

WORKER RETENTION UPDATE

Item B



Jeffrey Woodson
Vice President, Administration
January 5, 2012

San Diego
International Airport

Mastering the Art of Airports

Actions to Date

- Internal stakeholder meetings
 - Real Estate Management personnel
 - General Counsel
 - Procurement
 - Vice President, Administration
 - Real Estate Management consultant
- Established uniform and clear understanding of worker retention resolution and Board expectations
- Determined worker retention data element requirements to establish database
- Established requirements for communications to Host and affected employees
 - Transmittal letters outlining requirements
 - Employee waiver/consent letters
- Performed research on other airport transitions
 - Seattle
 - LAX

Current Activities

- Continued due diligence/research of other airport transition plans
- Finalize transmittal documents for review and approval
 - Form letters
 - Disclaimers/waivers
- Determine protocols
 - Roles and responsibilities
- Fit/gap analysis
 - Determine and finalize analysis of features/functions of three various database applications

Next Steps

- Finalize database decisions
 - Software determination (complete fit/gap analysis)
 - Finalize fields
 - Determine transmittal requirements (preferred media/tools)
- Transmit final documents
 - Letter to Host (requesting employee information)
 - Employee disclaimer/waiver
 - All related forms
- Build and test database by end of January 2012
- Design, develop and test internal and external reports by end of January 2012
- Engage Unite Here! to gain insights and input
- Establish transition team to work with new concessionaires on commitments, expectations and protocols
 - Transition plan
 - Processes, procedures
- Collect and track responses

Worker Retention Update

Questions?