursement

	168.00
REIMBURSEMENT RATE: (see below) * <span style="float: right; color: red;">Rate as of January 2024</span>	X 0.670
TOTAL MILEAGE REIMBURSEMENT	112.56
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	-
<b>TOTAL REIMBURSEMENT REQUESTED</b>	<b>\$ 112.56</b>

<p>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.</p> <p><a href="#">Business Expense Reimbursement Policy 3.30</a></p>	
SIGNATURE OF EMPLOYEE	DEPT./DIV. HEAD APPROVAL



**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
TRAVEL EXPENSE REIMBURSEMENT REPORT - Authority Employees**

(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](#)

<b>Employee/Trip Information</b>		<b>Date:</b>	<b>5/6/2024</b>
<b>Name:</b>	<b>Steve Vaus</b>	<b>Dept:</b>	<b>Office of the Authority Clerk - 2</b>
<b>Departure Date:</b>	<b>4/14/2024</b>	<b>Return Date:</b>	<b>4/17/2024</b>
<b>Destination:</b>	<b>Washington, D.C.</b>	<b>Report Due:</b>	<b>5/17/24</b>
<b>Business Purpose:</b>	<b>San Diego Regional Chamber of Commerce - 2024 Mission to Washington, D.C.</b>		

Expense Items not included in Per Diem	Authority Prepaid Expenses	Employee Paid Expenses							TOTAL
		4/14/24 Sunday	4/15/24 Monday	4/16/24 Tuesday	4/17/24 Wednesday	4/18/24 Thursday	4/19/24 Friday	4/20/24 Saturday	
Air Fare, Railroad, Bus	824.95								-
Conference Fees	1,800.00								-
Rental Car									-
Gas									-
Parking & Tolls									-
Mileage - Attach mileage form		18.76			18.76				37.52
Taxi / TNC / Shuttle Fare		24.00		32.9	104.68				161.58
Lodging		381.48	381.48	381.48					1,144.44
Telephone, Internet and Fax									-
Laundry									-
Miscellaneous:									-
									-
	<b>\$ 2,624.95</b>								<b>\$ 1,343.54</b>

**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	4/14/24	4/15/24	4/16/24	4/17/24	4/18/24	4/19/24	4/20/24	TOTAL
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Breakfast	\$18.00		18.00	18.00				54.00
Lunch	\$20.00			20.00				40.00
Dinner	\$36.00		36.00					108.00
Incidentals	\$5.00	5.00	5.00	5.00				20.00
<b>Total M&amp;IE</b>	<b>\$79.00</b>	<b>41.00</b>	<b>59.00</b>	<b>43.00</b>	-	-	-	<b>222.00</b>
Approved Meal Exception Above Per Diem Rate <sup>1</sup>								-
<b>Total Meal and Incidental Expenses</b>	<b>\$ 79.00</b>	<b>\$ 41.00</b>	<b>\$ 59.00</b>	<b>\$ 43.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>222.00</b>

<b>Explanation:</b> Substantiation for exception should be attached  * Meals were not included in receptions hosted by the conference.	<b>Trip Grand Total</b>	<b>4,190.49</b>
	Less Cash Advance (Attach copy of Authority check)	
	Less Expenses Prepaid by Authority	2,624.95
	<b>Due Traveler</b> - if positive amount, prepare check request <b>Due Authority</b> - if negative, attach check payable to SDCRAA	<b>\$1,565.54</b>
<b>Note: Send this report to Accounting even if the amount is \$0.</b>		

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: <u>Arely Valenzuela</u>	Ext.: <u>2557</u>
Traveler's Signature: <u>Steve Vaus</u> <small>Steve Vaus (May 6, 2024 14:21 PDT)</small>	Date: <u>May 6, 2024</u>
Administrator's Signature: <u>[Signature]</u>	Date: <u>May 6, 2024</u>

CEO/Vice President Approval<sup>1</sup>: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if meal(s) reimbursed above the Per Diem Rate)

## Electronic Invoice

**Prepared For:**  
**VAUS/STEVEN TIMOTHY**

Ref: **02**

SALES PERSON	E4
INVOICE NUMBER	7053810
INVOICE ISSUE DATE	15 Mar 2024
RECORD LOCATOR	IAXLNM
CUSTOMER NUMBER	0000SDCRAA

Client Address SAN DIEGO COUNTY REG AIRPORT AUTHORITY PO BOX 82776 SAN DIEGO CA 92138 US
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Notes 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
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**DATE: Sun, Apr 14**

<b>Flight SOUTHWEST AIRLINES 1101</b>			
From	SAN DIEGO, CA	Departs	6:30am
To	BALTIMORE WASHNTN, MD	Arrives	2:35pm
Departure Terminal	1		
Duration	5hr(s) 5min(s)		
Type		Meal	
Stop(s)	Non Stop		
Seat(s) Details	VAUS/STEVEN TIMOTHY		WN - XXXXXXXXXXXX 86
Notes	EARLY BIRD CHECKIN CONFIRMED OPEN SEATING ON SOUTHWEST FREQUENT FLYER NUMBER [REDACTED]		

**DATE: Wed, Apr 17**

<b>Flight SOUTHWEST AIRLINES 884</b>			
From	BALTIMORE WASHNTN, MD	Departs	1:15pm
To	SAN DIEGO, CA	Arrives	3:40pm
		Arrival Terminal	1
Duration	5hr(s) 25min(s)		
Type		Meal	
Stop(s)	Non Stop		
Seat(s) Details	VAUS/STEVEN TIMOTHY		WN - XXXXXXXXXXXX 86
Notes	EARLY BIRD CHECKIN CONFIRMED OPEN SEATING ON SOUTHWEST FREQUENT FLYER NUMBER [REDACTED]		

SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL

A handwritten signature in black ink, appearing to be 'S. J.', is written in the 'SIGNATURE OF EMPLOYEE' field.

**DATE: Tue, Sep 24**

<b>Others</b>
SAN DIEGO THANK YOU

## Ticket Information

<b>Ticket Number</b>	WN 8094334028	<b>Passenger</b>	VAUS STEVEN TIMOTHY		
		<b>Billed to:</b>	AX XXXXXXXXXXXX1013	USD	* 754.95
<b>Service Fee</b>	XD 0870391416	<b>Passenger</b>	VAUS STEVEN TIMOTHY		
		<b>Billed to:</b>	AX XXXXXXXXXXXX1013	USD	* 30.00
				<b>SubTotal</b>	USD 784.95
				<b>Net Credit Card Billing</b>	* USD 784.95
					-----
				<b>Total Amount Due</b>	USD 0.00

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

## Electronic Invoice

**Prepared For:**  
**VAUS/STEVEN TIMOTHY**

Ref: **02**

SALES PERSON	E4
INVOICE NUMBER	7053812
INVOICE ISSUE DATE	15 Mar 2024
RECORD LOCATOR	IAXLNM
CUSTOMER NUMBER	0000SDCRAA

Client Address SAN DIEGO COUNTY REG AIRPORT AUTHORITY PO BOX 82776 SAN DIEGO CA 92138 US
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Notes 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
---

**DATE: Sun, Apr 14**

<b>Flight SOUTHWEST AIRLINES 1101</b>			
From	SAN DIEGO, CA	Departs	6:30am
To	BALTIMORE WASHNTN, MD	Arrives	2:35pm
Departure Terminal	1		
Duration	5hr(s) 5min(s)		
Type		Meal	
Stop(s)	Non Stop		
Seat(s) Details	VAUS/STEVEN TIMOTHY		WN - XXXXXXXXXXXX 86
*** AIR EXTRAS ***	VAUS/STEVEN TIMOTHY PRIORITY BOARDING	20.00 PAID	
Notes	EARLY BIRD CHECKIN CONFIRMED OPEN SEATING ON SOUTHWEST FREQUENT FLYER NUMBER [REDACTED]		

**DATE: Wed, Apr 17**

<b>Flight SOUTHWEST AIRLINES 884</b>			
From	BALTIMORE WASHNTN, MD	Departs	1:15pm
To	SAN DIEGO, CA	Arrives	3:40pm
		Arrival Terminal	1
Duration	5hr(s) 25min(s)		
Type		Meal	
Stop(s)	Non Stop		

Seat(s) Details	VAUS/STEVEN TIMOTHY	WN - XXXXXXXXXXXX 86
*** AIR EXTRAS ***	VAUS/STEVEN TIMOTHY PRIORITY BOARDING	20.00 PAID
Notes	EARLY BIRD CHECKIN CONFIRMED OPEN SEATING ON SOUTHWEST FREQUENT FLYER NUMBER [REDACTED]	

**DATE: Tue, Sep 24**

<b>Others</b>
SAN DIEGO THANK YOU

## Ticket Information

<b>Ticket Number</b>	WN 8094334030	<b>Passenger</b>	VAUS STEVEN TIMOTHY		
		<b>Exchange</b>	WN 8094334028	USD	0.00
<b>Other Charges</b>	WN 8306313029	<b>Passenger</b>	VAUS STEVEN TIMOTHY		
		<b>Billed to:</b>	AX XXXXXXXXXXXX1013	USD	* 20.00
<b>Other Charges</b>	WN 8306313030	<b>Passenger</b>	VAUS STEVEN TIMOTHY		
		<b>Billed to:</b>	AX XXXXXXXXXXXX1013	USD	* 20.00
				<b>SubTotal</b>	USD 40.00
				<b>Net Credit Card Billing</b>	* USD 40.00
					-----
				<b>Total Amount Due</b>	USD 0.00

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

# PAYMENT

## San Diego Regional Chamber of Commerce

402 West Broadway, Suite 1000  
San Diego, CA 92101  
(619) 544-1300



## San Diego County Regional Airport Authority

P.O. Box 82776  
San Diego, CA 92138-2776  
Steve Vaus

Payment #	PAY-24-047018
Payment Date	3/18/2024 4:18 PM
Amount Paid	\$1,800.00
Payment Status	Posted

Item	Unit Cost	Quantity	Total Price
2024 Mission to Washington DC - Additional Attendee/Guest Registration	\$1,800.00	1.0	\$1,800.00
<b>Memo:</b> Ok			Total <b>\$1,800.00</b>
			Amount Applied \$1,800.00
			<b>Balance Remaining \$0.00</b>

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92% of Chamber dues can be deducted as a business expense as allowed by law.



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## Amtrak: eTicket and Receipt for Your 04/14/2024 Trip - STEVE VAUS

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etickets@amtrak.com <etickets@amtrak.com>

Sun, Apr 14, 2024 at 11:53 AM

To: [REDACTED]

### SALES RECEIPT



Purchased: 04/14/2024 11:53 AM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Show the QR code on the attached eTicket to the conductor or use the Amtrak app.

1 Massachusetts Ave NW Washington, DC 20001 800-USA-RAIL Amtrak.com

Reservation Number - C99530 BWI Marshall Airport, MD to Washington, DC - Union Station (One-Way) APRIL 14, 2024

Billing Information  
PayPal (Purchase)

[REDACTED]  
Total \$24.00

Purchase Summary - Ticket Number 1050654550064

TRAIN 157: BWI Marshall Airport, MD to Washington, DC - Union Station (One-Way) Depart 3:04 PM, Sunday, April 14, 2024

1 COACH SEAT

\$24.00

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25% CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$24.00

Total Charged by Amtrak

\$24.00

Passengers

Steve Vaus

Important Information

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- Tickets are non-transferable.
  - Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit [Amtrak.com/changes](https://www.amtrak.com/changes).
  - Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak and the ticket holder. The terms and conditions and arbitration agreement are available at [Amtrak.com/terms-and-conditions.html](https://www.amtrak.com/terms-and-conditions.html). Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
  - Questions? Contact us online at [Amtrak.com/contact](https://www.amtrak.com/contact) or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.
-

# ROYAL SONESTA

Royal Sonesta Washington DC Capitol Hill

Steven Vaus

Room No. : 558  
 Arrival : 04-14-24  
 Departure : 04-17-24  
 Folio No. : 18204  
 Conf. No. : 40034SE028610  
 Cashier No. : 382  
 TA Record :

Company Name: San Diego Regional Chamber of Commerce  
 Group Name: SDRCC Mission to Washington, DC  
**INVOICE**

Date	Description	Charges	Credits
04-14-24	Room Charge	329.00	\$381.48
04-14-24	State Lodging Sales Tax	52.48	
04-15-24	Room Charge	329.00	\$381.48
04-15-24	State Lodging Sales Tax	52.48	
04-16-24	Bistro Dujour Breakfast Food Room# 558 : CHECK# 1012447	28.65	
04-16-24	Bistro Dujour Bar Dinner Food Room# 558 : CHECK# 2018100	39.73	
04-16-24	Room Charge	329.00	\$381.48
04-16-24	State Lodging Sales Tax	52.48	
04-17-24	Bistro Dujour Breakfast Food Room# 558 : CHECK# 1012604	34.05	
04-17-24	Visa [REDACTED]		1,246.87

**Total Lodging: \$1,144.44**

Total Charges	1,246.87	
Total Credits		1,246.87
<b>Balance</b>		<b>0.00</b>

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

## Thanks for tipping, Steve

Here's your updated Tuesday evening ride receipt.

**Total** **\$32.90**

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Trip fare \$24.58

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**Subtotal** **\$24.58**

DC Digital Dispatch Surcharge \$0.25

Tip \$6.58

DC Fee \$1.49

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### Payments

  **\$26.32**  
4/17/24 9:20 AM

  **\$6.58**  
4/17/24 9:44 AM

Receipt ID # e86a5047-efe7-4ffa-9813-b142cf4e949e

Trip ID: e86a5047-efe7-4ffa-9813-b142cf4e949e

[Visit the trip page](#) for more information, including invoices (where available)

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You rode with Elias

Issued on behalf of Elias

**Black** 1.34 miles | 6 min

 10:24 PM | 25 Massachusetts Ave NW, Washington, DC 20001-1431, US

 10:30 PM | 15 Independence Ave SE, Washington, DC 20515, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

## Thanks for tipping, Steve

Here's your updated Wednesday morning ride receipt.

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<b>Total</b>	<b>\$104.68</b>
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Trip fare	\$73.32
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<b>Subtotal</b>	<b>\$73.32</b>
Booking Fee	\$5.24
BWI Marshall Airport Surcharge	\$3.50
DC Digital Dispatch Surcharge	\$0.25
Tip	\$17.44
DC Fee	\$4.93

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### Payments

 	<b>\$104.68</b>
4/17/24 12:11 PM	

Receipt ID # 8ae5e683-0ddc-4712-8b2c-2b59965a9c64

Trip ID: 8ae5e683-0ddc-4712-8b2c-2b59965a9c64

[Visit the trip page](#) for more information, including invoices (where available)

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You rode with BERTRAND

**Comfort** 33.34 miles | 50 min

■ 10:44 AM | 20 Massachusetts Ave NW, Washington, DC 20529-0001, US

■ 11:35 AM | Concourse A, Baltimore/Washington International Thurgood Marshall Airport (BWI), Glen Burnie, MD 21240, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

# TRIP AGENDA

## **April 14, 2024**

6:30 PM ET

Sunday - Welcome Reception sponsored by Kaiser Permanente

6:30 PM-8:30 PM

The Sapphire Room & Terrace, Royal Sonesta Hotel, 20 Massachusetts Ave NW

## **April 15, 2024**

7:45 AM ET

Delegation Photo

7:45 AM-8:00 AM

Atrium Gallery (2nd Fl.), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington DC 20001

8:00 AM ET

Monday - Breakfast sponsored by San Diego State University

8:00 AM-9:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

9:00 AM ET

Congressional Races to Watch

9:00 AM-10:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

Meeting with Department of State (REQUIRES EARLY ARRIVAL 9AM- STARTS AT 10)

9:00 AM-11:00 AM

2201 C Street, NW Washington, D.C. 20520

9:45 AM ET

Meeting with the Embassy of Japan's Economic Section (REQUIRES EARLY ARRIVAL 9:45 AM)

9:45 AM-10:45 AM

2520 Massachusetts Ave NW, Washington, DC 20008

10:00 AM ET

Healthcare Issues Meeting with Rep. Juan Vargas' Office

10:00 AM-10:30 AM

2334 Rayburn House Office Building, Washington, DC 20515

11:00 AM ET

EPA Office of Water Meeting on TJRV

11:00 AM-11:30 AM

William Jefferson Clinton EAST, 1201 Constitution Ave NW, Washington, DC 20640

Zachary Schafer

Senior Advisor, Office of Water

Environmental Protection Agency

Healthcare Issues Meeting with Rep. Scott Peters' Office

11:00 AM-11:30 AM

1201 Longworth HOB, 15 Independence Ave SE, Washington, DC 20515

12:00 PM ET

Monday - Lunch sponsored by Regional Task Force on Homelessness

12:00 PM-1:00 PM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

1:00 PM ET

Meeting with the Small Business Administration (REQUIRES EARLY ARRIVAL

1:00 PM)

1:00 PM-2:30 PM

409 3rd St SW, Washington, DC 20416

1:30 PM ET

Childcare/Quality of Life Panel Discussion

1:30 PM-3:00 PM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

Meeting with Department of Health & Human Services' Office of Intergovernmental & External Affairs

1:30 PM-2:15 PM

Hubert H. Humphrey Building, 200 Independence Ave SW, Washington, DC 20201

2:00 PM ET

Meeting with HUD Leadership

2:00 PM-3:00 PM

451 7th St SW Washington DC 20410

2:30 PM ET

Meeting with Senator Butler (MUST ARRIVE 15 MIN PRIOR)

2:30 PM-3:00 PM

Hart Senate Office Building, 120 Constitution Ave NE, Washington, DC 20002

2:45 PM ET

Decarbonization with the Department of Energy

2:45 PM-3:30 PM

US Dept. of Energy, 1000 Independence Ave SW, Washington, DC 20024

4:00 PM ET

CDC Environmental Health Meeting re: TJRV

4:00 PM-4:45 PM

700 7th Street SW, Washington, DC 20024

5:00 PM ET

Monday - \*New Location\* Reception sponsored by Amazon & Hosted by Qualcomm

5:00 PM-7:00 PM

ZO Lounge, 1717 Pennsylvania Ave., NW.

**Note location change due to weather. New location: ZO Lounge, 1717 Pennsylvania Ave., NW.**



**April 16, 2024**

6:00 AM ET

Sunrise Stroll

6:00 AM-7:00 AM

Hotel Lobby, Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington DC 20001

8:00 AM ET

Tuesday Breakfast sponsored by Smart Border Systems - "Whatever Scares You the Most" Panel

8:00 AM-9:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

9:00 AM ET

Meeting with the U.S. Navy @ The Pentagon (REQUIRES EARLY ARRIVAL)

9:00 AM-10:00 AM

Pentagon, 1400 Defense, Washington DC

"Immigration Policy & Economic Impact" with the American Immigration Council

9:00 AM-10:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

9:30 AM ET

Meeting with Department of Transportation Leadership

9:30 AM-10:30 AM

1200 New Jersey Ave SE, Washington, DC 20590

10:45 AM ET

Artificial Intelligence Fireside Chat

10:45 AM-11:30 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

12:00 PM ET

Tuesday - Lunch Sponsored by San Diego County Water Authority

12:00 PM-1:00 PM

AT&T Forum (3 min. walk from hotel), 601 New Jersey Ave NW Washington, DC 20001

1:00 PM ET

"The Hill: A Big Picture Update" with U.S. Chamber Leadership

1:00 PM-2:00 PM

AT&T Forum (3 min. walk from hotel), 601 New Jersey Ave NW Washington, DC 20001

1:30 PM ET

Border Pollution Meeting with Rep. Darrell Issa's Staff

1:30 PM-2:00 PM

Rep. Darrell Issa's office, 2108 Rayburn HOB, 45 Independence Ave SW, Washington, DC 2051

Healthcare Issues Meeting with Rep. Mike Levin's Office

1:30 PM-2:00 PM

2352 Rayburn HOB Washington, DC 20515

2:00 PM ET

Meeting with the Ambassador of Mexico to the U.S.

2:00 PM-3:00 PM

AT&T Forum (3 min. walk from hotel), 601 New Jersey Ave NW Washington, DC 20001

Healthcare Issues Meeting with Rep. Darrell Issa's Office

2:00 PM-2:30 PM

2108 Rayburn House Office Building, Washington, DC 20515

3:30 PM ET

Scott Peters & Friends \*New Location: Rayburn HOB\*

3:30 PM-4:15 PM

2322 Rayburn House Office Building, DC 20515

\* New Location: 2322 Rayburn HOB\*

5:00 PM ET

Tuesday - Reception at AT&T Forum

5:00 PM-7:00 PM

AT&T Forum (3 min. walk from hotel), 601 New Jersey Ave NW Washington, DC 20001

10:30 PM ET

Late Night Capitol Tour with Congressman Vargas

10:30 PM-1:30 AM

**April 17, 2024**

8:00 AM ET

Wednesday - Closing Breakfast

8:00 AM-9:00 AM

Crown Ballroom (Penthouse), Royal Sonesta Hotel, 20 Massachusetts Ave NW, Washington, DC 20001

9:00 AM ET

Open Time Block

9:00 AM-11:00 AM

Use this free time to schedule meetings of your own, take a tour of one of the many landmarks in the area, or spend time catching up with delegates.

10:00 AM ET

Healthcare Issues Meeting with Rep. Sara Jacobs' Office

10:00 AM-10:30 AM

1314 Longworth HOB Washington, DC 20515

# FY 2024 Per Diem Rates for ZIP Code 20529

## Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$79	\$18	\$20	\$36	\$5	\$59.25

**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: Steve Vaus Department: Board Services-2  
Position:  Board Member  President/CEO  General Counsel  Chief Auditor  
 All Other Authority Employees

DATE OF REQUEST: 02/23/24 DATE OF DEPARTURE/RETURN: 04/14/24 / 04/17/24

DESTINATION / BUSINESS PURPOSE:

Destination:  
Washington, D.C.

Business Purpose:  
San Diego Regional Chamber of Commerce  
2024 Mission to Washington, DC


PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. Transportation Costs:	
• Airfare <input type="checkbox"/> check box for business class or equivalent (international only)	\$ 476.00
• Rental Car	\$
• Other Transportation (Taxi, TNC, Train, Bus)	\$ 200.00
• Auto (Gas, Parking/Tolls, Mileage)	\$
B. Lodging	\$ 1,200.00
C. Meals and Incidental Expenses (Per Diem)	\$ 237.00
D. Seminar and Conference Fees	\$ 2,100.00
E. Entertainment	\$
TOTAL PROJECTED TRAVEL EXPENSES	\$ 4,213.00

**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: 3/14/2024

**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: Mar 14, 2024

**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 3/25/2024 meeting.  
(Meeting Date)