

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
EXECUTIVE AND FINANCE COMMITTEE MEETING MINUTES
MONDAY, NOVEMBER 26, 2018
BOARD ROOM**

CALL TO ORDER: Vice Chair Robinson called the Executive and Finance Committee and Special Board meeting to order at 9:02 a.m., on Monday, November 26, 2018, in the Board Room of the San Diego International Airport, Administration Building, 3225 N Harbor Drive, San Diego, CA 92101.

PLEDGE OF ALLEGIANCE: Vice Chair Robinson led the Pledge of Allegiance.

ROLL CALL:

Executive Committee

Present: Committee Members: Robinson, Schumacher

Absent: Committee Members: Boling (Chairman)

Finance Committee

Present: Committee Members: Cox, Lloyd, Schiavoni, West

Absent: Committee Members: None

Also Present: Kimberly J. Becker, President/CEO; Amy Gonzalez, General Counsel; Linda Gehlken, Assistant Authority Clerk I; Martha Morales, Assistant Authority Clerk I

NON-AGENDA PUBLIC COMMENT:

KAMRAN HAMIDI, SAN DIEGO, provided a handout and spoke regarding opening the airport to all taxis.

NEW BUSINESS:

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the October 22, 2018 regular meeting.

ACTION: Moved by Board Member Schumacher and seconded by Board Member Robinson to approve staff's recommendation. Motion carried unanimously noting Chairman Boling as ABSENT.

FINANCE COMMITTEE NEW BUSINESS:

2. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE FOUR MONTHS ENDED OCTOBER 31, 2018:

Kathy Kiefer, Senior Director, Finance and Asset Management, provided a presentation on the Unaudited Financial Statements which included Enplanements, Gross Landing Weight Units, Operating Revenue, Operating Expenses, Net Operating Income, Nonoperating Revenues & Expenses, and Statements of Net Position.

In response to Board Member Schiavoni regarding Parking Revenue trends, Kimberly Becker, President/CEO, stated that several parking lot closures are expected as projects progress and that staff will be focusing on parking management and pricing to mitigate impact.

3. REVIEW OF THE AUTHORITY'S INVESTMENT REPORT AS OF OCTOBER 31, 2018:

Geoff Bryant, Manager, Airport Finance, provided a presentation on the Investment Report which included Portfolio Characteristics, Sector Distribution, Quality & Maturity Distribution, Investment Performance, and Bond Proceeds.

EXECUTIVE COMMITTEE NEW BUSINESS:

4. PRE-APPROVAL OF TRAVEL REQUESTS AND APPROVAL OF BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REQUESTS FOR BOARD MEMBERS, THE PRESIDENT/CEO, THE CHIEF AUDITOR AND GENERAL COUNSEL:

RECOMMENDATION: Pre-approve travel requests and approve business and travel expense reimbursement requests.

ACTION: Moved by Board Member Schumacher and seconded by Board Member Robinson to approve staff's recommendation. Motion carried unanimously noting Chairman Boling as ABSENT.

5. REVIEW OF THE PROPOSED 2019 MASTER CALENDAR OF BOARD AND COMMITTEE MEETINGS:

RECOMMENDATION: Forward to the Board with a recommendation for approval.

ACTION: Moved by Board Member Schumacher and seconded by Board Member Robinson to approve staff's recommendation. Motion carried unanimously noting Chairman Boling as ABSENT.

REVIEW OF FUTURE AGENDAS:

6. REVIEW OF THE DRAFT AGENDA FOR THE DECEMBER 6, 2018 BOARD MEETING:

Kimberly J. Becker, President/CEO, provided an overview of the draft agenda for the December 6, 2018, Board meeting.

7. REVIEW OF THE DRAFT AGENDA FOR THE DECEMBER 6, 2018 AIRPORT LAND USE COMMISSION MEETING:

Kimberly J. Becker, President/CEO, provided an overview of the draft agenda for the December 6, 2018, ALUC meeting.

WORKSHOP:

8. REVIEW PROPOSED AMENDMENTS TO AUTHORITY CODES AND POLICIES:

Tony R. Russell, Director, Board Services/Authority Clerk, provided a presentation with a summary of the amendments to Authority's Codes and Policies; Regina Brown, Manager, Small Business Development provided a presentation on the proposed amendments to Authority Policy 5.12 and repeal of Authority Policies 5.13 and 5.14.

In response to Board Member West's inquiry regarding whether Authority Policy 5.12 outlined a hierarchy to provide a higher priority for those most disadvantaged among veteran owned small businesses, Ms. Brown stated that there was not an established ranking but staff strongly promotes the program to the most disadvantaged during outreach events.

Board Member West offered to provide insight to staff on a hierarchy system for veteran businesses and encouraged staff to promote the program to the public.

In response to Board Member Schiavoni's inquiry regarding whether staff has examined how the external stakeholders hierarchy systems are outlined in their policies, Rita Ohaya, Program Manager, Small Business Development, stated that the stakeholders that were compared, as well as the Authority, rely on the U.S. Department of Veteran Affairs and Department of General Services to certify veteran-owned businesses; and that staff would need to understand those agencies' hierarchy system before establishing one for the Authority, which was not researched.

RECOMMENDATION: Review proposed amendments and provide direction to staff.

ACTION: Moved by Board Member Schumacher and seconded by Board Member Robinson to forward the Authority Codes and Policies amendments to the Board with a recommendation for approval. Motion carried unanimously noting Chairman Boling as ABSENT.


ACTION: Moved by Board Member Schumacher and seconded by Board Member Robinson to forward the amendments to Authority Policy 5.12 to the Board with a recommendation for approval. Motion carried unanimously noting Chairman Boling as ABSENT.

COMMITTEE MEMBER COMMENTS:

ADJOURNMENT: The meeting adjourned at 9:56 a.m.

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY EXECUTIVE COMMITTEE THIS 20th DAY OF DECEMBER, 2018.

ATTEST:


for: TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:


AMY GONZALEZ
GENERAL COUNSEL