

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Board Members

C. April Boling
Chairman

Greg Cox
Jim Desmond
Mark Kersey
Robert T. Lloyd
Paul Robinson
Johanna S. Schiavoni
Michael Schumacher
Mark B. West

BOARD **AGENDA**

Thursday, April 4, 2019
9:00 A.M.

San Diego International Airport
SDCRAA Administration Building – Third Floor
Board Room
3225 N. Harbor Drive
San Diego, California 92101

Ex-Officio Board Members

Cory Binns
Col. Charles B. Dockery
Jacqueline Wong-Hernandez

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 "REQUEST TO SPEAK" FORM 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: Hollingworth, Lloyd, Robinson (Chair), Schiavoni, Tartre, Van Sambeek, West
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**
Committee Members: Boling, Kersey (Chair), Schumacher, Robinson
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**
Committee Members: Boling, Cox, Desmond (Chair), Kersey
- **FINANCE COMMITTEE:**
Committee Members: Cox (Chair), Lloyd, Schiavoni, West

AD HOC COMMITTEES

- **GROUND TRANSPORTATION AD HOC:**
Committee Members: Lloyd, Schiavoni, West (Chair)

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:**
Liaison: Robinson (Primary), Schiavoni
- **ART ADVISORY COMMITTEE:**
Committee Member: Robert H. Gleason

LIAISONS

- **CALTRANS:**
Liaison: Binns

- **INTER-GOVERNMENTAL AFFAIRS:**
Liaison: Cox
- **MILITARY AFFAIRS:**
Liaison: Dockery
- **PORT:**
Liaisons: Boling (Primary), Cox, Robinson
- **WORLD TRADE CENTER:**
Representatives: Robert H. Gleason

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:**
Representative: Boling
- **SANDAG TRANSPORTATION COMMITTEE:**
Representatives: Schiavoni (Primary), Schumacher
- **SCAG AVIATION TASK FORCE:**
Representative: Boling

CHAIR'S REPORT:

PRESIDENT/CEO'S 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 1-10):

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:

The Board is requested to approve minutes of prior meetings.

RECOMMENDATION: Approve the minutes of the February 22 and 23, 2019 and March 14, 2019 special meetings.

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:

The Board is requested to accept the reports.

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

(Board Services: Tony R. Russell, Director/Authority Clerk)

3. AWARDED CONTRACTS, APPROVED CHANGE ORDERS FROM FEBRUARY 11, 2019 THROUGH MARCH 10, 2019 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM FEBRUARY 11, 2019 THROUGH MARCH 10, 2019:

The Board is requested to receive the report.

RECOMMENDATION: Receive the report.

(Procurement: Jana Vargas, Director)

4. APRIL 2019 LEGISLATIVE REPORT:

The Board is requested to approve the report.

RECOMMENDATION: Adopt Resolution No. 2019-0032, approving the April 2019 Legislative Report.

(Government Relations: Matt Harris, Director)

5. AMENDMENT OF THE AIRPORT AUTHORITY'S RECORDS AND INFORMATION MANAGEMENT PROGRAM AND RECORDS RETENTION SCHEDULE:

The Board is requested to approve the amendment.

RECOMMENDATION: Adopt Resolution No. 2019-0033, approving amendments to the Authority's Records and Information Management Program and Records Retention Schedule.

(Talent, Culture & Capability: Kurt Gering, Director)

CLAIMS

COMMITTEE RECOMMENDATIONS

6. ADOPTION OF AMENDMENTS TO AUTHORITY CODES AND POLICIES:

The Board is requested to adopt the policy amendments.

RECOMMENDATION: The Executive Committee recommends that the Board Adopt Resolution No. 2019-0034, approving amendments to Authority Codes 1.03, 1.12, 1.18, 2.06, 2.09, 6.01, 7.02, 7.03, 7.04, 7.05, 7.06, 7.07, 7.08, 7.09, 7.10, 7.11, 7.30, 7.41; 8.12 and Policies 1.32, 1.50, 2.01; 4.40 and adopting Policy 1.03 and repealing Code 7.40.

(Board Services: Tony R. Russell, Director/Authority Clerk)

7. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH BKD, LLP, FOR EXTERNAL AUDIT SERVICES:

The Board is requested to approve an agreement.

RECOMMENDATION: The Audit Committee recommends that the Board Adopt Resolution No. 2019-0035, approving and authorizing the President/CEO to execute an agreement with BKD, LLP, for external audit services for an amount not to exceed \$950,000 for a three year term with an option for two (2) one year extensions, which may be exercised at the sole discretion of the Authority's President/CEO.

(Finance & Asset Management: Kathy Kiefer, Sr. Director)

CONTRACTS AND AGREEMENTS

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

8. AWARD A CONTRACT TO G&G SPECIALTY CONTRACTORS, INC. FOR QUIETER HOME PROGRAM PHASE 9, GROUP 12, PROJECT NO. 380912 TWENTY-FIVE (25) HISTORIC SINGLE-FAMILY AND MULTI-FAMILY AND SEVEN (7) NEIGHBORHOOD EQUITY PROGRAM UNITS ON THIRTEEN (13) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT:

The Board is requested to award a contract.

RECOMMENDATION: Adopt Resolution No. 2019-0036, awarding a contract to G&G Specialty Contractors, Inc. in the amount of \$1,216,428 for Phase 9, Group 12, Project No. 380912, of the San Diego County Regional Airport Authority's Quieter Home Program.

(Airport Planning & Environmental: Brendan Reed, Director)

9. APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A USE AND LEASE AGREEMENT WITH SAN DIEGO AIRLINES CONSORTIUM, LLC (“SANCO”):

The Board is requested to approve an agreement.

RECOMMENDATION: Adopt Resolution No. 2019-0037, approving and authorizing the President/CEO to execute a Use and Lease Agreement with San Diego Airlines Consortium, LLC (SANCO) for a term of ten (10) years commencing July 1, 2019 for the exclusive use premises that SANCO currently leases or may lease in the future from the Authority in the terminals.

(Airline Relations: Kathy Kiefer, Senior Director, Finance & Asset Management)

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

The Board is requested to approve the agreements.

RECOMMENDATION: Adopt Resolution No. 2019-0038, approving and authorizing the President/CEO to negotiate and execute two On-Call Technical Airport Planning Services agreements, one with Ricondo & Associates, Inc., and one with Landrum & Brown, Inc., each for a term of three years, with the option for two one-year extensions, in a maximum total aggregate amount not-to-exceed \$5,500,000 in support of numerous airport planning and environmental review efforts at San Diego International Airport.

(Planning & Environmental Affairs: Ralph Redman, Manager)

PUBLIC HEARINGS:

OLD BUSINESS:

NEW BUSINESS:

11. ADP UPDATE AND POSSIBLE ACTION REGARDING A PROJECT LABOR AGREEMENT:

The Board is requested to receive the update and take possible action.

RECOMMENDATION: Adopt Resolution No. 2019-0040, requiring contractors to enter into Project Labor Agreements for Airport Development Plan Projects.

(Operations: Angela Shafer-Payne, Vice President/Chief Operating Officer)

12. AMEND THE SP PLUS RENTAL CAR CENTER BUS OPERATIONS AGREEMENT:

The Board is requested to approve the agreement.

RECOMMENDATION: Adopt Resolution No. 2019-0039, authorizing the President/CEO to negotiate and execute a Third Amendment to the Rental Car Center Bus Operations Agreement to: 1) revise the Scope of Work and increase the per mile rate; and 2) increase the annual management fee; and 3) increase the maximum amount payable from thirty million three hundred seventy six thousand seven hundred twenty three dollars (\$30,376,723) to forty five million dollars (\$45,000,000) to accommodate the integration of fourteen (14) new buses and associated staff and operational cost increases.

(Ground Transportation: Marc Nichols, Director)

CLOSED SESSION:

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. American Car Rental, Inc., San Diego Superior Court Case No. 37-2016-00024056-CL-BC-CTL

14. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:

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

Name of Case: Future DB International, Inc. v. San Diego County Regional Airport Authority, et al.

San Diego Superior Court Case No. 37-2018-00001531-CU-CR-CTL

15. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION:

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

Name of Case: Robert Bobbett and Donna Kashani v. San Diego Unified Port District, et al.

San Diego Superior Court Case No. 37-2018-00014667-CU-PO-CTL

16. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

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

Name of Case: Enterprise Rent-a-Car Co. Of Los Angeles LLC v. San Diego Unified Port District, San Diego Superior Court Case No. 37-2018-00028276-CU-MC-CTL

17. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

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

Name of Case: Park Assist LLC v. San Diego County Regional Airport Authority, et al.

United States District Court Case No. 18 CV2068 LAB MDD

- 18. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Sheila Culbreath v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2018-00036327-CU-PA-CTL
- 19. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Cal. Gov. Code §54956.9)
Number of cases: 2
- 20. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Investigative Order No. R9-2012-0009 by the California Regional Water Quality Control Board pertaining to an investigation of bay sediments at the Downtown Anchorage Area in San Diego.
Number of potential cases: 1
- 21. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Navy Boat Channel Environmental Remediation
Number of potential cases: 1
- 22. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Number of potential cases: 1
- 23. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Order No. WQ 2019-0005-DWQ by the State Water Resources Control Board pertaining to PFAS
Number of potential cases: 1
- 24. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**
Property: Airline Operating and Lease Agreement - San Diego International Airport
Agency Negotiator: Kim Becker, Scott Brickner, John Dillon, Kathy Kiefer, Amy Gonzalez
Negotiating Parties: Alaska Airlines, Allegiant Airlines, American Airlines, British Airways, Delta Airlines, FedEx, JetBlue Airlines, Southwest Airlines, United Airlines
Under Negotiation: price and terms of payment

REPORT ON CLOSED SESSION:

GENERAL COUNSEL REPORT:

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

BOARD COMMENT:

ADJOURNMENT:

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 complete a "Request to Speak" form 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 complete a form 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.
- 6) 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) 400-2400 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.

For those planning to attend the Board meeting, parking is available in the public parking lot located directly in front of the Administration Building. Bring your ticket to the third floor receptionist for validation.

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

DRAFT**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES****FRIDAY, FEBRUARY 22, 2019 AND SATURDAY, FEBRUARY 23, 2019
SAN DIEGO INTERNATIONAL AIRPORT
ORVILLE AND WILBUR WRIGHT CONFERENCE ROOM****CALL TO ORDER:**

Chairman Boling called the special meeting of the San Diego County Regional Airport Authority Board to order at 12:10 p.m., on Friday, February 22, 2019, in the Orville and Wilbur Wright Conference Room at the San Diego International Airport, 3225 N. Harbor Drive, San Diego, CA 92101.

PLEDGE OF ALLEGIANCE: Chair Boling led the Pledge of Allegiance

ROLL CALL:

PRESENT: Board Members: Boling, Desmond, Cox, Kersey, Robinson, Schiavoni, Schumacher, Sessom, West

ABSENT: Board Members: Binns (Ex Officio), Dockery (Ex Officio), Wong-Hernandez (Ex Officio)

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

BOARD WORKSHOP:

Gary Magenta, Senior Vice President, Root Learning, provided an overview of the agenda and ground rules for the retreat.

1. STATE OF THE INDUSTRY – IMPLICATIONS FOR THE AIRPORT AUTHORITY:

Stephen D. Van Beek, Ph.D., Director & Head of North American Aviation, Steer Davies Gleave, provided a presentation on Aviation's Benefits and Challenges on Full Display in San Diego that included the State of the Industry 2019, Airport Funding Challenges and Models, San Diego and West Coast Market Dynamics and Airport Capacity and Today's Challenges with Ground Transportation.

2. DISCUSSION REGARDING THE BRAND PROMISE:

Domenico D'Ambrosio, Vice President, Marketing, Innovation & Chief Revenue Officer, provided a presentation on San Diego International Airport, The Journey of Our New Brand Promise that included Our Charter, Our Approach, Powerful Insights, Realizations, Brand Manifesto and our promise.

3. DISCUSSION REGARDING THE AIRPORT DEVELOPMENT PLAN (ADP):

Dennis Probst, Vice President, Development/Chief Development Officer, provided a presentation on Airport Development Plan Project Refinements that included the Original ADP Proposal, ADP Project Refinements, Other Project Refinements and ADP Phase 1 Schedule – Terminal & Roadway Package Implementation Timeline.

Steve Perliss, Principal, Lea+Elliott, Inc., provided a presentation on Example Landside Automated People Movers (APM) Connections to CONRACs and/or Transit and Overview of APM and Alternative Technologies.

Susan Schooley, SI Partners, Inc., provided a presentation on Concessions Program – Review of Management Approaches that included SAN’s Concessions Program in Transition, Alternative Approaches to Managing an Airport’s Concessions Program, Prime Operator and Developer Approaches – Pros and Cons and Considerations.

The Board adjourned the meeting at 4:50 p.m. to Saturday, February 23, 2019 at 9:00 a.m.

The Board reconvened at 9:10 a.m. on Saturday, February 23, 2019. Board Members Binns (Ex Officio), Dockery (Ex Officio), West and Wong-Hernandez (Ex Officio) were ABSENT.

4. DISCUSSION REGARDING THE STRATEGIC PLAN:

Kimberly J. Becker, President/CEO, provided an update on the Strategic Plan that included the Strategic Plan Timeline, Future State Description, Strategic Goals, Strategic Plan Progress Report, some Highlights of First 18 Months, Focus Areas for 2019, State of the Authority and the New Organizational Structure.

Board Member Schumacher suggested that the Organizational Chart includes the jurisdictions that appoint Board Members.

Chair Boling requested that the Organizational Chart be updated to include employee names and provided to the Board.

Board Member Desmond suggested that the ADP project be renamed to better communicate it to the public.

BOARD COMMENT: None.

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

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 4th DAY OF APRIL, 2019.

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

DRAFT
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES
THURSDAY, MARCH 14, 2019
SAN DIEGO INTERNATIONAL AIRPORT
BOARD ROOM

CALL TO ORDER: Chairman Boling called the special meeting of the San Diego County Regional Airport Authority Board to order at 9:03 a.m. on Thursday, March 14, 2019, in the Board Room at the San Diego International Airport, Administration Building, 3225 North Harbor Drive, San Diego, CA 92101.

ROLL CALL:

PRESENT: Board Members: Binns (Ex Officio), Boling, Desmond, Dockery (Ex-Officio), Kersey, Lloyd, Robinson

ABSENT: Board Members: Cox, Schiavoni, Schumacher, West, Wong-Hernandez (Ex Officio)

ALSO PRESENT: Kimberly J. Becker, President/CEO; Lee Kaminetz, Director, Counsel Services; Tony R. Russell, Director, Board Services/Authority Clerk; Martha Morales, Assistant Authority Clerk I

PLEDGE OF ALLEGIANCE: Board Member Lloyd led the Pledge of Allegiance.

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

- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:** None.
- **AUDIT COMMITTEE:** Board Member Robinson reported that a Special Audit Committee Meeting will be held on March 25 for the selection of the Authority's external auditor.
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:** None.
- **FINANCE COMMITTEE:** None.

AD HOC COMMITTEES

- **GROUND TRANSPORTATION AD HOC:** Board Member Lloyd reported that the Ad Hoc Committee met on February 14 regarding the evolving world of airport landside operations, innovations in ground transportation, the Airport Development Plan, the changing face of landside, and possible transit connectivity options. He also reported that they met on February 21 in which they identified the parameters to be considered in the development of the operating strategy recommendations, long-range Ground Transportation Plan and the ground transportation environment.

ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:** None.
- **ART ADVISORY COMMITTEE:** Chris Chalupsky, Senior Manager, Art & Community Partnership, reported that the mural by local artist Adriene Hughes was installed on Admiral Boland Way as of March 12; and that the San Diego Dance Theatre continues their Performing Arts Residency at the airport.

LIAISONS

- **CALTRANS:** Board Member Binns reported that CalTrans continues to participate in the Airport Subcommittee Workgroups that look at connectivity from Interstate 5. He reported that for safety during construction of the corridor, a speed reduction has been established on Interstate 5 between Manchester Avenue and Palomar Airport Road. He reported that the Morena Boulevard ramp, on Westbound Interstate 8, has been re-opened without issues. He also reported that the Planning grant results to study airport connectivity should be announced by early May.
- **INTER-GOVERNMENTAL AFFAIRS:** Matt Harris, Director, Government Relations, reported that the deadline to introduce bills into the California State Legislature was February 22. He reported that staff briefed the Escondido Mayor, Carlsbad Mayor, and City Council Members on the Airport Development Plan (ADP) and provided an ADP presentation at a meeting of the El Cajon City Council. He reported that Board Member Kersey and staff participated in the 2019 San Diego Regional Chamber of Commerce Delegation to Sacramento; and that staff attended the 2019 ACI-NA/AAAE Washington Legislative Conference where meetings were held with Representative Mike Levin, staff of Representative Scott Peters, and the Federal Aviation Administration.
- **MILITARY AFFAIRS:** None.
- **PORT:** None.
- **WORLD TRADE CENTER:** None.

BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:** Chairman Boling reported that at the first SANDAG Board meeting, they approved amendments to the ordinance adjusting MTS and NCTD fares. She reported that the second SANDAG Board meeting focused on the financial capacity of the TransNet program and a new action plan for the Regional Transportation Plan. She reported that in order to complete all of the projects in the TransNet Major Corridors program, an additional \$9.8 billion in funding would be needed, which resulted in a discussion about the need for prioritization of projects going forward. She reported that the SANDAG Board

approved to extend the RTP completion date from October 2019 to November 2021. She reported that the SANDAG Board Retreat was held last week and there was discussion about new ideas for our transportation system with one of the sessions being a panel of the heads of the region's transportation agencies. She also reported that at the third Airport Connectivity Subcommittee meeting, they heard from a panel of experts on new technologies for conveying passengers, including a significant discussion about autonomous vehicles.

- **SANDAG TRANSPORTATION COMMITTEE:** None.
- **SCAG AVIATION TASK FORCE:** None.

CHAIR'S REPORT: None.

PRESIDENT/CEO'S REPORT: Kimberly Becker, President/CEO, reported that she joined leaders from the Port of San Diego, City of San Diego, North County Transit District, San Diego Metropolitan Transit System, and Caltrans on an airport connectivity panel as part of SANDAG's Board retreat in which each panelist spoke to what success in the airport connectivity effort looks like to them. She reported that the discussion helped strengthen the broadening consensus around how to move the airport's Draft Environmental Impact Report forward. She also reported that on March 4, Alaska Airlines began operating commercial service from Paine Field in Everett, Washington to provide a more convenient air travel plan for travelers from northern Seattle by avoiding traveling south into downtown; and that San Diego is among the eight West Coast cities where the airline is offering daily nonstop flights. She reported that March 22 marks the one-year anniversary of service between Frankfurt, Germany and San Diego on Lufthansa; and that to commemorate the occasion, the airport is supporting the airline with an event for passengers pre-security. She also reported that the second phase of the airport's Federal Inspection Station begins operations today; and that Alaska Airlines will be the first to utilize the new Gate 46 gatehouse.

NON-AGENDA PUBLIC COMMENT: None.

NEW BUSINESS:

12. APPROVE THE ARTS MASTER PLAN AND AMEND AUTHORITY POLICY 8.50 – AIRPORT AUTHORITY ARTS PROGRAM:

Chris Chalupsky, Senior Manager, Art & Community Partnership, Customer Experience Design & Innovation; Robert H. Gleason, Committee Member, Art Advisory Committee; Indra Gardiner, Chair, Art Advisory Committee, and Meridith McKinley, Partner, Via Partnership, provided a presentation on the Arts Master Plan and Amendment to Arts Policy 8.50 which included How We Got Here, SAN Arts Program, Traditional Media Coverage, Social Media Coverage, Arts Master Plan Purpose, Online and Intercept Survey Findings, Benchmarking, Arts Program Vision and Goals, Select Artistic Program Recommendations, Site and Opportunities Plan for Airport Development Plan, Deaccession and Relocation, and Arts Program Policy 8.50.

RECOMMENDATION: Adopt Resolution No. 2019-0030, approving the Arts Master Plan.

Adopt Resolution 2019-0031, approving amendments to Authority Policy 8.50.

ACTION: Moved by Board Member Kersey and seconded by Board Member Robinson to approve the staff's recommendation. Motion carried by the following votes: YES – Boling, Desmond, Kersey, Lloyd, Robinson; NO – None; ABSENT – Cox, Schiavoni, Schumacher, West (Weighted Vote Points: YES – 55; NO – 0; ABSENT – 45).

CONSENT AGENDA (Items 1-11):

ACTION: Moved by Board Member Desmond and seconded by Board Member Robinson to approve the Consent Agenda. Motion carried by the following votes: YES – Boling, Desmond, Kersey, Lloyd, Robinson; NO – None; ABSENT – Cox, Schiavoni, Schumacher, West; (Weighted Vote Points: YES – 55; NO – 0; ABSENT – 45).

1. APPROVAL OF MINUTES:

RECOMMENDATION: Approve the minutes of the January 28, 2019 special and February 7, 2019 regular meetings.

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, APPROVED CHANGE ORDERS FROM JANUARY 14, 2019 THROUGH FEBRUARY 10, 2019 AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM JANUARY 14, 2019 THROUGH FEBRUARY 10, 2019:**

RECOMMENDATION: Receive the report.

4. **MARCH 2019 LEGISLATIVE REPORT:**

RECOMMENDATION: Adopt Resolution No. 2019-0023, approving the March 2019 Legislative Report.

CLAIMS

5. **REJECT THE CLAIM OF DARREN TANZELLA:**

RECOMMENDATION: Adopt Resolution No. 2019-0024, rejecting the claim of Darren Tanzella.

COMMITTEE RECOMMENDATIONS

6. **ADOPTION OF AMENDMENTS TO AUTHORITY CODES AND POLICIES:**

RECOMMENDATION: The Executive Committee recommends that the Board Adopt Resolution No. 2019-0025, approving amendments to Authority Codes 8.01, 8.02, 8.10, 8.11, 8.20, 8.21, 8.41, 8.42, and 8.51.

7. **FISCAL YEAR 2019 SECOND QUARTER ACTIVITIES REPORT AND AUDIT RECOMMENDATIONS ISSUED BY THE OFFICE OF THE CHIEF AUDITOR:**

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

CONTRACTS AND AGREEMENTS

8. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A THIRD AMENDMENT TO THE AGREEMENT WITH ANDERSON & KREIGER:**

RECOMMENDATION: Adopt Resolution No. 2019-0026, approving and authorizing the President/CEO to execute a Third Amendment to the Agreement with Anderson & Kreiger LLP for Professional Legal Services increasing the term by one year resulting in a termination date no later than October 2, 2020 and the compensation by \$100,000 for a not-to-exceed compensation amount of \$500,000.

9. **APPROVE AND AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A THIRD AMENDMENT TO THE AGREEMENT WITH MEYERS NAVE RIBACK SILVER & WILSON:**

RECOMMENDATION: Adopt Resolution No. 2019-0027, approving and authorizing the President/CEO to execute a Third Amendment to the Legal Services Agreement with Meyers Nave Riback Silver & Wilson extending the term by one year.

10. AUTHORIZE THE PRESIDENT/CEO TO EXECUTE A FIRST AMENDMENT TO THE SCHWEERS TECHNOLOGIES INC. SERVICE CONTRACT:

RECOMMENDATION: Adopt Resolution No. 2019-0028, authorizing the President/CEO to execute a first amendment to the contract with Schweers Technologies Inc. for hand-held citation issuance devices, software customizations, and other support services increasing the total contract amount by \$150,000, resulting in a new not-to-exceed amount of \$320,500.

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

11. AWARD A CONTRACT TO G&G SPECIALTY CONTRACTORS, INC. FOR QUIETER HOME PROGRAM PHASE 9, GROUP 11, PROJECT NO. 380911 FORTY-EIGHT (48) NON-HISTORIC SINGLE-FAMILY AND MULTI-FAMILY UNITS ON TWENTY (20) RESIDENTIAL PROPERTIES LOCATED EAST AND WEST OF THE AIRPORT:

RECOMMENDATION: Adopt Resolution No. 2019-0029, awarding a contract to G&G Specialty Contractors, Inc. in the amount of \$1,414,854 for Phase 9, Group 11, Project No. 380911, of the San Diego County Regional Airport Authority's Quieter Home Program.

PRESENTATIONS:

A. DISCUSSION REGARDING THE PARAMETERS FOR THE FISCAL YEAR 2020 AND FISCAL YEAR 2021 OPERATING BUDGETS:

Scott Brickner, Vice President/CFO; and Maya Dayan, Manager, Airport Finance, provided a presentation on the Parameters for the Fiscal Year 2020 and Fiscal Year 2021 Operating Budgets which included Strategic Goals, Fiscal Year 2020 Focus Areas, Rating Agencies Airport Outlook, Current Debt Profile, Future Anticipated Debt, General Airport Revenue Bond and Variable Debt Service, Special Facilities Debt Service for RCC, Enplanements Forecast, Revenue Assumptions, Expense Assumptions, Fiscal Year 2020 - Fiscal Year 2021 Budget Guidelines, and Budget Timeline of Key Dates.

PUBLIC HEARINGS:

OLD BUSINESS:

The Board recessed at 9:56 a.m. and reconvened at 10:02 a.m.

CLOSED SESSION: The Board recessed into Closed Session at 10:03 a.m. to discuss Items 22, 23, and 24.

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. American Car Rental, Inc., San Diego Superior Court Case No. 37-2016-00024056-CL-BC-CTL

- 14. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Future DB International, Inc. v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2018-00001531-CU-CR-CTL
- 15. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code 54956.9)
Name of Case: Robert Bobbett and Donna Kashani v. San Diego Unified Port District, et al.
San Diego Superior Court Case No. 37-2018-00014667-CU-PO-CTL
- 16. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Enterprise Rent-a-Car Co. Of Los Angeles LLC v. San Diego Unified Port District, San Diego Superior Court Case No. 37-2018-00028276-CU-MC-CTL
- 17. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Park Assist LLC v. San Diego County Regional Airport Authority, et al.
United States District Court Case No. 18 CV2068 LAB MDD
- 18. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)
Name of Case: Sheila Culbreath v. San Diego County Regional Airport Authority, et al.
San Diego Superior Court Case No. 37-2018-00036327-CU-PA-CTL
- 19. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Cal. Gov. Code §54956.9)
Number of cases: 2
- 20. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Investigative Order No. R9-2012-0009 by the California Regional Water Quality Control Board pertaining to an investigation of bay sediments at the Downtown Anchorage Area in San Diego.
Number of potential cases: 1
- 21. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Navy Boat Channel Environmental Remediation
Number of potential cases: 1

- 22. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
(Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Gov. Code §54956.9)
Number of potential cases: 1
- 23. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**
Property: Airline Operating and Lease Agreement - San Diego International Airport
Agency Negotiator: Kim Becker, Scott Brickner, John Dillon, Kathy Kiefer, Amy Gonzalez
Negotiating Parties: Alaska Airlines, Allegiant Airlines, American Airlines, British Airways, Delta Airlines, FedEx, JetBlue Airlines, Southwest Airlines, United Airlines
Under Negotiation: price and terms of payment
- 24. THREAT TO PUBLIC SERVICES OR FACILITIES:**
Consultation With: Clint Welch, Director Aviation Security and Public Safety; Jessica Bishop, Director Information Technology Services; John Thomes, Cyber Security Specialist

REPORT ON CLOSED SESSION: The Board adjourned out of Closed Session at 11:25 a.m. There was no reportable action.

GENERAL COUNSEL REPORT: None.

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

BOARD COMMENT: None.

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

APPROVED BY A MOTION OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY BOARD THIS 4TH DAY OF APRIL, 2019.

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

STAFF REPORT

Meeting Date: APRIL 4, 2019

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. 2009-0149R, 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.

The Board is also being requested to pre-approve Board Member attendance at meetings of the multi-agency policy group addressing off-airport roadway access and the Ad Hoc Ground Transportation Committee.

Fiscal Impact:

Board and Committee Member Compensation is included in the FY 2019 Budget.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Environmental Review:

- A. 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. Section 15378. This Board action is not a "project" subject to CEQA. Pub. Res. Code Section 21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act, Pub. Res. Code Section 30106.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

A. BOLING

MAR 28 2019

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary

Board Services

Period Covered: March 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
C. APRIL BOLING		3/27/19
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 6, 2019 Time: 11:30 am Location: Barona Resort	SANDAG Board Retreat
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 7, 2019 Time: 9:00 am Location: Barona Resort	SANDAG Board Retreat
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 14, 2019 Time: 9:00 am Location: Aiport	ALUC Board Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 18, 2019 Time: 9:00 am Location: Port Offices	San Diego Port Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 22, 2019 Time: 9:00 am Location: SANDAG	SANDAG Board of Directors Business Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 25, 2019 Time: 9:00 am Location: Airport	Exec. Finance Committee Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: 

G. COX

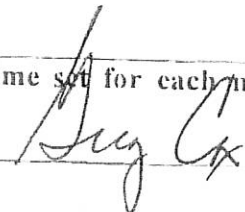
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
 Board Member Event/Meeting/Training Report Summary

Period Covered: MARCH 1-31, 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME: (Please print)		DATE OF THIS REPORT:
GREG COX		MARCH 31, 2019
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. 2009-0149R	Date: MARCH 18, 2019 Time: 9:00 am Location: SDIA	SOUP / SOCRAA LEADERSHIP MEETING
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: MARCH 30, 2019 Time: Location:	TRAVEL TO MEXICO CITY FOR SAN DIEGO CHAMBER OF COMMERCE BINATIONAL DELEGATION TO MEXICO
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: MARCH 31, 2019 Time: Location:	SAN DIEGO REGIONAL CHAMBER OF COMMERCE BINATIONAL DELEGATION TO MEXICO CITY
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre-approved <input type="checkbox"/> Res. 2009-0149R	Date: Time: Location:	

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

Signature: 

M. KERSEY

MAR 25 2019

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary

Board Services

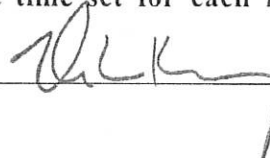
Period Covered: March 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Mark Kersey		3/25/19
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.2009-0149R	Date: March 14, 2019 Time: 9:00 am Location: 3225 N Harbor Dr	Special ALUC/BOD Meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: _____



J. SCHIAVONI

MAR 25 2019

Board Services

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary**

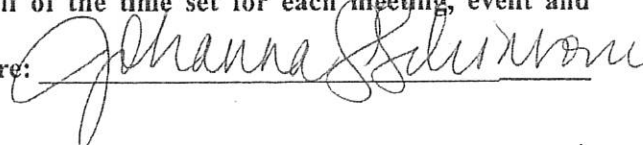
Period Covered: 2/26/2019-3/25/2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Johanna S. Schiavoni		3/25/19
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 21, 2019 Time: 11:00 am Location: Courtyard Marriott Liberty Station	SDCRAA Ground Transportation Ad Hoc Committee Meeting
<input checked="" type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 25, 2019 Time: 8:30 am Location: SDCRAA	SDCRAA Audit Committee; Finance/Executive Comm. meeting
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: _____



M. SCHUMACHER

MAR 25 2019

Board Services

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary**

Period Covered: March 1-31st 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
Michael Schumacher		3/31/19
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: March 25, 2019 Time: 9:00 am Location: SDCRAA Office	BOD/ALUCP Meeting
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input checked="" type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: Michael Schumacher Digitally signed by Michael Schumacher
Date: 2017.03.29 08:32:08 -07'00'

J. VAN SAMBEEK

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Board Member Event/Meeting/Training Report Summary**

SDCRAA

MAR 25 2019

Period Covered: MARCH 2019

Board Services

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day of service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0149R. 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 Tony Russell, Authority Clerk.

BOARD MEMBER NAME:		DATE:
JACK VAN SANBEEK		3-25-19
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.2009-0149R	Date: 3/25/19 Time: 8:30 Location: Bd Room	Audit Committee
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	
<input type="checkbox"/> Brown Act <input type="checkbox"/> Pre - approved <input type="checkbox"/> Res.2009-0149R	Date: Time: Location:	

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

Signature: JP VanSant

M. WEST

MAR 26 2019

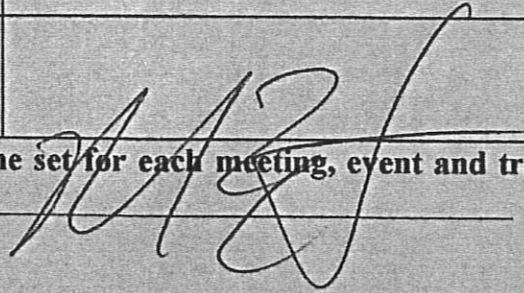
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY Board Services
Board Member Event/Meeting/Training Report Summary
 Period Covered: March 2019

Directions: This Form permits Board Members to report their attendance at meetings, events, and training that qualify for "day service" compensation pursuant to Cal. Pub. Util. Code §170017, Board Policy 1.10 and Board Resolution 2009-0007. Unl attending a meeting held pursuant to the Brown Act, attendance must be pre-approved by the Board prior to attendance and a writ report delivered at the next Board meeting. After completing this Form, please forward it to Tony Russell, Authority Clerk.

BOARD MEMBER NAME: (Please print)		DATE OF THIS REPORT:
Mark B. West		3/25/2019
TYPE OF MEETING	DATE/TIME/LOCATION OF EVENT/MEETING/TRAINING	SUMMARY AND DESCRIPTION OF THE EVENT/MEETING/TRAINING
Brown Act x Pre-approved Res. 2009-0149R	Date: 3/21 Time: 11:00 am -1:00 pm Location: Courtyard Marriot Liberty	GT Ad Hoc Meeting
Brown Act x Pre-approved Res. 2009-0149R	Date: 3/25 Time: 9:00-11:00 am Location: SDCRAA	Exec/Finance Meeting

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: **APRIL 4, 2019**

Subject:

Awarded Contracts, Approved Change Orders from February 11, 2019 through March 10, 2019 and Real Property Agreements Granted and Accepted from February 11, 2019 through March 10, 2019

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:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

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 February 11, 2019 to March 10, 2019

New Contracts

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
2/7/2019		ICF SH&E, Inc.	The Contractor will prepare, design and facilitate a full-day strategic planning meeting for the Authority's Senior leadership. ICF SH&E, Inc. has extensive experience in airport planning and facilitation and was selected due to its recently completed engagements on several organizational restructuring projects resulting in its familiarity with the Authority.	Sole Source	Strategy & Policy	\$10,000.00	2/13/2019
2/14/2019		Insights4Results, LLC	The Contractor is one of five (5) pre-qualified and approved to bid on on-call professional coaching services for career development, wellness and conflict resolutions for San Diego County Regional Airport Authority. The contract value reflects the total compensation for entire pool of pre-qualified contractors.	RFP	Talent, Culture & Capability	\$200,000.00	2/21/2022
2/14/2019		Baxt Consulting	The Contractor is one of five (5) pre-qualified and approved to bid on on-call professional Coaching Services for career development, wellness and conflict resolutions for San Diego County Regional Airport Authority. The contract value reflects the total compensation for entire pool of pre-qualified contractors.	RFP	Talent, Culture & Capability	\$200,000.00	2/21/2022
2/20/2019		Direct A/V	The Contractor is providing on-call maintenance and repair services of the Airport's public paging and crash phone systems at San Diego International Airport.	RFP	Information & Technology Services	\$400,000.00	1/31/2022
2/20/2019		JRM Consultants & Investigations Co.	The Contractor will provide background investigative services for individuals employed or seeking employment at San Diego International Airport.	RFP	Aviation Security & Public Safety	\$995,000.00	2/28/2022
2/25/2019		Rachel Evans	The Contractor is one of five (5) pre-qualified and approved to bid on on-call professional Coaching Services for career development, wellness and conflict resolutions for San Diego County Regional Airport Authority. The contract value reflects the total compensation for entire pool of pre-qualified contractors.	RFP	Talent, Culture & Capability	\$200,000.00	2/21/2022
2/25/2019		San Diego Dance Theater	The Artist will participate in the "2019 Performing Arts Residency Program" at San Diego International Airport.	RFP	Marketing & Air Service Development	\$15,000.00	7/31/2019
2/25/2019		Nelson Leadership, Inc.	The Contractor is one of five (5) pre-qualified and approved to bid on on-call professional Coaching Services for career development, wellness and conflict resolutions for San Diego County Regional Airport Authority.	RFP	Talent, Culture & Capability	\$200,000.00	2/21/2022
2/26/2019		Canyon Trail, LLC dba Canyon Bridge Consulting	The Contractor is one of five (5) pre-qualified and approved to bid on on-call professional Coaching Services for career development, wellness and conflict resolutions for San Diego County Regional Airport Authority. The contract value reflects the total compensation for entire pool of pre-qualified contractors.	RFP	Talent, Culture & Capability	\$200,000.00	2/21/2022

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN February 11, 2019 to March 10, 2019

New Contracts Approved by the Board

Date Signed	CIP #	Company	Description	Solicitation Method	Owner	Contract Value	End Date
3/4/2019		Amadeus Airport IT Americas, Inc.	The contract was approved by the Board at the February 7, 2019 Board Meeting. The Contractor will provide and maintain a resource management system and airport operations database system at San Diego International Airport.	RFP	Airside & Terminal Operations	\$975,000.00	3/10/2024
3/5/2019	380910	S&L Specialty Construction, Inc.	The contract was approved by the Board at the January 3, 2019 Board Meeting. The Contractor will provide sound attenuation services for designated Multi-Family and Single-Family residential properties located east and west of the San Diego International Airport.	RFQ	QHP & Noise Mitigation	\$1,547,901.00	12/24/2019
3/7/2019	380909	G&G Specialty Contractors Inc.	The contract was approved by the Board at the January 3, 2019 Board Meeting. The Contractor will provide sound attenuation services for designated Multi-Family and Single-Family residential properties located east and west of the San Diego International Airport.	RFQ	QHP & Noise Mitigation	\$1,364,652.00	6/30/2020

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN February 11, 2019 to March 10, 2019

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
2/15/2019		Wood Environment and Infrastructure Solutions, Inc.	The 1st Amendment adds hourly rates to subcontractor, Sierra Analytical for after hours services for on-call storm water program management services at San Diego International Airport. There is no increase in the total contract compensation.	Airport Planning & Environmental Affairs	\$8,500,000.00	\$0.00	0%	\$8,500,000.00	11/30/2020
2/20/2019		Korn Ferry	The Acknowledgment and Consent to Assignment transfers rights, duties and obligations to Korn Ferry for Executive search services for San Diego County Regional Airport Authority. There is no increase in compensation.	Talent, Culture & Capability	\$300,000.00	\$0.00	0%	\$300,000.00	9/30/2019
2/28/2019		ASKREPLY, INC dba B2Gnow	The 1st Amendment extends the term of the agreement by one (1) year and increases the total compensation amount by \$20,000 to allow time to review industry trends and conduct outreach prior to a new solicitation for a contract compliance & tracking software systems services.	Small Business	\$50,000.00	\$20,000.00	40%	\$70,000.00	4/13/2020
2/28/2019		Laing Strategic Communications, LLC	The 1st Amendment extends the term of the agreement by eight (8) months and increases the total compensation amount by \$60,000 for strategic communication consulting services at San Diego County Regional Airport Authority.	Strategy & Policy	\$45,000.00	\$60,000.00	133%	\$105,000.00	9/30/2019
3/6/2019		Curriculum Technology	The 2nd Amendment extends the term of the agreement by ninety (90) days to allow time to execute a new agreement for on-line course development services. There is no increase in compensation.	Talent, Culture & Capability Department	\$80,000.00	\$0.00	0%	\$80,000.00	5/15/2019

Attachment "A"

AWARDED CONTRACTS AND CHANGE ORDERS SIGNED BETWEEN February 11, 2019 to March 10, 2019

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
2/20/2019		Ball-Noghes Design Studio, LLC	The 4th Amendment was approved by the Board at the December 6, 2018 Board Meeting. This 4th Amendment extends the term of the Parking Plaza Art project agreement by two (2) months. There is no increase in compensation.	Marketing, Arts & Air Service Development	\$905,000.00	\$0.00	0%	\$905,000.00	3/1/2019
3/5/2019		Leighfisher Inc.	The 9th Amendment was approved by the Board at the January 3, 2019 Board Meeting. This 9th Amendment extends the term of the agreement by one (1) year, increases the total compensation by \$2,280,780 and adds sub consultants and rates to the for the Airport Development Plan at San Diego International Airport.	Airport Planning & Environmental	\$9,367,875.00	\$2,280,780.00	24%	\$11,648,655.00	2/21/2021

Attachment "B"

REAL PROPERTY AGREEMENTS EXECUTED FROM FEBRUARY 11, 2019 through MARCH 10, 2019



Real Property Agreements

Begin/End Dates	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
2.4.19 to 5.31.19	LE-0974	AT&T	Right of Entry Permit	Belly Cargo Facility	Installation Fiber for Tenant	N/A	None	N/A
2.25.19 to 8.31.19	LE-0975	Shooter Detection Systems	Right of Entry Permit	Administrative Building	Testing of a Shooter Detection System	N/A	None	N/A
2.25.19 to 8.31.19	LE-0976	National Safe Sky Alliance	Right of Entry Permit	Administrative Building	Testing of a Shooter Detection System	N/A	None	N/A
2.25.19 to 8.31.19	LE-0977	EAGL Technology	Right of Entry Permit	Administrative Building	Testing of a Shooter Detection System	N/A	None	N/A
2.25.19 to 8.31.19	LE-0978	Databuoy Corporation	Right of Entry Permit	Administrative Building	Testing of a Shooter Detection System	N/A	None	N/A



Real Property Agreement Amendments and Assignments

Effective Date	Authority Doc. #	Tenant/Company	Agreement Type	Property Location	Use	Property Area (s.f)	Consideration	Comments
2.7.19	LE-0973	Verizon Wireless	1st Amendment to In-Building Agreement	Rental Car Center	Equipment for Cellular Services	N/A	None	N/A
3.5.19	LE-0953	OUTFRONT Media	1st Amendment to Use & Occupancy Permit	Sky bridges	Outdoor Advertising	N/A	70% of Gross Revenue	N/A
3.7.19	LE-0979	New Cingular Wireless dba AT&T	Consent to Assignment & Amendment	Terminals 1 and 2	Access to Distributed Antenna System	N/A	\$11,255 per month	N/A

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

Subject:

April 2019 Legislative Report

Recommendation:

Adopt Resolution No. 2019-0032, approving the April 2019 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 April 2019 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.

State Legislative Action

The Authority's legislative team recommends that the Board adopt an OPPOSE position on AB 456. The bill would remove the January 1, 2020, repeal date on a law the Airport Authority previously opposed, making the law permanent. The law, passed in 2016, established a new claim process for contractors to submit claims for public works projects. This process requires public entities to review and respond in writing to claims within 45 days, and process payments on undisputed claims within 60 days. Unpaid claims accrue interest at a 7% annual rate.

The Authority's legislative team recommends that the Board adopt a WATCH position on AB 1184 (Gloria) and AB 1360 (Ting).

AB 1184 would require public agencies to retain every writing transmitted by electronic mail for a period of at least 2 years, regardless of whether they fall under the definition of "public records," as defined.

AB 1360 would prohibit a food retail establishment from selling or otherwise transferring any food for delivery to a consumer through the use of a food delivery service unless it maintains liability insurance for all deliveries made by a food delivery platform through a food delivery driver or ensures that the food delivery platform assumes liability and has the necessary insurance.

The Authority's legislative team recommends that the Board adopt a SUPPORT position on AB 1818 (Stone). The bill would require that the reasonable cost audits and increased alternative cost audits, as relates to customer facility charges, be reported only to the Senate Committee on Judiciary and posted on the Airport Authority's website. The bill would also eliminate a requirement that airports provide 3-year audits and annual information to specified legislative committees.

Federal Legislative Action

The Authority's legislative team does not recommend that the Board adopt any new positions on federal legislation.

The Trump Administration released its FY 2020 budget proposal which includes funding for the Department of Transportation. The proposal maintains status quo funding for the Federal Aviation Administration's (FAA) Airport Improvement Program. The proposal also includes reduced appropriations for the Transportation Security Administration, though it does allocate funding to hire additional Transportation Security Officers. An additional \$3.2 billion in discretionary funding Customs and Border Protection is also included in the proposal.

On March 19, 2019, President Trump announced his intent to nominate former Delta Air Lines pilot Steve Dickson to serve as Administrator of the Federal Aviation Administration (FAA). FAA Deputy Administrator Dan Elwell has been serving as Acting Administrator since the departure of Administrator Michael Huerta last year.

Fiscal Impact:

Not applicable.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

MATT HARRIS
DIRECTOR, GOVERNMENT RELATIONS

RESOLUTION NO. 2019- 0032

A RESOLUTION OF THE BOARD OF THE
SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY, APPROVING THE APRIL 2019
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 April 2019 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 is not a “development” as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of April, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

April 2019 Legislative Report

State Legislation

New Assembly Bills

Legislation/Topic

AB 456 (Chiu) – Public Contracts: Claim Resolution

Background/Summary

In 2016, legislation passed to create various requirements regarding the formation, content, and enforcement of state and local contracts. That legislation incorporated a clause establishing until January 1, 2020, for contracts entered into on or after January 1, 2017, a claim resolution process applicable to any claim by a contractor in connection with a public works project against a public entity. AB 456 would remove the January 1, 2020, repeal date, thus making this claim resolution process permanent.

Anticipated Impact/Discussion

The Airport Authority opposed the original legislation that created this law in 2016 due to the law's negative impacts on the Airport Authority's contracting process. Existing law creates opportunities for delay, conflict, and additional costs for airport projects. If enacted, this bill would remove the repeal of this law in 2020, making these negative impacts permanent.

Status: 02/21/19 – Referred to Committee on Accountability and Administrative Review.

Position: Oppose

Legislation/Topic

AB 1184 (Gloria) – Public Records: Writing Transmitted by Electronic Mail

Background/Summary

Under the California Public Records Act, public agencies are required to make public records available for inspection, subject to certain exceptions. The law defines public records to include any writing containing information relating to the conduct of the public's business including writing transmitted by electronic mail. In addition to requiring public agencies to disclose these records, they must also adopt regulations outlining the procedures to be followed when making these records available. AB 1184 would require public agencies to retain every writing transmitted by electronic mail for a period of at least 2 years, regardless of whether they fall under the definition of "public records," as defined.

*Shaded text represents new or updated legislative information

Anticipated Impact/Discussion

If enacted, the Airport Authority would need to amend its retention schedule as well as its current process of automatically deleting emails that are not considered public records after one year in order to accommodate the provisions set forth in the bill.

Status: 02/22/19 – From printer. May be heard in committee on March 24.

Position: Watch

Legislation/Topic

AB 1360 (Ting) – Food Retail Establishments: Third-Party Food Delivery

Background/Summary

AB 1360 would define a food delivery platform as a business engaged in the service of online food ordering and delivery from food retail establishments to a consumer, and would require a food delivery platform and food delivery driver to ensure that food is transported during delivery in a manner that meets specified food safety requirements. The bill would require a food delivery driver to obtain a food handler card, and would prohibit a food delivery driver from making any stops, except when necessary for rest, fuel, or vehicle repair, during the process of delivery, as defined.

AB 1360 would also prohibit a food retail establishment from selling or otherwise transferring any food for delivery to a consumer through the use of a food delivery platform unless it maintains liability insurance for all deliveries made by a food delivery platform through a food delivery driver or ensures that the food delivery platform assumes liability, has necessary liability insurance to protect against any liability to a consumer, and is in compliance with the requirements described above.

Anticipated Impact/Discussion

If enacted, this bill would have a significant impact on the Airport Authority and its concessionaires by redefining food delivery workers as independent contractors. This would result in increased liabilities as well as increased costs and could potentially limit the number of concessionaires that choose to partner with our food delivery service. Since the Airport Authority owns the contract with our third-party delivery service, further clarification is needed regarding who would be responsible for taking on these additional liabilities: the concessionaires or the Airport Authority.

Status: 02/25/19 – Read first time.

Position: Watch

*Shaded text represents new or updated legislative information

Legislation/Topic

AB 1818 (Stone) – State Government: Customer Facility Charge Audit

Background/Summary

Existing law authorizes airports to require rental car companies to collect a customer facility charge or an alternative customer facility charge under specified circumstances for purposes that include financing, designing, and constructing airport vehicle rental facilities and common-use transportation systems. The law requires that the aggregate amount to be collected not exceed the reasonable costs, as determined by an independent audit paid for by the airport, to finance, design, and construct those facilities. The law also requires additional audits, with respect to an alternative customer facility charge, when the airport increases that charge and requires an audit every 3 years where the revenues from that alternative charge are used for certain purposes. Copies of these audits, as well as certain annual information as to an alternative charge, are required to be provided to specified legislative committees and posted on the airport's internet website. AB 1818 would instead require that the reasonable cost audits and audits related to an increase in an alternative charge be reported only to the Senate Committee on Judiciary and also posted on the airport's internet website. The bill would also eliminate the requirement that the 3-year audits and the annual information with respect to an alternative charge be provided to specified legislative committees.

Anticipated Impact/Discussion

If enacted, this bill would streamline the audit reporting process by reducing the number of hard copies the Airport Authority is required to submit to the Legislature, while still making the information accessible electronically.

Status: 03/07/19 – From printer. May be heard in committee April 6.

Position: Support

*Shaded text represents new or updated legislative information

Assembly Bills from Previous Report

Legislation/Topic

AB 245 (Muratsuchi) – California Aerospace and Aviation Commission

Background/Summary

AB 245 would establish a 17-member California Aerospace and Aviation Commission (Commission) within the Governor’s Office of Business and Economic Development. The Commission would serve as a central point of contact for businesses engaged in the aerospace and aviation industries, and support the health and competitiveness of these industries in California. AB 245 would require the Commission to make recommendations on legislative and administration action that may be necessary or helpful to maintain or improve the state’s aerospace and aviation industries and would require the Commission to report and provide recommendations to the Governor and State Legislature.

Anticipated Impact/Discussion

Although this legislation is not expected to have any significant impact on the Airport Authority or San Diego International Airport (SDIA), if the bill were enacted, the Authority’s legislative team would work with the California Airports Council to identify any potential opportunities to engage with the Commission on actions that could impact California airports.

Status: 02/07/19 – Referred to the Committee on Jobs, Economic Development & the Economy

Position: Watch (03/14/19)

Legislation/Topic

AB 880 (Obernolte) – Transportation Network Company Driver Background Checks

Background/Summary

Existing law requires a transportation network company (TNC) to conduct a local and a national criminal background check for each participating driver. A TNC is prohibited from contracting with a driver who is a registered sex offender, has been convicted of any terrorism-related felonies or any violent felonies, or has been convicted in the past seven years of any misdemeanor assault, battery, domestic violence, driving under the influence of drugs or alcohol, or any of a specified list of felonies. AB 880 would also prohibit a TNC from contracting with a driver convicted, in the last seven years, of felony securities fraud.

*Shaded text represents new or updated legislative information

Anticipated Impact/Discussion

This bill is not expected to directly impact San Diego International Airport. However, Ground Transportation staff and Airport Traffic Officers would need to be aware of the new requirement if this bill is enacted.

Status: 03/04/19 – Referred to Committee on Communications and Conveyance

Position: Watch (03/14/19)

Legislation/Topic

AB 1190 (Irwin) – Unmanned Aircraft: State and Local Regulations

Background/Summary

AB 1190 would prohibit a state or local agency from adopting any law or regulation that bans the operation of an unmanned aircraft system. This bill would also include the operation of small unmanned aircraft systems within the definition of hazardous recreational activity for purposes of public entity liability. Existing law provides a local public entity or employee immunity as to any person engaging in hazardous recreational activity and for damage to an unmanned aircraft while the local entity or employee is providing emergency services. Additionally, AB 1190 would authorize a state or local agency to adopt regulations to enforce a requirement that a small unmanned aircraft system be properly registered under existing federal regulations and authorize a state or local agency to require proof of such registration from an unmanned aircraft operator.

Anticipated Impact/Discussion

This bill could benefit the San Diego International Airport (SDIA) by providing the Airport Authority with enforcement tools to deter unsafe unmanned aircraft system operations at or near SDIA. However, this bill would also prohibit the Airport Authority, the City of San Diego, or other governmental entities from banning the operation of unmanned aircraft on or near airport property or in the flight path.

Status: 03/11/19 – Referred to Committee on Privacy and Consumer Protection

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic

AB 1263 (Low) – Personal Vehicle Sharing Programs

Background/Summary

AB 1263 is a placeholder (spot bill) declaring the intent of the Legislature to enact legislation creating a regulatory framework for personal vehicle sharing programs.

Anticipated Impact/Discussion

The Authority’s legislative team will closely monitor the development of this bill language for any potential impact on San Diego International Airport (SDIA) of the Airport Authority. Any legislation passed would likely have an impact on future ground transportation operations.

Status: 02/22/19 – From printer. May be heard in committee March 24.

Position: Watch (03/14/19)

Legislation/Topic

AB 1366 (Gonzalez) – San Diego County Regional Airport Authority (SDCRAA): Board of Directors

Background/Summary

AB 1366 is a placeholder (spot bill) making nonsubstantive changes to the section of the Public Utilities Code related to the composition of SDCRAA’s board of directors.

Anticipated Impact/Discussion

The Authority’s legislative team will closely monitor the development of this bill language for any potential impact on the San Diego International Airport (SDIA) and the Airport Authority.

Status: 02/25/19 – Read first time.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic

AB 1413 (Gloria) – Local Transportation Authorities: Transactions and Use Taxes

Background/Summary

Existing law provides for the consolidation of certain regional transportation planning, programming, and related functions in San Diego County from various existing agencies and authorizes those agencies to impose transactions and use taxes for transportation purposes within their respective jurisdictions, subject to voter approval and other requirements. AB 1413 would authorize a local transportation authority (the San Diego Association of Governments (SANDAG), the San Diego County Regional Transportation Commission, the San Diego Metropolitan Transit System (MTS), and the North County Transit System (NCTD)) to impose a tax applicable to only a portion of its county if 2/3 of the voters voting on the measure within the portion of the county to which the tax would apply vote to approve the tax. The bill would also require that the tax revenue be spent within, or for the benefit of, the portion of the county to which the tax would apply. The bill would prohibit an authority from entering into a construction contract for over \$1,000,000 that would be partly or wholly financed through a tax applicable to only a portion of the county unless the entity provides to each agency an enforceable commitment that the entity and its subcontractors will use a skilled and trained workforce to all work on the project.

Anticipated Impact/Discussion

This bill could provide the Authority's regional transportation partners with the ability to propose taxes that would be voted upon by the residents of and assessed solely within specific areas of the county in which system improvements (transit, roadways, and other transportation-related facilities) would be built. Depending on the projects and areas involved, the bill could facilitate financing for projects that improve access to San Diego International Airport for passengers, employees, and other airport users.

Status: 03/14/19 – Referred to Committee on Local Government

Position: Watch (03/14/19)

Legislation/Topic

AB 1433 (Diep) – Transportation Network Companies (TNC)

Background/Summary

AB 1433 is a placeholder (spot bill) making nonsubstantive changes to the Passenger Charter-party Carriers' Act, which provides regulation of charter-party carriers of passengers and includes requirements for liability insurance coverage, background checks, and other regulations pertaining to TNCs and their drivers.

*Shaded text represents new or updated legislative information

Anticipated Impact/Discussion

The Authority's legislative team will closely monitor the development of this bill language for any potential impact on the San Diego International Airport (SDIA) and the Airport Authority's future ground transportation operations.

Status: 02/25/19 – Read first time

Position: Watch (03/14/19)

Legislation/Topic

AB 1594 (Bauer-Kahan) – Vehicular Air Pollution: Zero-Emission Vehicle Incentive Program

Background/Summary

AB 1594 is a placeholder (spot bill) making nonsubstantive changes to the provision of the Health and Safety Code relating to vehicular air pollution. Current law requires the State Air Resources Board, in conjunction with the State Energy Resources Conservation and Development Commission, to develop and administer a program to provide grants to individuals, local governments, public agencies, nonprofit organizations, and private businesses, to encourage the purchase or lease of a new zero-emission vehicle.

Anticipated Impact/Discussion

The Authority's legislative team will closely monitor the development of this bill language for any potential impact on the San Diego International Airport (SDIA) and the Airport Authority.

Status: 2/25/19 – Read first time.

Position: Watch (03/14/19)

Legislation/Topic

AB 1782 (Chau) – Automated License Plate Recognition Systems

Background/Summary

AB 1782 is a placeholder (spot bill) making nonsubstantive changes to definitions relating to automated license plate recognition (ALPR) systems. Current law defines an automated license plate recognition (ALPR) system and requires a public agency that operates or intends to operate an ALPR system to provide an opportunity for public comment at a regularly scheduled public meeting of the governing body of the public agency before implementing the program. Current law prohibits a public agency from selling, sharing, or transferring ALPR information, except to another public agency, as specified.

*Shaded text represents new or updated legislative information

Anticipated Impact/Discussion

The Authority's legislative team will closely monitor the development of this bill language for any potential impact on the San Diego International Airport (SDIA) and the Airport Authority.

Status: 2/25/19 – Read first time.

Position: Watch (03/14/19)

New Senate Bills

There are no new Senate bills to report at this time.

Senate Bills from Previous Report

Legislation/Topic

SB 507 (Atkins) – San Diego Unified Port District: Trust Lands

Background/Summary

Current law authorizes the establishment of the San Diego Unified Port District for the acquisition, construction, maintenance, operation, development, and regulation of harbor works and improvements for the harbor of San Diego and for the promotion of commerce, navigation, fisheries, and recreation. This bill would grant in trust to the district certain additional tidelands and submerged lands held by the state within the San Diego Bay, subject to certain terms and conditions, as specified.

Anticipated Impact/Discussion

Although this legislation is not expected to impact San Diego International Airport (SDIA) or the Airport Authority, the Authority's legislative team will closely monitor the development of this bill language for any potential impact to SDIA or the Airport Authority.

Status: 03/07/19 – Referred to Committee on Natural Resources and Water.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic

SB 615 (Hueso) – Public Records Disclosure

Background/Summary

The California Public Records Act, when it appears to a superior court that certain public records are being improperly withheld from a member of the public, requires the court to order the officer or person charged with withholding the records to disclose the public record or show cause why they should not do so. The act requires the court to award court costs and reasonable attorney's fees to the requester if the requester prevails in litigation filed pursuant to these provisions, and requires the court to award court costs and reasonable attorney's fees to the public agency if the court finds that the requestor's case is clearly frivolous. SB 615 would require a person to meet and confer in good faith with the agency in an attempt to informally resolve each issue before instituting any proceeding for injunctive or declarative relief or writ of mandate.

The bill would require that in order for a requester to prevail in litigation related to the act, the trial court must find by a preponderance of the evidence that an agency knowingly, willfully, and without substantial justification failed to respond to a request for records, improperly withheld from a member of the public records that were clearly subject to public disclosure, unreasonably delayed providing the contents of a record subject to disclosure in part or in whole, improperly assessed a fee upon a requester that exceeded the direct cost of duplication, or otherwise did not act in good faith to comply with these provisions.

Anticipated Impact/Discussion

Because the bill would require a person or entity requesting public records to take measures to resolve a conflict informally before asking a court to intervene, the bill could have a positive impact on the Authority.

Status: 02/25/2019 - From printer. May be acted upon on or after March 27. Read first time.

03/13/19 – No further action is expected to be taken on this bill during the 2019 session.

Position: Watch (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic

SB 648 (Chang) – Unmanned Aircraft Systems: Accident Notification

Background/Summary

SB 648 would require, except as specified, the operator of an unmanned aircraft system (UAS) involved in an accident resulting in injury to an individual or damage to property to immediately land the UAS at the nearest location that will not jeopardize the safety of others and to provide certain information to the injured individual or the owner or person in charge of the damaged property, or place that information in a conspicuous place on the damaged property.

Anticipated Impact/Discussion

The bill is not expected to directly impact San Diego International Airport.

Status: 02/25/19 – Read first time. May be acted upon on or after March 27.

Position: Watch (03/14/19)

Legislation/Topic

SB 736 (Umberg) – Airport Greenhouse Gas Reduction Account

Background/Summary

SB 736 would create the Airport Greenhouse Reduction Fund, requiring all moneys in the account to be available upon appropriation for allocation to airport greenhouse gas emissions reduction projects.

Anticipated Impact/Discussion

If enacted, this bill would provide the Airport Authority with an additional source of potential funding to be used to help implement the Authority's goals and efforts to reduce greenhouse gas emissions resulting from the airport's daily operations.

Status: 02/25/19 – From printer. May be acted upon on or after March 27. Read first time.

Position: Support (03/14/19)

*Shaded text represents new or updated legislative information

Federal Legislation

New House Bills

There are no new House bills to report.

House Bills from Previous Report

Legislation/Topic

H.R. 1108 (DeFazio) – Aviation Funding Stability Act of 2019

Background/Summary

H.R. 1108 would provide funding from the Airport and Airway Trust Fund for all Federal Aviation Administration (FAA) activities in the event of a Government shutdown. This would only apply to funds not otherwise appropriated and would be available on the first day of a lapse in appropriations and end on the date that the regular appropriation bill for that fiscal year becomes law.

Anticipated Impact/Discussion

This bill would help minimize the impact of another government shutdown on the Airport Authority and San Diego International Airport by ensuring that there would be no disruption in FAA operations due to a lack of appropriations.

Status: 02/08/19 – Introduced in the House and referred to the Committee on Transportation & Infrastructure Subcommittee on Aviation as well as the Committee on Ways and Means.

Position: Support (03/14/19)

*Shaded text represents new or updated legislative information

Legislation/Topic

H.R. 1171 (DeFazio) - Funding for Aviation Screeners and Threat Elimination Restoration (FASTER) Act

Background/Summary

In 2013, Congress started diverting one-third of the revenue collected from airline passenger security fees to be deposited into the general fund of the Treasury. In Fiscal Year 2019, an estimated \$1.36 billion will be diverted away from aviation security and used for unrelated government spending. H.R. 1171 would repeal the requirement to divert funds, and ensure that passenger security fees are used for aviation security purposes. H.R. 1171 would also give the Transportation Security Administration (TSA) access to September 11 Security Fee revenue in the event of a lapse in appropriations. This means that, in the event of another government shutdown, TSA would be able to continue paying its officers.

Anticipated Impact/Discussion

Giving TSA access to the full amount of airline passenger security fee revenue would allow TSA to invest in new equipment as well as hire additional staff to better serve passengers, airlines, and airports, including San Diego International Airport (SDIA). This bill would also help minimize the impact of another government shutdown on SDIA by ensuring that there would be no disruption in TSA operations due to a lack of appropriations.

Status: 03/04/19 Referred to the House Committee on Homeland Security's Subcommittee on Transportation and Maritime Security.

Position: Support (03/14/19)

Legislation/Topic

H.R 976 (Lynch) – Air Traffic Noise and Pollution Expert Consensus Act of 2019

Background/Summary

H.R. 976 would require the Federal Aviation Administration (FAA) to enter into arrangements with the National Academies of Sciences, Engineering, and Medicine to provide a report on the health impacts of air traffic noise and pollution caused by aircraft flying over residential areas.

Anticipated Impact/Discussion

This bill would not directly impact operations at San Diego International Airport (SDIA), however, the information collected by the study may be useful in helping the community and the Airport Authority assess any environmental and health impacts of air traffic noise and pollution.

*Shaded text represents new or updated legislative information

Status: 02/07/19 – Referred to House Committee on Transportation & Infrastructure
Subcommittee on Aviation

Position: Support (03/14/19)

New Senate Bills

There are no new Senate bills to report.

*Shaded text represents new or updated legislative information

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

Subject:

Amendment of the Airport Authority's Records and Information Management Program and Records Retention Schedule

Recommendation:

Adopt Resolution No. 2019-0033, approving amendments to the Authority's Records and Information Management Program and Records Retention Schedule.

Background/Justification:

Authority Policy 8.60, Records and Information Management, establishes the policy for identifying, receiving, retaining, storing, protecting and disposing of the Authority's records.

Authority Policy 8.60 section (1) requires staff to manage and develop the Authority's Records and Information Management Program. As part of the Records and Information Management Program, records retention schedules were established.

Section 8.60 (1)(a - c) require the Authority to retain records for at least the minimum time required by applicable federal and state laws; that each record is readily available and easily accessible for legal, historical, fiscal or administrative purposes; and that records are efficiently managed and discarded according to the adopted retention schedules.

Section 8.60 (3) requires a regular review, no less than biennially, of the Authority's adopted records retention schedules. Applicable federal, state, and local codes and guidelines are to be researched to determine if the approved records retention schedules meet current legal and business use requirements.

The Records and Information Management Program and the Authority's Records Retention Schedule were approved by the Board on May 2, 2005. On September 6, 2012 and September 16, 2016, the Board adopted amendments to the Authority's Records and Information Management Program and Records Retention Schedule. Due to changing business processes and to be in compliance with the current policy, the Records Retention Schedule has been reviewed and updated to comply with and address legal, fiscal, and administrative needs. The revised Records Retention Schedule has been reviewed and confirmed by department directors and the General Counsel and is now being presented for Board approval.

Fiscal Impact:

Adequate funding for Records and Information Management Program is included in the adopted FY 2019 and conceptually approved FY 2020 Operating Expense Budgets. This impacts budget years that have not been adopted and the expense will be included in those future years.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

KURT GERING
DIRECTOR, TALENT CULTURE AND CAPABILITY

RESOLUTION NO. 2019-0033

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AMENDMENTS TO THE AUTHORITY'S RECORDS AND INFORMATION MANAGEMENT PROGRAM AND RECORDS RETENTION SCHEDULE

WHEREAS, Authority Policy 8.60 – Records and Information Management establishes the Authority policy for identifying, receiving, retaining, storing, protecting and disposing of the records of the San Diego County Regional Airport Authority; and

WHEREAS, Authority Policy 8.60 (1) requires Authority staff to oversee the development of a records retention policy that shall apply to the Authority and all of its departments; and

WHEREAS, the Board adopted the Authority's Records and Information management Program and Records Retention Schedule on May 5, 2005, which was last amended on September 15, 2016; and

WHEREAS, staff has researched and reviewed local, state, and federal codes, guidelines and best practices in preparing the proposed retention schedule; and

WHEREAS, staff recommends that the Board amend the Records and Information Management Program and Records Retention Schedule to reflect the Authority's current operations.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendments to the Authority's Records and Information Management Program (Attachment A) and Records Retention Schedule (Attachment B) ; 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 is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of April, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

RECORDS AND INFORMATION MANAGEMENT PROGRAM

SECTION 1. Purpose.

The Records and Information Management Program (“The Program”) is to provide for the proper and efficient management of the records and information of the San Diego County Regional Airport Authority.

SECTION 2. Definitions.

- a. “Authority” means the San Diego County Regional Airport Authority.
- b. “Active Record” means a record that continues to be used with sufficient frequency to justify keeping the record in the office of creation.
- c. “Board” means the Board of the San Diego County Regional Airport Authority, consisting of nine members selected by diverse appointing authorities in the San Diego region and that is responsible for setting policies related to airport operations and the future air transportation planning needs of the region.
- d. “Director” means the head of an Authority department that oversees the Records and Information Management Program and/or staff of that functional area.
- e. “Records Manager” means the designated individual responsible for implementing the Program.
- f. “Disposition” means the allocation of public records to a particular location according to their categorization or for destruction.
- g. “Inactive Record” means a record that is no longer used in the day-to-day course of business, but must be preserved until the end of its retention period. Inactive records are often stored at an offsite records center or on near line or offline media. They may either be destroyed according to established procedures or they may be transferred to an archival repository for permanent retention.
- h. “Public Record” includes any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by the Authority, regardless of physical form or characteristic. It does not include the records exempt from disclosure by express provisions of the law.
- i. “Public Records Request” means a formal request under the California Public Records Act for records held by a public entity. A request may be made in writing or orally. The request may be mailed, emailed, faxed, or personally delivered.

- j. A “record” shall mean any recorded information, regardless of medium or characteristics, that has been created or received by the Authority and that has been or is used in the accomplishment of work, as evidence of its activities or because of the information contained therein.
- k. “Records and Information Management” means the systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all records and information, including the establishment and maintenance of a system of filing, indexing, storing, preserving and disposing.
- l. “Retention Schedule” means that portion of the Records and Information Management Program approved by the Authority by resolution, describing records and information maintained by Authority departments and specifying, in accordance with statutory requirements or evaluation, the period of time which must elapse before disposition may be made of the body of records.

SECTION 3. Ownership of Records and Information.

All records and information shall be the property of the Authority and shall not be stored in any unauthorized locations. Outgoing officers, employees, and consultants shall deliver all Authority-owned records and information to their successors.

SECTION 4. Responsibilities; Adoption.

- a. Board: The responsibility for approving the policy for the management of the records and information of the Authority rests with the Board of the Authority.
- b. Officers, employees, and consultants: It shall be the duty of each officer, employee, and consultant of the Authority to protect, preserve, store, transfer, destroy or otherwise dispose of, use, and manage Authority records and information only in accordance with applicable federal, state, or local law, including this Program and such rules as may be promulgated or approved by the Authority.
- c. Director: It shall be the responsibility of the Director or their delegate to ensure the correct and efficient management of the Program for the Authority.
- d. Records Manager: It shall be the responsibility of the Records Manager to implement and manage the Program to instruct, enable and ensure all Authority staff are maintaining records in compliance with all legal and government codes.
- d. General Counsel: It shall be the responsibility of the General Counsel to review public records requests, the master retention schedule and

records destruction requests to ensure that legal requirements are met.

- e. Departments: Each Authority Department shall work with the Records Manager to establish and maintain an active and efficient records and information management program.

SECTION 5. Records Maintenance/Storage

- a. Paper Records: All records retained in hardcopy, must be stored in a manner where the records are secure and safe from damage. Active records stored onsite should be easily accessible to general staff. Archived records stored offsite should be clearly inventoried, stored at the pre-determined facility that meets recommended standards and be easily retrieved when needed by staff.
- b. Electronic Records: Electronic versions must meet the imaging standards recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent or nonpermanent records (i.e. have image quality as good as or better than hardcopy original, be saved in a non-editable format, OCR'd, follow same retention and destruction process as paper versions, and be accessible for public reference). If the required guidelines are met, official records may be exclusively retained in electronic format. All records stored electronically must not be stored in any unauthorized locations, such as unapproved removable storage devices or third party cloud-based services.

SECTION 6. Records Destruction

- a. The Board of the Authority hereby grants Division Vice Presidents and Directors, who are custodians of records and information for their division or department, authority to destroy records and information according to established retention periods, when the correct procedure for records destruction is followed.
- b. Requests for the destruction of official records in accordance with established retention schedules shall be forwarded to the Records Manager, Director, and General Counsel for approval. The Board will receive written notification of destructions.
- c. At a minimum, destruction of inactive records shall occur annually in accordance with the Retention Schedule.
- f. Paper to electronic records conversion: Aside from the provisions listed above, the Records Manager and/or Authority staff, having custody of records and information, regardless of the age of records and information, may, without approval of the Board of the Authority or the written consent of the General Counsel, destroy any or all of such

records and information in paper form if the conditions listed in Section 5, paragraph b are met.

SECTION 7. Inspection of Public Records.

The California Public Records Act, Government Code Sections 6250-6270, requires state and local government agencies to disclose non-exempt public records to the public upon request. Therefore the terms of the California Public Records Act are hereby incorporated by reference and constitute the Public Records Request Policy of the Authority.



RETENTION CODES

AU = Audit	CY = Current Year
CL = Closed/Completed	PE = Permanent
EX = Expired	SU = Superseded
LIFE = Full term of position or life of	TE = Terminated

Destruction of any official record listed herein must be authorized by the CEO or designee. (Gov. Code 60200-60204)

Record = Recorded information, regardless of medium or characteristics, made or received by the Authority that is evidence of its operations and has value requiring its retention for a specific period of time.

Non-Record = Material not included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and documents such as rough notes, calculation or drafts assembled or created and used in the preparation or analysis of other documents.

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
AUTHORITY - GENERAL					
0105-05	Correspondence (internal) - general controlled internal correspondence, such as departmental memos, letters, and e-mail that do not fall under another records category	Authority	CY + 1	No	GC 34090 PUC 170046 GC 60201
0105-10	Correspondence (public) - general correspondence from the public, such as letters and emails that do not fall under another records category.	Authority	CY + 2	No	GC 34090 GC 60201
0105-40	Professional Associations - agendas, minutes and general information for various professional organizations, other than Authority-created or managed associations.	Authority	CY+2	No	GC 34090 GC 60201
0105-50	Departmental Policies and Procedures - specific departmental instructions, policies and procedures	Authority	SU+2	No	GC 34090 GC 60201
0105-60	Project Files - documents related to departmental projects that do not fall under another record category.	Authority	CY + 2	No	GC 34090 GC 60201
0105-65	Ad Hoc Work Group and Task Force Records - records documenting the work of internal work groups and task forces. Records include but are not limited to: agendas, meeting notes, correspondence, plans, schedules, and reports.	Authority	CY+2	No	GC 34090 GC 60201
0610-06	Contract Management File - records related to the management of an agreement or contract, such as service agreements, ready service on-call agreements, public works contracts, etc. Documents include but are not limited to: correspondence, work plans, RFBs, RFQs, and RFPs.	Authority	CL + 4	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
AIRPORT DESIGN & CONSTRUCTION					
0430-11	Proposals - Unsuccessful - proposals, qualifications, bids, quotations, specifications, and/or other supporting documents submitted by the unsuccessful bidder(s). <i>Note: The proposal, qualifications, quotation or specification submitted by the successful bidder are filed with the approved agreement in Corporate Services.</i>	Development (ADC, FDD, QHP) / Facilities Management	FY + 2	No	CCP 337 GC 34090 GC 60201
0815-15	Development Construction Project Files - (CIP, ADC, and Major Maintenance) may include but is not limited to Project Administration, Planning & Schematic, Design, Bid Phase and Construction/Close Out Phase documents, FAA/TSA, Cost Trends, Bid Documents, Time Impact, Permits, California Preliminary Notices, RFI, Photos, and Substantial Completion.	Development (ADC, FDD, QHP) / Facilities Management	CL + 10	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-18	Construction Project Reference Files - reference files or copies of records related to a construction project file that are maintained by Document Control while the project is active.	Airport Design & Construction / Facilities Development	CL + 10	No	GC 34090 GC 60201
0815-20	Misc. Permits - Building and occupancy permits, including any local or state permits acquired for construction or maintenance.	Development (ADC, FDD, QHP) / Facilities Management	PE		GC 34090 GC 60201
0815-16	Critical Construction Project Files - may include but is not limited to Environmental, City/Governmental/Utilities, Reports, Calculations, Design Surveys/Studies/Geotechnical Data/Existing Conditions, Conformed Specifications, Bulletins, Change Orders, Commissioning Plans, Contract Close Out Documents, Warranties, Submittals, Purchase orders, Payment Applications, Sponsor Correspondence, Grant Certifications and Buy American Waivers. *** APPLY ONLY IF THE RECORD IS NOT COVERED ELSEWHERE IN THIS RETENTION SCHEDULE ***	Development (ADC, FDD, QHP) / Facilities Management	CL + 10	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
AIRPORT PLANNING					
1105-75	Air Ambulance Landings - emergency landings to transport the injured or human organs	Airport Planning	CY + 5	No	SDCRAA Code 9.40

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0805-10	CEQA Documentation: Includes Categorical Exemptions; Negative Declarations; Environmental Impact Reports (EIR), including both Draft and Final EIRs presented to the Board; and environmental review documents for Authority projects that are categorically exempt from state law and for which there are no significant environmental impacts after mitigation and, those which have potentially significant environmental impacts.	Airport Planning	PE	No	California Environmental Quality Act (CEQA)
0805-25	NEPA Documentation: Includes: Finding of No Significant Impact (FONSI), Environmental Assessments, Environmental Impact Statements - environmental review documents for Authority projects where no significant impact was determined, for projects that may or may not have significant impacts per Federal law.	Airport Planning	PE	No	National Environmental Policy Act (NEPA)
0805-50	CA Coastal Act Permits (CDP) - Authority projects that require a Coastal Development permit	Airport Planning	LIFE + 4	No	CA Coastal Act
0805-55	Local Coastal Program - documents related to establishing the Authority's own Local Coastal Program	Airport Planning	LIFE	No	GC 34090 GC 60201
0810-05	Comprehensive Land Use Plan and Updates - public use and Military Airports land use compatibility plans	Airport Planning	CL + 20	No	14 CFR 150.11 PUC 21675
0810-10	FAA Land Use Approvals - FAR Part 77 Airspace Analysis Determinations for Notices to Proposed Construction and Alternations (airport Projects)	Airport Planning	PE	No	14 CFR 150.1 et seq
0810-25	Airport Land Use Determination (ALUC) Project Files - includes official notes, reports, resolutions and maps.	Airport Planning	PE	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1, 42 USC 9612(d), 9613(g) 42 USC 9658 PUC 21675, 33 USC 1251 et seq
0820-05	Airport Master Plan and Master Plan Amendments - includes facilities inventory; forecasts of aviation demand; assessment of existing facilities' ability to accommodate forecasted demand; identification of future facility needs based upon forecasted demand; assessment of the environmental impacts of developing airport facilities, with emphasis on such factors as noise, land use, and other quality of life issues; development and assessment of various planning alternatives for operational efficiency, economic feasibility, and environmental impact; the identification of costs and timing of a preferred alternative; and the preparation of plans for proposed development	Airport Planning	PE	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0820-10	Airport Planning Projects -- any Authority projects that involve long-term or airport planning. Added to 0810-20	Airport Planning	LIFE	No	GC 34090, GC 60201
0810-20	Airport Planning Project Files - Airport Planning Projects - any Authority projects that involve long-term or airport planning, including reports, documents, presentations, historical material and deliverables, not otherwise included in any other category.	Airport Planning	CL+10	No	CA PUC 21701, et seq.

AIRSIDE & TERMINAL OPERATIONS

0650-30	Airport Rules, Regulations, and Amendments - documents governing the general conduct of the public, tenants, employees and commercial users of the San Diego International Airport as their activities relate to the possession, management, supervision, operation and control of the airport by the San Diego County Regional Airport Authority.	Airside Operations	SU + 3	Yes	GC 34090 GC 60201
0210-25	Security Incidents - includes bomb threats, potential hijacking, sabotage, unauthorized access & other security breaches & violations <i>Note: Series discontinued effective 2013.</i>	Airside Operations	CY + 2	No	14 CFR 139.325
0220-05	Aircraft Accident-Incident Report - includes description of what happened to aircraft/contents/occupants/facilities	Airside Operations	CY + 2	No	14 CFR 139.301; 14 CFR 139.325
0220-10	Aircraft Rescue and Firefighting (ARFF) - includes training, drills, daily report, and fire alarm reports	Airside Operations	CY + 2	No	14 CFR 139.301; 14 CFR 139.317, 139.319
0220-20	Ground Vehicles Accident-Incident Reports - copies of reports issued by HPD	Airside Operations	CY + 1	No	14 CFR 139.301; 14 CFR 139.329
0220-25	Runway Incursions - occurrence involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation between aircraft taking off, intending to take off, landing or intending to land at an airport	Airside Operations	CY + 1	No	14 CFR 139.301; 14 CFR 139.329
0720-10	Personnel Training - records documenting annual training, including but not limited to: airport familiarization, pedestrian/ground vehicles procedures, communications & ACM duties	Airside Operations	CY + 2	No	14 CFR 139.301; 14 CFR 139.303, 14 CFR 139.329
0905-20	Damage to Property Reports - copies of reports regarding damage to Authority property issued by HPD, including corresponding photos taken by Airside Operations staff	Airside Operations	CY + 2	No	14 CFR 139.329
1105-10	Airfield Obstructions (Part 77) - Onsite - includes all obstructions, airfield lights & construction equipment that are localized within the boundaries and jurisdiction of the airport	Airside Operations	CY + 2	No	14 CFR 139.331
1105-15	Part 139 Daily Self-Inspections - includes pavement areas, safety areas, marking & signs, obstructions, fueling, construction, ARFF, public protection wildlife hazards, ground vehicles & special inspections	Airside Operations	CY + 1	No	14 CFR 139.301; 14 CFR 139.327

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
1105-20	Airport Operations 24-hour Daily Log - record of all activities conducted by the operations division	Airside Operations	CY + 2	No	14 CFR 139.327
1105-25	Fuel Facility and Vehicle Inspections - quarterly inspections and fuel truck driver certification of training	Airside Operations	CY + 2	No	14 CFR 139.301; 14 CFR 139.321 CCP 338
1105-30	Deviation Reports - report to the FAA Regional Airports Division Manager stating the nature, extent and duration of the deviation due to an emergency	Airside Operations	CY + 3	No	14 CFR 139.113 CCP 338
1105-35	Off Airport (FAR77) - records documenting all obstructions that are outside the boundaries and jurisdiction of the airport. Includes but is not limited to 7460-1, 117-1, and all FAA & email correspondence	Airside Operations	PE	No	14 CFR 77.19 GC 34090 GC 60201 PUC 170042
1105-36	RON Parking Schedules - drawings documenting the parking schedule for aircraft remaining overnight (RON)	Airside Operations	CY + 2	No	GC 34090 GC 60201
1105-45	Notice to Airmen (NOTAM) - airport condition reports	Airside Operations	CY + 3	No	14 CFR 139.339
1105-55	Charter Advisories - correspondence between charter operator, ground handling agent & airside operations, and includes Prior Permission Required events.	Airside Operations	CY + 2	No	GC 34090 GC 60201
1105-85	Wildlife Management - correspondence relating to any wildlife activity on the airport property or aircraft, including but not limited to wildlife or bird strikes, the USDA Japanese Beetle Control Program, and contract wildlife control measures	Airside Operations	CY + 3	No	14 CFR 139.337
1110-36	Cal Trans Permits - includes related documentation, such as annual inspections, etc.	Airside Operations	PE	No	14 CFR 139.217
1120-05	FAA Airports Division Applications - application and back-up information to the FAA for the issuance of airport operations certifications, including related certificates	Airside Operations	SU + 3	No	14 CFR 139.101, 139.103, 139.109, 139.205
1120-10	Airport Certification Manual (ACM) - policies and procedures governing operations, rescue and firefighting requirements, and includes letters of agreement	Airside Operations	SU + 3	Yes	14 CFR 139.101, 139.103, 139.201, 139.203, 139.205, 139.205, 139.207.
1120-15	ACM Applications Amendments - approvals and disapprovals involving various FAA activities	Airside Operations	SU + 3	No	14 CFR 139.205 14 CFR 139.217
1120-20	FAA Annual Certification Inspection - includes documents & correspondence resulting from the inspections to & from the FAA	Airside Operations	PE	No	14 CFR 139.217

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
1120-35	KSAN Approach-Departure Procedures - notices from FAA regarding required changes to aircraft approach and departure procedures	Airside Operations	PE	No	GC 34090 GC 60201
AVIATION SECURITY & PUBLIC SAFETY					
0210-30	Security Management Files - records documenting TSA, law enforcement, and intelligence activities. Includes but is not limited to: TSA directives and circulars, law enforcement activity records and SOPs, and intelligence bulletins and assessments.	Aviation Security & Public Safety	SU + 5	No	49 CFR 1520 49 CFR 1542 49 CFR 1542.221
0210-35	Security Case Files - records documenting security violations. Includes but is not limited to: correspondence, reports, and video.	Aviation Security & Public Safety	CY + 20	No	49 CFR 1520
0210-40	AVSEC Data - data transmitted to external stakeholders, such as TSA; Access Control System Technical Documents, policies and procedures.	Aviation Security & Public Safety	SU + 2	No	49 CFR 1520
0210-45	Aviation Security Programmatic Records - records documenting Authority security programmatic activities and technical documentation. Includes but is not limited to: departmental security plans/policies/procedures, Authority Security Incentive Program, RTCA access control design standards, and Safe Skies security program initiatives.	Aviation Security & Public Safety	SU + 5	No	49 CFR 1520 49 CFR 1542
0650-26	Notices of Violation - SAN - records documenting a violation of Authority Codes and/or Rules and Regulations. Documents include but are not limited to: <u>notice of violations, investigative notes, logs and correspondence.</u>	Aviation Security and Public Safety	CY + 20	No	49 CFR 1542 SDCRAA Rules & Regulations, Section
0210-05	Airport Security Program (ASP) - includes Procedures, Measures, Facilities and Equipment Used to Comply with 49 CFR Part 1542 – Airport Security;	Aviation Security and Public Safety	PE	Yes	CFR 1542.103
0210-10	Airport Security Program (ASP) Audit Program - employment history investigations. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	TE + 180 days	No	49 CFR 1542.209(k)
0210-20	Airport Access Control Applicant Records - includes fingerprint application, employment history and finger-print based criminal history records check to comply with 49 CFR Part 1542.209. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	TE + 180 Days	Yes	49 CFR 1542.209(k)
0225-10	SAN-AIREX - 139 Tabletop Exercises – record of the exercises to test the effectiveness of the Airport Emergency Plan (AEP) and to familiarize emergency personnel with their responsibilities in the plan. <i>Note: summary of actions is provided to Airside Operations to be included with the FAA certification inspection records.</i>	Aviation Security and Public Safety	PE	No	14 CFR 139.325

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0650-35	TSA Punitive Action - correspondence to and from the TSA regarding punitive action against the Authority. May include but not limited to: Letters of Investigation, Warning, and Civil Penalties	Aviation Security and Public Safety	PE	No	49 CFR 1542
0720-05	Law Enforcement Training Roster - record of attendance for most current training provided in conjunction with the Port District. Maintained and disposed of by Aviation Security personnel (<i>Port District maintains official training record</i>)	Aviation Security and Public Safety	SU + 3	No	49 CFR 1542
0720-20	Airport Security Coordinator (ASC) Training Documentation - outline of training requirements and individual training records. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	TE + 180 days	No	49 CFR 1542.3
1120-25	Airport Emergency Plan (AEP) - emergency policies for the Airport	Aviation Security and Public Safety	PE	Yes	14 CFR 139.325
0210-15	Audits of Identification System - audits required under the ASP. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	AU + 2	No	49 CFR 1542.21
0210-50	Video and Audio Monitoring Records - video and audio monitoring recordings downloaded from the continuous recording systems employed by the Authority or its designee for purposes related to the safety and security of employees, customers and property and to assist with the investigation of unlawful activities, accidents, claims or potential claims. Copies may be transferred to other related record categories when applicable	Aviation Security and Public Safety / Ground Transportation / Facilities Management	CY + 1	No	49 CFR 1520 GC 26202.6 GC 34090.6 GC 34090.7 PUC 170016
BUSINESS MANAGEMENT					
0905-25	Acquisitions – for property where the Authority is the lessee (<i>original lease on file with Corporate Services; and if applicable, the proposal, qualifications, or quotation of the selected lessee and evaluation memo</i>)	Business Management	LIFE + 3	Yes	GC 34090 GC 60201
0905-10	Appraisals - of Authority property	Business Management	SU + 4	No	GC 6254(h) GC 34090

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0905-05	Tenant-Property File - supporting documents regarding the sale, purchase, exchange, lease or condemnation of property by the Authority (<i>tenant/property data retained indefinitely in E1</i>).	Business & Financial Management / Terminals & Tenants	CL + 5	No	GC 34090 GC 60201
BOARD SERVICES					
0605-40	Oaths of Office - oaths administered to public officials/employees as required by the California Constitution	Board Services	CY + 4	No	GC 34090 GC 60201
0605-45	Affidavits of Posting and Publication - Board/Committee meeting agendas, public notices, and other miscellaneous postings and publications	Board Services	CY + 2	No	GRS 14 Item 15 GC 34090 GC 60201
0605-65	Governmental Filings - records relating to the provision of information to local, state, and federal agencies. Documents include but are not limited to: Statement of Facts, Annual Survey of Public Employment & Payroll, and Waste Diversion and Recycling	Board Services	CY + 2	No	GC 34090 GC 60201
0610-05	Contracts and Agreements - includes all CIP, MOU's, Grants and professional service contracts & agreements for the Authority. <i>Note: The bid advertisement (when applicable), proposal, qualifications, or quotation of the selected vendor and bid evaluation/sole source memo are filed with the approved agreement</i>	Board Services	PE	Yes	CCP 336, 337 et seq.
0610-10	Leases - includes tenant leases, permits, licenses, noise monitoring easements, etc. (<i>if applicable: the proposal, qualifications, or quotation of the selected lessee and bid evaluation memo are filed with the approved lease</i>)	Board Services	PE	Yes	CCP 336, 337 et seq.
0620-35	Codes and Policies - codes and policies adopted by the Board governing the conduct of Authority business (approved redline version is attached to the executed resolution and maintained permanently; copies of supplements maintained separately)	Board Services	PE	Yes	GC 34090 GC 60201
0620-36	Codes and Policies Supplements - records documenting Board-approved revisions to existing Authority Codes and Policies; also includes original 2002 version	Board Services	PE	No	GC 34090 GC 60201
0620-40	Board and ALUC Resolutions - resolutions adopted by the Board/ALUC	Board Services	PE	Yes	GC 34090 GC 60201
0630-05	Board and ALUC Minutes - approved minutes of Board/ALUC meetings	Board Services	PE	Yes	GC 34090 GC 60201
0630-10	Board and ALUC Agenda Packets - records documenting agenda items presented to the Board. Includes but is not limited to: staff reports, presentations and back-up information. <i>Note: All materials associated with the Interim Board held in 2002; format paper/electronic.</i>	Board Services	PE	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0630-15	Board and ALUC Meeting Recordings - recordings of meetings used for the preparation of minutes and public access	Board Services	PE	No	GC 34090.7
0630-20	Affidavit of Publication - board/committee meetings and public notices <i>Series discontinued as of January 1, 2015.</i>	Board Services	CY + 2	No	GRS 14 Item 15 GC 34090 GC 60201
0630-30	Board Correspondence - letters/memos of Board Members	Board Services	CY + 10	No	GC 34090 GC 60201
0630-35	Information Packet - internal communication distributed to Board Members weekly and as needed	Board Services	CY + 10	No	GC 34090 GC 60201
0630-55	Board Member Appointments and Resignations - correspondence confirming appointments and resignations. Note: Rosters of Board Member appointments and terms are maintained PE.	Board Services	CY + 4	No	GC 34090 GC 60201
0635-05	Conflict of Interest Filings - completed FPPC Form 700 (Statement of Economic Interests) filed by Board Members, public members of the Audit committee, designated employees, and consultants	Board Services	CY + 7	No	GC 81009(e) & (g)
0640-05	Deeds and Easements - original deeds & easements recorded by the County	Board Services	PE	No	GC 34090 GC 60201
0640-10	Avigation Easements - easements filed by homeowners acknowledging noise conditions	Board Services	PE	No	GC 34090 GC 60201
0655-05	Committee Minutes - approved minutes of Board and citizen committees	Board Services	PE	No	GC 11125.1 GC 34090 GC 60201
0655-10	Committee Agenda Packets - includes reports, presentations and back-up information	Board Services	CY + 7	No	GC 34090 GC 60201
0655-25	Committee Meeting Recordings - recordings of meetings used for the preparation of minutes and public access	Board Services	CY + 7	No	GC 34090 GC 60201
0655-30	Committee Appointments and Resignations -correspondence confirming appointments and resignations. <i>Note: Rosters of Committee Member appointments and terms are maintained indefinitely.</i>	Board Services	CY + 4	No	GC 34090 GC 60201
0720-25	Ethics Training (AB1234) - Certificates of Training required by Authority Code 2.05	Board Services	CY + 5	No	GC 53235.2
CHIEF AUDITOR					
0420-05	Audit Reports - includes final reports, support documentation, recommendations, and follow-up data of internal audits completed.	Chief Auditor	CY + 7	No	CA B&P Code 5097 IIA Standards 1300-1322

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0420-15	Internal and Quality Assessment Reviews - records documenting the review of the Chief Auditor Department's internal quality control system and performance. Includes but is not limited to: work papers, certifications, and final assessment reports.	Chief Auditor	CL + 6	No	IIA Standards 1300-1322
0420-20	Risk Assessments - Audit Plans - Activity Reports - records documenting the risk assessment process and subsequent audit plan and activity reports. Includes but is not limited to: assessments, plans, and monthly, quarterly and	Chief Auditor	CL + 6	No	IIA Standards 1300-1322
0605-60	Ethics Program Records – documentation supporting the report of alleged ethics violation. May include but not limited to: complaint or report of violation, investigative records, determination, and supporting documentation.	Chief Auditor	CL +7	No	CA B&P Code 5097
ENVIRONMENTAL AFFAIRS					
0201-10	Air Quality Monitoring Records - air quality monitoring records including but not limited to: use data, manuals, maintenance and calibration records, procedures and logs	Environmental Affairs	CY + 10	No	17 CCR § 95105; 40 CFR §98.3(g)-(h)
0201-05	Air Quality Management Inspection and Incident Records: air quality management logs documenting the monthly inspection of equipment and associated permits, such as boilers and generators. Also includes records related to industrial hygiene	Environmental Affairs	CY + 10	No	17 CCR § 95105; 40 CFR §98.3(g)-(h)
0201-45	Asbestos and Lead-based Paint Database: sample library to be used for identification and analysis. Includes but is not limited to: sample data and images	Environmental Affairs	PE	Yes	40 CFR 763.121
0204-06	Construction Inspection Records - records pertaining to environmental review during construction projects. Includes but is not limited to: dates, findings, correspondence, images and final reports.	Environmental Affairs	CL+ 10	No	GC 34090 GC 60201
0204-30	Environmental Affairs Project Files - documents and records related to activities initiated and managed by the Environmental Affairs Department which are unrelated to projects and activities outlined elsewhere	Environmental Affairs	CL + 3	No	GC 34090 GC 60201
0204-35	Environmental Permits - all environmental permits held by the Authority and related documentation	Environmental Affairs	EX + 5	Yes	GC 34090 GC 60201
0207-05	Waste Management Inspection and Incident Records - records pertaining to regularly scheduled and incident-specific waste management inspections and audits. May include but is not limited to: samples and analysis, dates, findings, and correspondence.	Environmental Affairs	CY + 3		GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0207-06	Hazardous Materials Inspection and Incident Records: records pertaining to regularly scheduled and incident-specific hazardous materials inspections and audits. Includes but is not limited to: tenant profile information, dates, findings, correspondence, and images	Environmental Affairs	PE	No	CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0207-10	Waste Management Monitoring Records - waste management monitoring records including but not limited to: disposal data, manuals, procedures, and logs.	Environmental Affairs	CY + 3		GC 34090 GC 60201
0207-20	Waste Management Plans and Reports - plans and reports documenting the overall waste management program to be conducted by the Airport Authority	Environmental Affairs	PE		GC 34090 GC 60201
0207-30	Site Assessment and Mitigation Case Files: records pertaining to the assessment of environmental pollutants on Airport property and any applicable clean-up efforts. Includes but is not limited to: investigations, logs, correspondence, sampling, analysis, and reports	Environmental Affairs	PE	No	CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0207-40	Tenants Environmental Exposure: documents provided by Tenants pertaining to their compliance with environmental laws or regulations enforced by external regulatory agencies	Environmental Affairs	EX +3	No	GC 34090 GC 60201
0207-50	Hazardous Waste Manifests: shipping record documenting the chain of custody of hazardous waste generated and removed from airport property, including e-waste disposal	Environmental Affairs	PE	No	CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973; CCP 338(l)

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0208-05	Water Management Inspection and Incident Records: storm water and waste water management records pertaining to regularly scheduled and incident-specific inspections and audits. Includes but is not limited to: tenant profile information, dates, findings, correspondence, and images. Beginning in 2012, these records are maintained in the SANTRACK db.	Environmental Affairs	PE	No	40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0208-10	Water Management Monitoring Records: storm water and waste water sampling records pertaining to dry and wet weather monitoring and other monitoring requirements as needed. Includes but is not limited to: samples and analysis	Environmental Affairs	PE	No	40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; ; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0208-20	Water Management Plans and Reports: plans and reports documenting water use, storm water and waste water management activities. Annual reports include detailed information about findings, actions, and applicable supporting documentation. Category also includes reports documenting construction inspection activities related to storm water management.	Environmental Affairs	PE	No	40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0209-05	Wildlife and Pest Management: Includes Inspection and monitoring documentation. Includes but is not limited to: findings, correspondence, images, samples and analysis.	Environmental Affairs	CY + 3	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0209-20	Wildlife and Pest Management Plans and Reports: plans and reports documenting findings, analysis and recommendations from wildlife and pest management monitoring activities and incident investigations	Environmental Affairs	PE	No	GC 34090 GC 60201
0201-20	Air Quality Management Plans and Reports: plans and reports documenting the air quality management activities conducted to comply with air quality standards and measures. Also includes reports related to industrial hygiene	Environmental Affairs	PE	No	17 CCR § 95105; 40 CFR §98.3(g)-(h)
0203-20	Energy Management Plans and Reports - reports documenting the energy management activities conducted in support of its initiatives	Environmental Affairs	PE	No	GC 34090 GC 60201
EXECUTIVE OFFICE					
0105-06	President-CEO Correspondence -correspondence received or sent by the President/CEO. *** APPLY ONLY IF THE CORRESPONDENCE IS NOT COVERED ELSEWHERE IN THIS RETENTION SCHEDULE ***	Executive Office	CY + 5	No	GC 34090 GC 60201
0105-15	Board Communications: weekly publications and monthly reports distributed to the Board not covered elsewhere in retention schedule	Executive Office	CY + 2	No	GC 34090 GC 60201
FACILITIES DEVELOPMENT					
0135-20	ADA Customer Service Projects, Assessments and Audits - records documenting compliance with the Americans with Disabilities Act and customer service initiatives and projects conducted to promote airport accessibility services and features in accordance with the Americans with Disabilities Act	Facilities Development	PE	No	GC 34090 GC 60201
0430-20	Solicitation Records - (Development) Solicitation records pertaining to construction bids	Facilities Development	CL+ 10	No	29 CFR Parts 1910, 1926 14 CFR 139.321 CCP 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-10	Lease Plats - record drawings	Facilities Development	PE	Yes	21 CCR 3534 GC 34090(a)

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0815-40	Tenant Improvement Project File - records related to the construction of tenant improvements to Authority property. Documents include but are not limited to: application, request for review, approval letter, contractor documents, schedules, notice to proceed, notice of completion, photographs, and inspector reports. <i>(FDD is the office of original for all projects completed before 2011)</i>	Facilities Development	CL + 10	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0820-20	Geographic Information Systems (GIS) Data Layers and Datasets - all engineering, environmental, surveying, aerial photography, leasehold, and internal/external utilities above and below ground. Data covers the utilities and facilities Airport-wide. The GIS database is comprised of two main categories of information: GIS-level data and copies of Project/Drawing documents and information from categories 0815-15, 0815-16, and 0815-17.	Facilities Development	PE	Yes	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-25	Labor Compliance Records (Contractor) – records documenting compliance with all applicable federal and state labor laws. Documents include but are not limited to: checklists, site visit evaluation forms, contractor documents, certified payrolls, court documents, inspection reports, and related correspondence <i>(Certified payrolls are maintained electronically in LCPtracker)</i>	Facilities Development	CL + 3	No	LC226
0815-35	Canceled Projects – projects canceled during the planning and design phase that may be reopened at a later date	Facilities Development / Airport Planning & Noise Mitigation	TE + 2	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
FACILITIES MANAGEMENT					
0505-05	Vehicle Titles - titles for Authority owned vehicles	Facilities Management	LIFE	Yes	GC 34090 GC 60201
0505-20	Safety Inspections Log – log book of daily inspections of elevators, escalators, and terminals	Facilities Management	CY + 3	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0505-25	Vehicle Maintenance and Inspection Reports – relating to Authority owned vehicles	Facilities Management	LIFE	No	GC 34090 GC 60201
0910-05	Facilities Management Studies and Reports - studies and reports prepared by consultants as needed. Includes but is not limited to: condition assessments, commissioning reports, and case studies related to facilities, property, utilities, and systems.	Facilities Management	CY + 3	No	GC 34090 GC 60201
0910-10	Utility Tracking Files - records documenting utility use, such as water and electricity. Includes but is not limited to: correspondence, rebates, reports, and meter maps.	Facilities Management	CY + 20	No	GC 34090 GC 60201
0910-15	Facilities Maintenance Work Requests - requests for service and related information.	Facilities Management	CL + 2	No	GC 34090 GC 60201
FINANCIAL, ACCOUNTING, & AIRLINE RELATIONS (RISK MANAGEMENT)					
0405-05	Accounts Payable - includes invoices, check requests, contract payments, travel and expense reports, P.O. payments, Pcard payments, payroll obligations, 1099's & 1096 and correspondence	Accounting	CY + 4	Yes (E-1)	PUC 170046; CCP 337, 337.15
0405-06	Accounts Payable - Regulatory Compliance - includes processed invoices and supporting documentation for those payments that must be maintained longer to support regulatory or other long-term retention requirements and are not maintained by the project department, e.g., PM/CM account payable records. <i>(data maintained in E-1 indefinitely)</i>	Accounting	CY + 4	Yes (E-1)	PUC 170046; CCP 337, 337.15, 49 CFR18.36, 49 CFR 18.42
0405-07	W-9s	Accounting	CY + 4		CCP 337, 337.15
0405-12	Daily Deposit Receipts - includes cash receipt batches, parking revenue reports and other documents in support of daily deposits to the general operating bank accounts.	Accounting	FY + 4	No	GC 34090 GC 60201 PUC 170046
0405-25	Accounts Payable Data - includes all accounts payable data stored in E-1	Accounting	PE	yes	PUC 170046; CCP 337, 337.15, 49 CFR18.36, 49 CFR 18.42
0405-40	Monthly Accounting – includes but not limited to journal entry form and backup documentation, monthly banking and account reconciliations, unaudited financial statements, and allocations	Accounting	FY + 4	No	PUC 170046
0420-16	External Audit Reports - comprehensive annual financial reports, back up data , & single audits	Accounting	PE	No	GC 34090 GC 60201 PUC 170046

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0425-15	Payroll Register - listing of each employee's gross pay w/tax, deduction information per pay period, and payroll journal entries.	Accounting	FY + 6	No	PUC 170046 GC 34090 GC 37207 20 CFR 516.6
0425-30	Payroll Tax Reports - quarterly and annual reports, such as W-2, 940, 941, DE 6, DE 7 and DE 166	Accounting	CY + 4	No	GC 34090 26 CFR 31.6001.1-4 IRS REG 31.6001-1(e)(2) R&T 19530 29 CFR 516.5-516.6
0425-35	Pay Period Adjustment File – correspondence, calculations, and supporting documentation regarding requests for payroll adjustment	Accounting	CY + 4	No	LC 226, 1174 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5
0405-10	Accounts Receivable - including billing records and master transaction data and supporting documentation.	Accounting	FY + 4	Yes (E-1)	PUC 170046
0405-90	General Ledger – general ledger data, trial balance, fixed assets and other related schedules	Accounting	PE	Yes	GC 34090 GC 60201 PUC 170046
0410-05	Work Papers (Actuals, Budget, CIP) -Back-up information and analysis related to the development of the proposed and adopted capital program and operating budgets; monthly, quarterly, and annual variance between actual outcomes versus projected figures; and annual budgets, management and funding reports related to projects.	Financial Management	FY + 7	No	PUC 170000-170084
0410-07	Airlines Rates and Charges Work Papers – models, presentations, supporting information and analysis in the development of rates, fees and charges to airlines as part of the airline operating agreement; also includes annual settlement of actual revenue collected versus budgeted collections.	Financial Management	FY + 10	No	PUC 170046 GC 60201 GC 34090
0435-40	Debt - Includes: repurchase agreement sweep account statements, variable debt borrowings, and bonds.	Financial Management	EX + 10	No	PUC 170046 GC 60201 GC 34090
0445-10	Passenger Facility Charges (PFC) Records (successful/unsuccessful) - back up information related to life to date PFC approval, revenue & reimbursement expenses. Includes but is not limited to: applications, audits closeouts, FAA correspondence, record of decision, and airline consultation documents	Financial Management	CL + 3	No	PUC 170046 GC 60201 GC 34090 14 CFR 158.67

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0445-20	Banking and Investments - Includes: funding control, investment reports, trade tickets, treasury management and account reports documentation.	Financial Management	FY + 7	No	GC 34090 GC 60201
0450-20	Letters of Credit - letters from banks guaranteeing that a vendor's payment to the Authority will be received on time and for the correct amount. <i>Note: Letters of Credit (LOCs) guaranteeing Authority variable debt are located in category 0435-05 Variable Debt Borrowings.</i>	Financial Management	EX + 7	No	GC 34090 GC 60201
0450-25	Collection Records - records documenting collection efforts and case files include but are not limited to the weekly accounts receivable (AR) report, tracking and research reports, and correspondence.	Financial Management	CL + 2	No	GC 34090 GC 60201
0445-05	Grant Records (successful/unsuccessful) – includes application, award, project expenditures, reimbursement requests (FTA drawdowns), and financial close-out documentation. Related records may be found in other departmental records categories. <i>For grants not involving equipment, close is defined as "the day the grantee submits its final expenditure." For grants involving equipment, close is defined as "the day the equipment is disposed or replaced." Equipment is defined as: machinery, including facility operations (such as air conditioning/heating units, backup generators, jetways, etc.) and heavy equipment machinery; vehicles (with or without an engine, such as trams and carts; pre-fabricated buildings, computer equipment, including scanners, printers, etc.; and office furniture and furnishings.(original grant agreement on file with Corporate & Information Governance and maintained indefinitely)</i>	Financial Management	CL + 4, or Granting Agency requirement, whichever is longer	No	PUC 170046 GC 60201 GC 34090 49 CFR18.36, 49 CFR 18.42
0410-30	Financial Analysis - studies of a variety of potential Authority projects and financing scenarios and options. Includes business case analysis, consultant created studies and in-house analysis.	Financial Management	CL + 7	No	GC 34090 GC 60201
0415-05	Insurance Claim Files	Risk Management	CL + 5	No	8 CCR 10102 8 CCR 14307 29 CFR 1904 29 CFR 1910.1020
0415-10	Insurance Policies - includes policies, certificates, endorsements, and binders. <i>NOTE: Insurance policy data is stored in the Department's RMIS System.</i>	Risk Management	PE	Yes	GC 34090 GC 60201
0415-30	Insurance Programs	Risk Management	CL+ 5	No	GC 34090 GC 60201
0415-65	Certificates of Insurance - insurance certificates for automobile liability insurance related to Ground Transportation and Access Control Permit holders.	Risk Management	EX + 2	No	29 CFR 1904.2, 1904.4, 1904.6, 1904.7

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
GENERAL COUNSEL					
0605-20	Chronological Files - Formal, legal correspondence generated by the General Counsel's Office	General Counsel	CY + 3	No	GC 34090 GC 60201
0605-35	Closed Session Notes - official notes of closed session meetings	General Counsel	CY + 10	No	GC 54957.2
0625-05	Legal Case Files - supporting documents for claims, litigation, administrative actions, subpoenas, and civil penalties. Include but is not limited to: logs, complaints, police reports, court orders, motions, notes, briefs, closing statements, and correspondence.	General Counsel	CL + 10	No	GC 6254
0625-10	Claims: documents related to claims against the Authority	General Counsel	CL + 3	No	GC 6254
0625-15	Litigation Response Files: court orders, settlement agreements, and register of actions	General Counsel	PE	No	GC 6254
0605-10	Legal Advice - Formal memoranda and opinions on Authority matters issued by the General Counsel	General Counsel / Department	PE	No	GC 34090 GC 60201
GROUND TRANSPORTATION					
0405-16	Accounts Receivable Trip Fee Billing: master transaction data and supporting documentation related to commercial vehicle revenue accounting, additional records include commercial vehicle AVI data, trip dispute forms and collection activity.	Ground Transportation	FY + 4	Yes	PUC 170046
0605-50	Driver Permit Appeals - correspondence regarding the denial of Authority driver permits	Ground Transportation	CL + 2	No	GC 34090 GC 60201
0650-10	Incident Reports - general reports, correspondence regarding incidents	Ground Transportation	CL + 3	No	GC 34090 GC 60201
0650-15	Parking Citations - Includes appeals and related correspondence	Ground Transportation	CY + 3	No	GC 34090 GC 60201
0650-25	Notices of Violation - Permitted - includes currently permitted vehicle violations and appeals	Ground Transportation	CY + 3	No	GC 34090 GC 60201
1105-81	Parking Gate Access Control Data - records relating to the time and day of parking card usage and the rights used for security access to the parking facilities. Data include but are not limited to: name, company, access rights, vehicle information; time, date, and location of proximity card usage.	Ground Transportation	CY + 2	No	GC 34090 GC 60201
1105-82	Parking Card Reports and Audits - monthly reports and audits of applicable parking cards	Ground Transportation	CY + 2	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
1105-86	Exit Passes Log - log of all passes issued	Ground Transportation	CY + 2	No	Cal Civ Code 2080 GC 50050-50057
1105-95	Lost and Found Records – records documenting agency receipt, storage and disposition of lost and found or abandoned property not related to a crime	Ground Transportation	CY + 4	No	CCP 337
1110-15	Vehicle Permits - includes taxi, charter, vehicle for hire, courtesy, off-airport parking, rent-a-car, vendor, notice of insurance cancellations, application, insurance, registrations, TCP/PSC certificates. <i>(Electronic Information maintained in Gatekeeper)</i>	Ground Transportation	TE + 5	Yes	CCP 337 49 CFR 1542.209(k)
1110-35	Curbside Parking Permits – copy of placards and signed receipts	Ground Transportation	CY + 2	No	GC 34090 GC 60201 PUC 170046
1110-40	Automatic License Recognition Image Files	Ground Transportation	CY + 1	no	GC 34090 GC 60201 PUC 170046
1105-80	Parking Card Applications - applications of parking card holders, log, and security threat assessment when applicable	Ground Transportation / Aviation Security and Public Safety	CY + 2	No	CCP 337
INFORMATION & TECHNOLOGY SERVICES					
0405-60	Telecommunications Invoices - invoice detail for Authority Telecommunication systems	Information & Technology Services	SU + 3	No	PUC 25772 GC 34090 GC 60201 GRS 24 Item 11
1005-05	IT Project Files - records relating to various IT related projects	Information & Technology Services	CL+ 5	No	GC 34090 GC 60201
1005-50	Help Desk Requests - records relating to requests for technical assistance and responses to those requests	Information & Technology Services	CY + 1	No	GRS 24 Item 8, Item 11; GRS 3.1, 3.2, 4.1, 5.8. 5.8 item 010
INTER-GOVERNMENTAL AFFAIRS					
0620-10	Inter-Governmental Correspondence - letters to and from elected officials and government agencies regarding legislative Issues and Authority updates	Inter-Governmental Relations	CY + 5	No	NC1-237-77-3 Item 83(1b) GC 34090 GC 60201
0620-30	Lobbyist Filings – records related to the registration and activities of Authority-contracted and external lobbyists pursuant to state and federal law and Authority Code requirements. Documents may include: registration forms, disclosure statements, quarterly filings, and logs	Inter-Governmental Relations / Corporate & Information Governance	CY + 5	No	GC 34090 GC 60201
MARKETING & AIR SERVICE DEVELOPMENT					

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
1105-50	Air Traffic Reports - monthly overview of airline operating statistics, includes Air Traffic Summary Report	Air Service Development	PE	No	GC 34090 GC 60201
1105-51	Airline Operating Statistics - data forms submitted by airlines to the Airport Authority for inclusion in the Air Traffic Reports	Air Service Development	CY + 2	No	GC 34090 GC 60201
0440-05	Air Service Development Projects - records documenting the development of new air service, products, and other services currently being researched for business plan phase and/or execution. Includes but is not limited to: presentations, surveys, data analysis, plans, reports, and correspondence.	Air Service Development	CL + 2	No	GC 34090 GC 60201

QHP & NOISE MITIGATION					
0215-05	Noise Monitoring Data - Airport Noise and Operations Monitoring System (ANOMS) and Geographic Information System (GIS) data	Noise Mitigation (QHP)	CY + 10	No	14 CFR 150.1 et seq 21 CCR 5023, 5045
0215-10	Noise Monitoring Reports and Logs - records documenting complaints, missed approach & early turn data, GIS data, fleet mix forms, etc. based on data from the Airport Noise and Operations Monitoring System (ANOMS)	Noise Mitigation (QHP)	CY + 5	No	GC 34090 GC 60201
0215-20	Noise Matters Newsletter - community newsletter required by Title 21	Noise Mitigation (QHP)	CY + 2	No	Admin. GC 34090 GC 60201
0215-25	Part 150 Noise Compatibility Program - includes (1) noise exposure map & supporting documents; (2) description and analysis of the alternative measures; (3) program measures to reduce or eliminate present and future non-compatible land use; federal register approval publication	Noise Mitigation (QHP)	PE	No	14 CFR 150.21, 150.23, 150.31, 150.35
0215-30	Noise Related Project Files – documentation relating to future projects	Noise Mitigation (QHP)	CL+ 5	No	CCP 337.15
0215-35	Title 21 Noise: Includes State Monitoring Plans and approvals, Quarterly reports (Form DOA 617, CNEL measurements, etc...), and Noise Variances	Noise Mitigation (QHP)	PE	No	21 CCR 5023, 5033, 21 CCR 5053, 5054, 5057, 21 CCR 5025, 5045 CCP 338

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0215-45	Remote Monitoring Terminal (RMT) Calibration Reports - periodic calibration data	Noise Mitigation (QHP)	CY + 10	No	21 CCR 5045 PUC 170048
1105-70	Curfew Violations - notices, documentation, background information and review panel records of decisions.	Noise Mitigation (QHP)	CY + 6	No	San Diego Airport Use Regulations SDCRAA Code 9.40
0815-30	Homeowner Files – data and supporting documentation for each participant in the Quieter Home Program	Noise Mitigation (QHP)	PE	No	21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338
0655-15	Airport Noise Advisory Committee (ANAC) – minute copies, agendas, notices and recommendations (<i>original minutes to Corporate Services</i>)	Noise Mitigation (QHP)	CY + 6	No	14 CFR 150.1 et seq 21 CCR 5023, 5045
0815-22	Quieter Home Programmatic Records - key records documenting the creation and administration of the program including but not limited to: FAA correspondence, statistics, summary reports, plans, public relations materials, and historical program material.	Noise Mitigation (QHP)	CL + 3	No	21 CCR 5023; 21 CCR 5053, 5054, 5057; GC 34090
1110-30	State Operating Permit - permit issued by the state regarding noise abatement	Noise Mitigation (QHP)	PE	No	21 CCR 3534
PROCUREMENT					
0720-15	P-Card Procedures and Regulations - includes procedural documentation and user guide	Procurement	SU + 3	No	GC 34090 GC 60201
0405-11	Surplus Equipment Sales – includes Board resolution copy, transfer report, correspondence and check copy	Procurement	FY + 3	No	49 CFR 23
0430-05	Purchase Orders - orders to purchase goods or services	Procurement	FY + 7	No	GC 34090 GC 60201
0430-12	P-Card Cardholder Files – may include but is not limited to p-card request/change form, cardholder agreement, and correspondence (destruction may occur within 1 year after deactivation of card provided audit has occurred)	Procurement	CL + 2	No	CCP 337 GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0430-10	Solicitation Records (Non-development) - records documenting the solicitation and procurement of goods, services, and public works projects related to bids, RFQ's, RFQL's, RFP's Includes but is not limited to: solicitation request, correspondence, evaluations, RFP, unsuccessful proposals , and any applicable bid protests.	Procurement/ Business & Financial Management	CL + 4	No	29 CFR Parts 1910, 1926 14 CFR 139.321 CCP 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
PUBLIC & MEDIA RELATIONS					
0140-05	Art Program Records - information pertaining to the Airport's art program administration, performing arts and cultural exhibits, annual art contests, and Art Committee meetings (<i>artists' contracts maintained by Corporate Services</i>)	Arts	CY + 2	No	GC 34090 GC 60201
0140-10	Public Art Files – information pertaining to the Airport's permanent public art assets, as well as significant art proposals	Arts	PE	No	GC 34090 GC 60201
0305-10	Marketing Campaign File - records related to the development, implementation, and management of marketing initiatives. Documents include but are not limited to: media plans, campaign strategy plans, budgets, design files, copy of the final campaign deliverable, and special event planning files.	Marketing	CY + 3	No	GC 34090 GC 60201
0305-15	Collateral and Publications – archival copies of Authority produced brochures, posters, flyers, advertisements, announcements, programs, publications, and books	Marketing	CY + 2	No	GC 34090 GC 60201
0305-30	Photographs-Slides-Video - includes airlines, personnel, events, press conferences and airport information; and original illustrations. Does not include records intended to preserve a historical record.	Marketing	CY + 2	No	GC 34090 GC 60201
0305-35	Logo Files - Authority logos and other graphics relating to SDIA and Authority	Marketing	PE	No	GC 34090 GC 60201
0305-40	Media Release Forms - records documenting permission to use an individual's image in publications and other marketing collateral in a variety of media, such as print, video, and the internet	Marketing	CL + 2	No	GC 34090 GC 60201
0310-10	Fact Sheets - statistics and facts about the Authority, airport programs and initiatives.	Public & Media Relations	SU + 2	No	GC 34090 GC 60201
0310-15	News Clippings – includes newspaper and video clips regarding the Authority and the airline industry Site Selection News Clippings (<i>Site Selection News Clippings retained indefinitely; maintained electronically starting 04/2006</i>)	Public & Media Relations	PE	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0310-30	News Releases - media advisories of Authority issues	Public & Media Relations	CY + 2	No	GC 34090 GC 60201
0310-55	Communications Plan - a plan that contains public relations/marketing work plans for the Authority's strategic activity areas (RASP, RDP, Destination Lindbergh)	Public & Media Relations	SU + 2	No	GC 34090 GC 60201
0310-60	Media Inquiries - documents related to the development of media responses to specific questions; research documents necessary to formulate replies or final correspondence to media inquiries. *** APPLY ONLY IF THE CORRESPONDENCE IS NOT COVERED ELSEWHERE IN THIS RETENTION SCHEDULE ***	Public & Media Relations	CY + 2	No	GC 34090 GC 60201
0310-65	Media Statements - formal replies or correspondence to media inquiries regarding a specific situation or issue; explanation of the Authority's position on a topic, situation or issue; broader distribution capabilities	Public & Media Relations	CY + 2	No	GC 34090 GC 60201
0310-70	Public Relations Initiatives - records related to the management, development and implementation of marketing initiatives. Documents include but are not limited to: media plans, strategy plans, budgets and contact lists.	Public & Media Relations	CY + 2	No	GC 34090 GC 60201
0310-75	Aviation Education Research and Development Records - records pertaining to R&D of aviation education programs. <i>NOTE: Final deliverables are maintained in 0305-15 Collateral and Publications.</i>	Public & Media Relations	CL+1	No	GC 34090 GC 60201
0310-35	Speaking Engagements - for community groups, stakeholders, and other audiences. Includes but is not limited to: speaking confirmation sheets, presentations, and remarks.	Public & Media Relations	CY + 4	No	GC 34090 GC 60201

REVENUE & BUSINESS DEVELOPMENT

0440-11	Business Development Proposals and Ideas - database of ideas, research results, and unsolicited proposals from vendors. Includes but is not limited to: databases, spreadsheets, reports, brochures, presentations, analysis, and correspondence.	Business Development	CY + 3	No	GC 34090 GC 60201
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SMALL BUSINESS DEVELOPMENT

0145-10	Part 23 ACDBE Program Records - includes annual reports, goal methodology, concession plan, and records related to prompt payment monitoring related to the ACDBE Program.	Small Business Development	CL + 5	No	49 CFR 26
0145-20	Part 26 DBE Program Records - includes annual reports, goal methodology, concession plan, and records related to prompt payment monitoring related to the DBE Program.	Small Business Development	CL + 5	No	49 CFR 23 49 CFR 26


CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0145-25	Contract Tracking - records documenting the collection and tracking of contract compliance. Includes but is not limited to: prompt payment reporting, contract commitments, achievements, bidder lists, local participation, policy analysis, and correspondence.	Small Business Development	CL + 5	No	NC-174-227 Item 8
0145-30	Education and Outreach Program Files - includes documents promoting local small business participation. May include but not limited to: costs, events, notifications, and correspondence	Small Business Development	CY + 5	No	49 CFR 26.51 10 CCR 2695.3
0145-35	Bonding Program Contractor Files – documenting preliminary outreach efforts, business profiles and contracts to assist small business in obtaining and increasing bonding capacity. May include but not limited to: business financial documentation, business profiles, contracts, and correspondence	Small Business Development	CL + 7	No	GC 34090 GC 60201
0145-36	Bonding Program Administrative Files - records documenting preliminary outreach efforts, tracking contractors enrolled in program who are currently bidding or have been awarded projects. May include but not limited to monthly activity reports, events, workshop flyers, and workshop RSVP lists.	Small Business Development	CY + 5	No	49 CFR 23 49 CFR 26
0145-40	DBE and ACDBE Certification - records documenting the certification and maintenance of firms. Includes but is not limited to: the initial certification application and supporting documentation, on-site reports, recommendations, any investigative reports pertaining to the original certification, documentation pertaining to business ownership or other business changes, determinations for certification as a disadvantaged business, and updates.	Small Business Development	TE + 5	No	49 CFR 23 49 CFR 26
0145-55	Complaints and Investigations - records documenting complaints, investigations, and audits. May include but not limited to: complaints, supporting documentation, DOT OIG audit visits, audit supportive documentation, and correspondence.	Small Business Development	CL + 3	No	GC 34090 GC 60201
TALENT CULTURE & CAPABILITY					
0725-20	OSHA Form 300 Log – log of recordable injuries or illnesses	Safety	CY + 5	No	29 CFR 1910.1020; 8 CCR 3204
0725-45	Audiogram Records - annual hearing test results for employees who may be exposed to noise as required by the Hearing Conservation Program.	Safety	TE + 3	No	GC 34090 GC 60201; 8 CCR 5097
0415-60	Fleet Safety Committee Reports - Consultants - reports documenting investigations and actions against authorized drivers. <i>Note: Reports relating to employees are located in the employee's personnel file.</i>	Safety	FY + 5	No	Per DMV Reg. - see statement form
0415-50	DMV Information Security Statement	Safety	TE + 2	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0415-55	Fleet Safety Program Authorizations - includes authorization request forms	Safety	TE + 3	No	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 CA Gov Code 12946 CA Gov Code 12960
0725-35	MSDS - Material Safety Data Sheets - information data for storage and usage of hazardous chemicals	Safety	CL + 30	No	GC 34090 GC 6020129; CFR 1910.1020
0725-30	Employee Exposure Case File - records relating to an employee's exposure to toxic substance or harmful physical agents and accompanying workers' compensation claim or leave of absence, if applicable. Includes but is not limited to: background data, material safety data sheets, biological monitoring results, forms, legal filings, correspondence, analysis, reports, and correspondence. <i>Note: A toxic substance or harmful physical agent is defined as any chemical substance, biological agent (bacteria, fungus, virus, etc.) or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo or hyperbaric pressure, which meet certain criteria. Please see citations for additional information.</i>	Safety	30	No	8 CCR 3200-6184); 8 CCR 3203; 8 CCR 5110
0725-40	Employee Safety Program Records - records related to the Authority's Employee Safety Program and include but are not limited to: Safety Programs, written safety programs as required by CalOSHA, such as: IIPP, Hazard Communications, Lock Out/Tag Out, Respiratory Protection, and	Safety	CY + 3	No	8 CCR 5097
0415-06	Workers Compensation Claims - case file for injury and illness notifications and claims including but not limited to: forms, reports, correspondence, legal filings, and other supporting documentation. <i>Paper format discontinued in 2016.</i>	Safety	CL + 10	No	CA Civ Proc 337, 337.2, 337.15, 338, 340, 352
0125-05	Records and Information Management Procedures	Records & Information Management	SU + 2	No	GC 6253 GC 34090 GC 60201
0125-15	Records Destruction Authorization Forms - includes certificate of destruction	Records & Information Management	PE	No	GC 34090 GC 60201
0125-20	Records Retention Schedule	Records & Information Management	SU + 2	No	GC 34090 GC 60201

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0125-25	Compliance Reviews - includes department final reports	Records & Information Management	SU+2	No	GC 34090 GC 60201
0125-30	Public Records Requests - completed requests for information received from the public pursuant to the California Public Records Act	Records & Information Management	CY + 2	No	GC 6253 GC 34090 GC 60201
0225-05	Emergency Management Plans - records relating to non-standard operational practices. Documents include but are not limited to: business continuity, disaster recovery, and other related plans.	Records & Information Management / Information & Technology Services / Department	SU + 2	Yes	GC 34090 GC 60201
0650-40	Legal Service - legal filings served on the Authority such as claims, subpoenas, summons, ADA grievances, and appeals.	Records & Information Management/General Counsel	CL + 10	No	GC 34090 GC 60201
0105-25	Reception Log Books - includes but is not limited to visitors, delivery, incoming FedEx, etc. logs and USPS Firm Mailing Book for Accountable Mail	Talent, Culture & Capability	CY + 2	No	GC 34090 GC 60201
0705-05	Position Recruitment Files - records relating to the sourcing, screening and selection of talent. Documents include but are not limited to: requisitions, eligibility requirements, advertisements, candidate profiles and applications, diversity disclosures and examination methods and plans. <i>(files maintained in NeoGov since July 2008)</i>	Talent, Culture & Capability	CY + 2	No	8 CFR 274a
0705-15	Resident I-9 Forms - forms used to verify the employment eligibility and identity documents presented by the employee	Talent, Culture & Capability	Later of Year hired + 3 or TE + 1	No	GC 34090 GC 60201
0705-45	Employee Benefits Program - records relating to health and welfare benefits. Documents include but are not limited to plan description, annual renewal and enrollment, reporting, evidence of coverage, and communication files.	Talent, Culture & Capability	Plan Year + 6	No	29 U.S.C. § 1027; 29 U.S.C. § 1024(a)(6); 29 U.S.C. § 1059(b); 29 U.S.C. § 1132(c)(6); 29 CFR 2575.209b-1

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0705-55	Garnishments - records related to court enforced orders and associated correspondence. See related payroll records maintained by Accounting.	Talent, Culture & Capability	CL + 4	No	FAA Order 5100.38 29 CFR 1602.12, 14 49 CFR 18.36
0710-05	Investigation and Grievance Files - investigation and grievance back-up documentation. <i>(The final action is transferred to personnel file)</i>	Talent, Culture & Capability	TE + 5	No	CA labor Code 1174 CA Civ proc 338 (a) 29 CFR 1602.12, 14 GC 12946 14 CFR 152.214
0710-15	Labor Relations Records - records related to managing the Authority's Memorandum of Agreement (MOA) with the Union. Includes but is not limited to documents associated with negotiation, meet and confer, and contract management.	Talent, Culture & Capability	CY + 10	No	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 29 CFR 516.2, 516.5 29 CFR 2520- 104b(1) CA Gov Code 12946
0715-05	Personnel Records - Offer letters, resumes, pre-employment screening, drug test results, employee change notices, recognitions, personnel actions, disciplinary actions, termination paperwork, training certifications, transcripts, tax forms, employment verifications, policies signed by employee, paper performance evaluations, confidentiality forms, direct deposit forms, emergency contact, fitness for duty, benefit elections and administration, beneficiary designations for Life Insurance, choice of personal physician form, 401(A) & 457 plan, benefit plan documents – inclusive of medical, dental, vision, life, AD&D, and disability, FMLA documents, leave of absence claims, insurance endorsements, insurance enrollment forms, tuition reimbursement.	Talent, Culture & Capability	TE + 7	Yes	29 CFR 2520.107-1
0715-06	Benefit Forms 1st Generation Employees - records documenting beneficiary and election information related to an employee's SDCERS, Life Insurance, Hartford, Standard, Aetna, 457, medical, dental, and vision enrollments	Talent, Culture & Capability	Death of Retiree + 2	No	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 29 CFR 516.2, 516.5 29 CFR 2520- 104b(1) CA Gov Code 12946
0715-15	Electronic Performance Evaluations – includes goal setting, self appraisal, supervisory review, and electronic approval with submission date and time stamp.	Talent, Culture & Capability	TE + 7	No	29 CFR 825.500; 2 CCR 7292; 29 USC 2617 (c) (1)

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0720-30	Legally Mandated Training - documentation of employee attendance to required training programs.	Talent, Culture & Capability	CY + 5	no	GC 34090 GC 60201
TERMINAL OPERATIONS					
0135-06	Customer Service Comments and Inquiries - customer inquiries, comments, and responses (<i>paper comment cards discarded after data input</i>)	Terminals Operations	2	No	GC 34090 GC 60201
0135-15	Customer Service Project Files - contains information on special projects coordinated by Customer Service	Terminals Operations	CL + 2	No	ADA Title II, Section 35.107(b)
0135-22	ADA Grievance - records documenting grievances filed on the Authority. May include but is not limited to: written grievances, appeals, and final responses or resolutions.	Terminals Operations	CL + 3	No	GC 34090 GC 60201
0430-15	Luggage Cart Cardholder Files - records documenting the authorization, acceptance and management of luggage cart credit cards. Records include but are not limited to: annual authorization forms, monthly departmental work papers, and correspondence	Terminals Operations	TE + 3	No	CCP 337 Authority Code 8.40
1110-05	Terminal Activities Permits - completed permits and correspondence related to terminal activities and include but are not limited to expressive activities and film shoots.	Terminals Operations	CY + 2	No	GC 34090 GC 60201

		RETENTION CODES						
		AU = Audit	CL = Closed/Completed	EX = Expired	LIFE = Full term of position or life of asset	CY = Current	PE = Permanent	SU = Superseded
Destruction of any official record listed herein must be authorized by the CEO or designee. (Gov. Code 60200-60204)								
CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION			
0215-05	Noise Monitoring Data - Airport Noise and Operations Monitoring System (ANOMS) and Geographic Information System (GIS) data	Airport Planning & Noise Mitigation (QHP)	CY + 10	No	14 CFR 150.1 et seq 21 CCR 5023, 5045			
0215-10	Noise Monitoring Reports and Logs - records documenting complaints, missed approach & early turn data, GIS data, fleet mix forms, etc. based on data from the Airport Noise and Operations Monitoring System (ANOMS)	Airport Planning & Noise Mitigation (QHP)	CY + 5	No	GC 34090 GC 60201			
0215-20	Noise Matters Newsletter - community newsletter required by Title 21	Airport Planning & Noise Mitigation (QHP)	PE	No	Admin. GC 34090 GC 60201			
0215-25	Part 150 Noise Compatibility Program - includes (1) noise exposure map & supporting documents; (2) description and analysis of the alternative measures; (3) program measures to reduce or eliminate present and future non-compatible land use; federal register approval publication	Airport Planning & Noise Mitigation (QHP)	PE	No	14 CFR 150.21, 150.23, 150.31, 150.35			
0215-30	Noise Related Project Files – documentation relating to future projects	Airport Planning & Noise Mitigation (QHP)	CL+ 5	No	CCP 337.15			
0215-35	Title 21 Noise: Includes State Monitoring Plans and approvals, Quarterly reports (Form DOA 617, CNEL measurements, etc...), and Noise Variances— State plan for noise monitoring and associated approvals	Airport Planning & Noise Mitigation (QHP)	PE	No	21 CCR 5023, 5033, 21 CCR 5053, 5054, 5057, 21 CCR 5025, 5045 CCP 338			
0215-40	Title 21 Noise Variances—includes application and supporting documentation—**Added to 0215-35**	Airport Planning & Noise Mitigation (QHP)	PE	No	21 CCR 5053, 5054, 5057			
0215-45	Remote Monitoring Terminal (RMT) Calibration Reports - periodic calibration data	Airport Planning & Noise Mitigation (QHP)	CY + 10	No	21 CCR 5045 PUC 470042			
0215-50	Title 21 Noise Quarterly Reports (Form DOA 617)—includes contour map, annual noise impact area, daily CNEL measurement, number of total aircraft operations during quarter, estimated number of operations of the highest noise level aircraft type Combined with 0215-35 Title 21	Airport Planning & Noise Mitigation (QHP)	PE	No	21 CCR 5025, 5045 CCP 338			
1105-70	Curfew Violations - correspondence, documentation, background information and review panel records of decisions	Airport Planning & Noise Mitigation (QHP)	CY + 6	No	San Diego Airport Use Regulations SDCRAA Code 9.40			
1105-75	Air Ambulance Landings - emergency landings to transport the injured or human organs	Airport Planning & Noise Mitigation	CY + 5	No	SDCRAA Code 9.40			

SDCRAA MASTER RECORDS RETENTION SCHEDULE

Redline Version - 2018

CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
1110-30	State Operating Permit - permit issued by the state regarding noise abatement	Airport Planning & Noise Mitigation	PE	No	21 CCR 3534
0210-05	Airport Security Program (ASP) - includes Procedures, Measures, Facilities and Equipment Used to Comply with 49 CFR Part 1542 – Airport Security; includes Parts 1520 and 1540. Maintained by Aviation Security personnel	Aviation Security and Public Safety	PE	Yes	CFR 1542.103 <i>Note: The airport operator shall maintain one current and complete copy of its security program and provide a copy to the Administrator upon request. Each airport operator shall restrict the distribution, disclosure, and availability</i>
0210-10	Airport Security Program (ASP) Audit Program - employment history investigations. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	180 days after terminate access authority	No	49 CFR 1542.209(k)
0620-10	Inter-Governmental Correspondence - letters to and from elected officials and government agencies regarding legislative Issues and Authority updates	Inter-Governmental Relations	5	No	NC1-237-77-3 Item 83(1b) GC 34090 GC 60201
0620-30	Lobbyist Filings – records related to the registration and activities of Authority-contracted and external lobbyists pursuant to state and federal law and Authority Code requirements. Documents may include: registration forms, disclosure statements, quarterly filings, and logs	Inter-Governmental Relations / Corporate & Information Governance	CY + 5	No	GC 34090 GC 60201
0105-20	Biographies – brief biographies of Executives, Board Members, and other staff as needed	Vision, Voice & Engagement / Department	Active; 3 year review for currency required	No	GC 34090 GC 60201
0405-05	Accounts Payable - includes invoices, check requests, contract payments, travel and expense reports, P.O. payments, Pcard payments, payroll obligations, 1099's & 1096 and W-9s and correspondence. (data maintained in E-1 indefinitely) Beginning in FY 2015 – all accounts types of accounts payable records are managed as one category. (new category code: 0405-07 and 0405-25)	Accounting	FY + 5	Yes (E-1)	PUC 170046; CCP 337, 337.15
0405-06	Accounts Payable - Regulatory Compliance - includes processed invoices and supporting documentation for those payments that must be maintained longer to support regulatory or other long-term retention requirements and are not maintained by the project department, e.g., PM/CM account payable records. (data maintained in E-1 indefinitely)	Accounting	PE	Yes (E-1)	PUC 170046; CCP 337, 337.15, 49 CFR 18.36, 49 CFR 18.42
0405-07	W-9s	Accounting	PE (?)		PUC 170046; CCP 337, 337.15
0405-12	Daily Deposit Receipts - includes cash receipt batches, parking revenue reports and other documents in support of daily deposits to the general operating bank accounts.	Accounting	FY + 4	No	GC 34090 GC 60201 PUC 170046

SDCRAA MASTER RECORDS RETENTION SCHEDULE

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0405-15	Cancelled Checks – returned paid Authority checks (deleted per department - files no longer retained)	Accounting	4	No	PUC 170046 — CCP 337, 337.15
0405-20	Contract Payments – documentation to make payments — Series discontinued as of FY 2015. Records now managed as part of 0405-05.	Accounting	FY + 5	No	PUC 170046 — CCP 337, 337.15
0405-25	Accounts Payable Data - includes all accounts payable data stored in E-1	Accounting	PE	yes	PUC 170046; CCP 337, 337.15, 49 CFR 18.36, 49 CFR 18.42
0405-40	Monthly Accounting – includes but not limited to journal entry form and backup documentation, monthly banking and account reconciliations, unaudited financial statements, and allocations	Accounting	FY + 4	No	PUC 170046
0405-50	Travel and Expense Reports – receipts and back-up data Series discontinued as of FY 2015. Records now managed as part of 0405-05.	Accounting	FY + 4	No	GC 34090 — GC 60201 PUC 170046
0420-16	External Audit Reports - comprehensive annual financial reports, back up data, & single audits	Accounting	FY + 2 PE	No	GC 34090 GC 60201 PUC 170046
0425-05	Employee Payroll Files – includes copies of W4's PAFS, and PERS/CERS Information (originals maintained in Human Resources) *Reference	Accounting	Termination	No	LC 226, 1174 — 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5
0425-15	Payroll Register - listing of each employee's gross pay w/tax, deduction information per pay period, and payroll journal entries.	Accounting	PE (correct retention?)	No	PUC 170046 GC 34090 GC 37207
0425-30	Payroll Tax Reports - quarterly and annual reports, such as W-2, 940, 941, DE 6, DE 7 and DE 166	Accounting	CY + 4	No	GC 34090 26 CFR 31.6001.1-4 IRS REG 31.6001-1(e)(2) R&T 19530 29 CFR 516.5-516.6
0425-35	Pay Period Adjustment File – correspondence, calculations, and supporting documentation regarding requests for payroll adjustment	Accounting	CY + 2	No	LC 226, 1174 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5
0425-40	Payroll Obligations – includes invoices, check requests, and correspondence related to payroll obligations, such as garnishments and union dues — Series discontinued as of FY 2015. Records now managed as part of 0405-05.	Accounting	FY + 4	No	GC 4090, 29 CFR 516.2 PUC 170046

SDCRAA MASTER RECORDS RETENTION SCHEDULE

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0425-10	Employee Time Sheets – completed approved employee timesheets (payroll data maintained indefinitely in E-1; electronic effective 1/1/06)	Accounting / Facilities Management / Ground Transportation	CY + 4	Yes	LC 1174 ——— 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5 ——— 29 CFR 516.2
0405-10	Accounts Receivable - including billing records and master transaction data and supporting documentation. For recordkeeping related to commercial vehicle revenue accounting, additional records include commercial vehicle AVI data, trip dispute forms and collection activity not associated with Financial Management's efforts. (GT dept of record for Trip Fee Billing)	Accounting / Ground Transportation	FY + 4	Yes (E-1)	PUC 170046
0405-90	General Ledger – general ledger data, trial balance, fixed assets and other related schedules	Accounting / Ground Transportation	Indefinite PE	Yes	GC 34090 GC 60201 PUC 170046 –
1105-50	Air Traffic Reports - monthly overview of airline operating statistics, includes Air Traffic Summary Report	Air Service Development	PE	No	GC 34090 GC 60201
1105-51	Airline Operating Statistics - data forms submitted by airlines to the Airport Authority for inclusion in the Air Traffic Reports	Air Service Development	CY + 2	No	GC 34090 GC 60201
0440-05	Air Service Development Business Development Projects - records documenting the development of new air service, products, and other services currently being researched for business plan phase and/or execution. Includes but is not limited to: presentations, surveys, data analysis, plans, reports, and correspondence. Note: presentations may include restricted data per BTS, - http://www.bts.gov/programs/airline_information/sources/#RESTRICT for more information	Air Service Development / Business Development	CL + 2	No	GC 34090 GC 60201
0815-18	Construction Project Reference Files - reference files or copies of records related to a construction project file that are maintained by Document Control while the project is active.	Airport Design & Construction / Facilities Development	CL	No	GC 34090 GC 60201
0201-10	Air Quality Monitoring Records - air quality monitoring records including but not limited to: use data, manuals, maintenance and calibration records, procedures and logs	Airport Planning & Noise Mitigation / Environmental Affairs	CY + 10	No	17 CCR § 95105; 40 CFR §98.3(g)-(h)
0815-30	Homeowner Files – data and supporting documentation for each participant in the Quieter Home Program	Airport Planning & Noise Mitigation	PE	No	21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338
0655-15	Airport Noise Advisory Committee (ANAC) – minute copies, agendas, notices and recommendations (original minutes to Corporate Services)	Airport Planning & Noise Mitigation	CY + 6	No	14 CFR 150.1 et seq 21 CCR 5023, 5045
0805-10	CEQA Documentation: Includes Categorical Exemptions Negative Declarations and Environmental Impact Reports (EIR) - environmental review documents for Authority projects that are categorically exempt from state law and for which there are no significant environmental impacts after mitigation and, those which have potentially significant environmental impacts.	Airport Planning & Noise Mitigation	PE	No	California Environmental Quality Act (CEQA)
0805-15	CEQA Documentation-Negative Declarations— environmental review documents for Authority projects- for which there are no significant environmental impacts after mitigation **Added to 0805-10**	Airport Planning & Noise Mitigation	PE	No	California Environmental Quality Act (CEQA)

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0805-20	CEQA Documentation-Environmental Impact Reports (EIR) – environmental review documents for which there are potentially significant environmental impacts. **Added to 0805-10**	Airport Planning & Noise Mitigation	PE	No	California Environmental Quality Act (CEQA)
0805-25	NEPA Documentation: Includes: Finding of No Significant Impact (FONSI), Environmental Assessments, Environmental Impact Statements - environmental review documents for Authority projects where no significant impact was determined, for projects that may or may not have significant impacts per Federal law.	Airport Planning & Noise Mitigation	PE	No	National Environmental Policy Act (NEPA)
0805-30	NEPA Documentation-Environmental Assessments – environmental review documents for Authority projects which may have significant impacts **Added to 0805-25**	Airport Planning & Noise Mitigation	PE	No	National Environmental Policy Act (NEPA)
0805-35	NEPA Documentation-Environmental Impact Statements – environmental review documents of Authority projects which have potentially significant environmental impacts according to Federal law. **Added to 0805-25**	Airport Planning & Noise Mitigation	PE	No	National Environmental Policy Act (NEPA)
0805-50	CA Coastal Act Permits (CDP) - Authority projects that require a Coastal Development permit	Airport Planning & Noise Mitigation	PE	No	CA Coastal Act
0805-55	Local Coastal Program - documents related to establishing the Authority's own Local Coastal Program	Airport Planning & Noise Mitigation	PE	No	GC 34090 GC 60201
0810-05	Comprehensive Land Use Plan and Updates - public use and Military Airports land use compatibility plans	Airport Planning & Noise Mitigation	PE	No	14 CFR 150.11 PUC 21675
0810-10	FAA Land Use Approvals - FAR Part 77 Airspace Analysis Determinations for Notices to Proposed Construction and Alternations (airport Projects)	Airport Planning & Noise Mitigation	PE	No	14 CFR 150.1 et seq
0810-20	Airport Site Selection Program Planning Project Files - reports, documents, presentations, historical material and deliverables from Phase I and II of the Site Selection Study.	Airport Planning & Noise Mitigation	PE	No	CA PUC 21701, et seq.
0810-25	Airport Land Use Determination (ALUC) Project Files - includes notes, reports, resolutions and maps	Airport Planning & Noise Mitigation	PE	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1, 42 USC 9612(d), 9613(g) 42 USC 9658 PUC 21675, 33 USC 1251 et seq

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0815-20	Quieter Home Program Construction Project Files —may include but is not limited to Project Administration, Planning & Schematic, Design, Bid Phase and Construction/Close Out Phase documents, FAA/TSA, Cost Trends, Bid Documents, Time Impact, Permits, California Preliminary Notices, RFI, Photos, and Substantial Completion. NOTE: The project close date is the date indicated on the project close memo or close out form submitted to Accounting. **Included in 0815-15**	Airport Planning & Noise Mitigation	CL + 10	No	21 CCR 5053, 5054, 5057 CCP 337.15 — CCP 338
0815-21	Quieter Home Program Critical Construction Project Files — may include but is not limited to Environmental, City/Governmental/Utilities, Reports, Calculations, Design Surveys/Studies/Geotechnical Data/Existing Conditions, Conformed Specifications, Bulletins, Change Orders, Commissioning Plans, Contract Close Out Documents, Warranties, Submittals, Purchase orders, Payment Applications, Sponsor Correspondence, Grant Certifications and Buy American Waivers— NOTE: FMD maintains O&M Manuals separately as part of 0505-10 Equipment Records. The project close date is the date indicated on the project close memo or close out form submitted to Accounting. Beginning on August 2014, official pay applications, including supporting documentation, are maintained in this category. **Included in 0815-16**	Airport Planning & Noise Mitigation	PE	No	21 CCR 5053, 5054, 5057, CCP 337.15 — CCP 338
0815-22	Quieter Home Programmatic Records - key records documenting the creation and administration of the program including but not limited to: FAA correspondence, statistics, summary reports, plans, public relations materials, and historical program material.	Airport Planning & Noise Mitigation (QHP)	CL + 3	No	21 CCR 5023; 21 CCR 5053, 5054, 5057; GC 34090 GC 60201
0820-05	Airport Master Plan and Master Plan Amendments - includes facilities inventory; forecasts of aviation demand; assessment of existing facilities' ability to accommodate forecasted demand; identification of future facility needs based upon forecasted demand; assessment of the environmental impacts of developing airport facilities, with emphasis on such factors as noise, land use, and other quality of life issues; development and assessment of various planning alternatives for operational efficiency, economic feasibility, and environmental impact; the identification of costs and timing of a preferred alternative; and the preparation of plans for proposed development	Airport Planning & Noise Mitigation	PE	No	GC 34090 GC 60201
0820-10	Airport Planning Projects - any Authority projects that involve long-term facility or airport planning	Airport Planning & Noise Mitigation	PE	No	GC 34090, GC 60201
0820-15	Other Agency Planning and Environmental Projects —projects by other agencies that may impact the Authority. **Reference Material - Non Record**	Airport Planning & Noise Mitigation	PE	No	GC-34090, GC-60201—
0650-30	Airport Rules, Regulations, and Amendments - documents governing the general conduct of the public, tenants, employees and commercial users of the San Diego International Airport as their activities relate to the possession, management, supervision, operation and control of the airport by the San Diego County Regional Airport Authority.	Airside Operations	SU + 3-Active; 3-year review for currency required	Yes	GC 34090 GC 60201
0650-31	Quarterly Amendments to Airport Rules and Regulations — approved redline and final version of updated sections. **Included in 0650-30**	Airside Operations	PE	No	GC-34090 — GC-60201—

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0210-25	Security Incidents - includes bomb threats, potential hijacking, sabotage, unauthorized access & other security breaches & violations <i>Note: Series discontinued effective 2013.</i>	Airside Operations	CY + 2	No	14 CFR 139.325
0220-05	Aircraft Accident-Incident Report - includes description of what happened to aircraft/contents/occupants/facilities	Airside Operations	PE	No	14 CFR 139.301; 14 CFR 139.325
0220-10	Aircraft Rescue and Firefighting (ARFF) - includes training, drills, daily report, and fire alarm reports	Airside Operations	CY + 3	No	14 CFR 139.301; 14 CFR 139.317, 139.319
0220-15	HPD Sick and Injury Reports - copies of sick and injury reports reported to HPD	Airside Operations	2	No	14 CFR 139.319
0220-20	Ground Vehicles Accident-Incident Reports - copies of reports issued by HPD	Airside Operations	CY + 5	No	14 CFR 139.301; 14 CFR 139.329
0220-25	Runway Incursions - occurrence involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation between aircraft taking off, intending to take off, landing or intending to land at an airport	Airside Operations	CY + 5	No	14 CFR 139.301; 14 CFR 139.329
0720-10	New Personnel Training - records documenting annual training, including but not limited to: airport familiarization, pedestrian/ground vehicles procedures, communications & ACM duties	Airside Operations	CY + 2	No	14 CFR 139.301; 14 CFR 139.303, 14 CFR 139.329
0815-05	Construction Projects - includes correspondence, presentations, phasing schedules and safety plans for onsite/offsite construction projects as they relate to aircraft operations - **Maintained by Development**	Airside Operations	CL + 2	No	14 CFR 77.19 - GC 34090 - GC 60201 -
0905-20	Damage to Property Reports - copies of reports regarding damage to Authority property issued by HPD, including corresponding photos taken by Airside Operations staff	Airside Operations	CY + 2	No	14 CFR 139.329
1105-10	Airfield Obstructions (Part 77) - Onsite - includes all obstructions, airfield lights & construction equipment that are localized within the boundaries and jurisdiction of the airport	Airside Operations	CY + 2	No	14 CFR 139.331
1105-15	Part 139 Daily Self-Inspections - includes pavement areas, safety areas, marking & signs, obstructions, fueling, construction, ARFF, public protection wildlife hazards, ground vehicles & special inspections	Airside Operations	CY + 2	No	14 CFR 139.301; 14 CFR 139.327

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1105-20	Airport Operations 24-hour Daily Log - record of all activities conducted by the operations division	Airside Operations	CY + 5	No	14 CFR 139.327
1105-25	Fuel Facility and Vehicle Inspections - quarterly inspections and fuel truck driver certification of training	Airside Operations	CY + 2	No	14 CFR 139.301; 14 CFR 139.321 CCP 338
1105-30	Deviation Reports - report to the FAA Regional Airports Division Manager stating the nature, extent and duration of the deviation due to an emergency	Airside Operations	CY + 4	No	14 CFR 139.113 CCP 338
1105-35	Obstruction-Notice of Construction or Alterations and Airspace Determination Off Airport (FAR77) - records documenting all obstructions that are outside the boundaries and jurisdiction of the airport. Includes but is not limited to 7460-1, 117-1, and all FAA & email correspondence	Airside Operations	PE	No	14 CFR 77.19 GC 34090 GC 60201 PUC 170042
1105-36	RON Parking Schedules - drawings documenting the parking schedule for aircraft remaining overnight (RON)	Airside Operations	CY + 2	No	GC 34090 GC 60201
1105-45	Notice to Airmen (NOTAM) - airport condition reports	Airside Operations	CY + 3	No	14 CFR 139.339
1105-55	Charter Advisories - correspondence between charter operator, ground handling agent & airside operations, and includes Prior Permission Required events.	Airside Operations	CY + 2	No	GC 34090 GC 60201
1105-60	Tenant Advisories and Notices—operational and non-operational notices to tenants	Airside Operations- Aviation Security and Public Safety-	CY + 5	No	GC 34090 GC 60201
1105-85	Wildlife Management - correspondence relating to any wildlife activity on the airport property or aircraft, including but not limited to wildlife or bird strikes, the USDA Japanese Beetle Control Program, and contract wildlife control measures	Airside Operations	CY + 5	No	14 CFR 139.337
1110-36	Cal Trans Permits - includes related documentation, such as annual inspections, etc.	Airside Operations	PE	No	14 CFR 139.217
1120-05	FAA Airports Division Applications- application and back-up information to the FAA for the issuance of airport operations certifications, including related certificates	Airside Operations	PE	No	14 CFR 139.101, 139.103, 139.109, 139.205
1120-10	Airport Certification Manual (ACM) - policies and procedures governing operations, rescue and firefighting requirements, and includes letters of agreement	Airside Operations	Active; 3-year review for currency required SU + 3	Yes	14 CFR 139.101, 139.103, 139.201, 139.203, 139.205, 139.205, 139.207, 139.305- 139.343
1120-15	ACM Applications Amendments - approvals and disapprovals involving various FAA activities	Airside Operations	PE	No	14 CFR 139.205 14 CFR 139.217
1120-20	FAA Annual Certification Inspection - includes documents & correspondence resulting from the inspections to & from the FAA	Airside Operations	PE	No	14 CFR 139.217

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1120-35	KSAN Approach-Departure Procedures - notices from FAA regarding required changes to aircraft approach and departure procedures	Airside Operations	PE	No	GC 34090 GC 60201
0650-26	Notices of Violation - SAN - records documenting a violation of Authority Codes and/or Rules and Regulations. Documents include but are not limited to: notice of violations, investigative notes, logs and correspondence.	Airside Operations / Aviation Security and Public Safety / Terminals & Tenants / Environmental Affairs / Ground Transportation	Date of Incident + 30	No	49 CFR 1542 SDCRAA Rules & Regulations, Section 7
0210-30	Security Management Files - records documenting TSA, law enforcement, and intelligence activities. Includes but is not limited to: TSA directives and circulars, law enforcement activity records and SOPs, and intelligence bulletins and assessments.	Aviation Security & Public Safety	Active; 5 year review for currency required SU + 5	No	49 CFR 1520 49 CFR 1542 49 CFR 1542.221
0210-35	Security Case Files - records documenting security violations. Includes but is not limited to: correspondence, reports, and video.	Aviation Security & Public Safety	Creation + CY + 30	No	49 CFR 1520
0210-40	AVSEC Data - data transmitted to external stakeholders, such as TSA; Access Control System Technical Documents, policies and procedures.	Aviation Security & Public Safety	SU + 2	No	49 CFR 1520
0210-45	Aviation Security Programmatic Records - records documenting Authority security programmatic activities and technical documentation. Includes but is not limited to: departmental security plans/policies/procedures, Authority Security Incentive Program, RTCA access control design standards, and Safe Skies security program initiatives.	Aviation Security & Public Safety	SU + 5	No	49 CFR 1520 49 CFR 1542
0210-20	Airport Access Control Applicant Records - includes fingerprint application, employment history and finger-print based criminal history records check to comply with 49 CFR Part 1542.209. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	180 days after termination of unescorted access authority (TE + 180 Days)	Yes	49 CFR 1542.209(k)
0220-30	Safety Management Files – documents related to safety management (i.e. ramp walks, safety issues, SMS). Includes but is not limited to: correspondence, reference material written plans, and instructions.	Aviation Security and Public Safety	CU + 5	No	GC 34090 GC 60201
0225-10	SAN-AIREX - 139 Tabletop Exercises – record of the exercises to test the effectiveness of the Airport Emergency Plan (AEP) and to familiarize emergency personnel with their responsibilities in the plan. <i>Note: summary of actions is provided to Airside Operations to be included with the FAA certification inspection records.</i>	Aviation Security and Public Safety	PE	No	14 CFR 139.325

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0225-15	Emergency Management Files -- documents related to emergency management (i.e. Response, Events, Exercises, Preparedness, and Systems). Includes but is not limited to correspondence, reference material, instructions, and lists. NOTE: Plans are filed under 0225-05 Emergency Management Plans.	Aviation Security and Public Safety	CU + 5	No	GC 34090 GC 60201
0650-35	TSA Punitive Action - correspondence to and from the TSA regarding punitive action against the Authority. May include but not limited to: Letters of Investigation, Warning, and Civil Penalties	Aviation Security and Public Safety	PE	No	49 CFR 1542
0720-05	Law Enforcement Training Roster - record of attendance for most current training provided in conjunction with the Port District. Maintained and disposed of by Aviation Security personnel (<i>Port District maintains official training record</i>)	Aviation Security and Public Safety	Active; 3-year review for currency required SU + 3	No	49 CFR 1542-GC 34090 GC 60201
0720-20	Airport Security Coordinator (ASC) Training Documentation - outline of training requirements and individual training records. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	Withdrawal of ASC Designation + 180 days	No	49 CFR 1542.3
0720-35	Incident Support Team Training Files -- includes registration forms and training materials related to volunteer assistance during emergency events	Aviation Security and Public Safety	Active; 3-year review for currency required	No	GC 34090 GC 60201
1120-25	Airport Emergency Plan (AEP) - emergency policies for the Airport	Aviation Security and Public Safety	PE	Yes	14 CFR 139.325
0210-15	Audits of Identification System - audits required under the ASP. Maintained and disposed by Aviation Security personnel	Aviation Security and Public Safety	AU + 2	No	49 CFR 1542.21
0210-50	Video and Audio Monitoring Records - video and audio monitoring recordings downloaded from the continuous recording systems employed by the Authority or its designee for purposes related to the safety and security of employees, customers and property and to assist with the investigation of unlawful activities, accidents, claims or potential claims. Copies may be transferred to other related record categories when applicable.	Aviation Security and Public Safety / Ground Transportation / Facilities Management	CY + 1	No	49 CFR 1520 GC 26202.6 GC 34090.6 GC 34090.7 PUC 170016
0410-05	Budget Work Papers - (<i>Actuals, Budget, CIP</i>) Back-up information and analysis related to the development of the proposed and adopted capital program and operating budgets; monthly, quarterly, and annual variance between actual outcomes versus projected figures; and annual budgets, management and funding reports related to projects. Includes annual consolidation of estimated expenditures as submitted by departments, presentations to the Board, compilation of the Budget Book and communication relating to the Budget. NOTE: adopted budget on file with the Corporate Services Department	Business & Financial Management	FY + 7	No	PUC 170000-170084

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0410-06	Actuals Work Papers – Includes actuals and budget database, reports, variance analysis spreadsheets and other supplemental schedules and back-up information related to the monthly, quarterly and annual variance between actual outcomes versus projected figures.	Business & Financial Management	FY + 7	No	PUC 170000-170084
0410-07	Airlines Rates and Charges Work Papers – models, presentations, supporting information and analysis in the development of rates, fees and charges to airlines as part of the airline operating agreement; also includes annual settlement of actual revenue collected versus budgeted collections.	Business & Financial Management	FY + 10	No	PUC 170046 GC 60201 GC 34090
0435-40	Debt - Includes: repurchase agreement sweep account statements, variable debt borrowings, and bonds. –Operating cash reporting by primary Commercial Bank (series discontinued as of March 1, 2010)	Business & Financial Management	FY + 5 EX + 10	No	PUC 170046 GC 60201 GC 34090
0445-10	Passenger Facility Charges (PFC) Records (successful/unsuccessful) - back up information related to life to date PFC approval, revenue & reimbursement expenses. Includes but is not limited to: applications, audits closeouts, FAA correspondence, record of decision, and airline consultation documents	Business & Financial Management	Application Closeout + 3 CL + 3	No	PUC 170046 GC 60201 GC 34090 14 CFR 158.67
0445-11	Passenger Facility Charge (PFC) Records – Unsuccessful – includes application and related correspondence for unsuccessful PFC applications	Business & Financial Management	FY + 2	No	PUC 170046 GC 60201 GC 34090
0445-15	Capital Improvement Program Work Papers – a rolling, near-term five-year program that provides for critical-needed improvements and asset preservation. Projects address federal security requirements, airfield safety improvement and enhanced revenue potential. Documents include but are not limited to: annual budgets, management and funding reports, and project information.	Business & Financial Management	FY + 7	No	GC 34090 GC 60201
0445-20	Banking and Investments - Includes: funding control, investment reports, trade tickets, treasury management and account reports documentation. –includes monthly cost reports, cash flow reports, general ledger reports, bond draw-down schedules and monthly working files.	Business & Financial Management	FY + 7	No	GC 34090 GC 60201
0450-05	Investment Reports – monthly, weekly and quarterly summaries of Authority investments and bond proceeds, tracking of money between investment accounts, statement of Authority investments from investment advisors and miscellaneous investment-related research reports	Business & Financial Management	FY + 5	No	PUC 170046 GC 34090 GC 60201
0450-10	Trade Tickets – authorization to purchase or sell a security, includes transaction details	Business & Financial Management	Sale of Security + 1	No	PUC 170046 GC 60201 GC 34090
0450-15	Treasury Management and Account Reports – includes the daily bank statement report, on-line deposit reports, detailed items for daily bank deposits, monthly ACH summary reports, tracking and miscellaneous research reports.	Business & Financial Management	FY + 5	No	PUC 170046 GC 60201 GC 34090
0450-20	Letters of Credit - letters from banks guaranteeing that a vendor's payment to the Authority will be received on time and for the correct amount. <i>Note: Letters of Credit (LOCs) guaranteeing Authority variable debt are located in category 0435-05 Variable Debt Borrowings.</i>	Business & Financial Management	EX + 7	No	GC 34090 GC 60201
0450-25	Collection Records - records documenting collection efforts and case files include but are not limited to the weekly accounts receivable (AR) report, tracking and research reports, and correspondence.	Business & Financial Management	CL + 2	No	GC 34090 GC 60201

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0905-10	Appraisals - of Authority property	Business & Financial- Management	Date Inactivated-CL + 4	No	GC 6254(h) GC 34090
0905-25	Acquisitions – for property where the Authority is the lessee (<i>original lease on file with Corporate Services; and if applicable, the proposal, qualifications, or quotation of the selected lessee and evaluation memo</i>)	Business & Financial- Management	Disposition of Property- Life + 3	Yes	GC 34090 GC 60201
0435-05	Variable Debt Borrowings – includes but is not limited to: trustee and LOC account statements, variable-rate debt agreements, revolving letter of credit and other short term debt agreements and statements and correspondence.	Business & Financial- Management / Accounting	Expiration of Agreement + 10	No	GCP 337-5
0435-10	Bonds – includes but is not limited to: feasibility analysis and reports, board documents, debt service, trustee account statements & administration, pricing, investments, official statement, cost of issuance, requisitions, rating agency, bond related continuing disclosure, underwriting, arbitrage, and tax compliance.	Business & Financial- Management / Accounting	Expiration of Bond + 10	No	CCP 337-5
0410-30	Financial Analysis - studies of a variety of potential Authority projects and financing scenarios and options. Includes business case analysis, consultant created studies and in-house analysis.	Business & Financial Management / Business- Development	CL + 5	No	GC 34090 GC 60201
0905-05	Tenant-Property File - supporting documents regarding the sale, purchase, exchange, lease or condemnation of property by the Authority (<i>tenant/property data retained indefinitely in E1</i>).	Business & Financial- Management / Terminals & Tenants	EX + 5	No	GC 34090 GC 6254
0440-11	Business Development Proposals and Ideas - database of ideas, research results, and unsolicited proposals from vendors. Includes but is not limited to: databases, spreadsheets, reports, brochures, presentations, analysis, and correspondence.	Business Development	CY + 5	No	GC 34090 GC 60201
0420-05	Audit Reports - included final reports, support documentation, reccommendations, and follow up data of internal process and business partner audits	Chief Auditor	PE-CY + 7	No	PUC 170046
0420-10	Audit Work Papers – documentation in support of the audit reports, includes recommendation follow-up data (maintained electronically in TeamMate beginning 2007)	Chief Auditor	Completed + 10	No	PUC 170046
0420-15	Internal and Quality Assessment Reviews - records documenting the review of the Chief Auditor Department's internal quality control system and performance. Includes but is not limited to: work papers, certifications, and final assessment reports.	Chief Auditor	CL + 6	No	GC 34090 GC 60201
0420-20	Risk Assessments - Audit Plans - Activity Reports - records documenting the risk assessment process and subsequent audit plan and activity reports. Includes but is not limited to: assessments, plans, and monthly, quarterly and annual reports. <i>Note: plans and reports are maintained indefinitely as part of 0655-10 Committee Agenda Packets and 0630-10 Board and ALUC Agenda Packets.</i>	Chief Auditor	CL + 6	No	GC 34090 GC 60201
0420-25	Audit Reference and Resources – reference documents created internally or received from external sources, such as professional associations or federal and state governments. Includes but is not limited to: articles, templates, memos, and reports.	Chief Auditor	5	No	GC 34090 ——— GC 60201

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0605-60	Ethics Program Records – documentation supporting the report of alleged ethics violation. May include but not limited to: complaint or report of violation, investigative records, determination, and supporting documentation.	Chief Auditor	Determination + 10 CL +7	No	GC 34090 GC 60201
0105-25	Reception Log Books - includes but is not limited to visitors, delivery, incoming FedEx, etc. logs and USPS Firm Mailing Book for Accountable Mail	Corporate & Information-Governance Talent, Culture & Capability	CY + 2	No	GC 34090 GC 60201
0125-05	Records and Information Management Procedures - Program Records – records related to the Authority's Records and Information Management Program and includes but is not limited to: procedures, retention schedule, and compliance reports.	Corporate & Information-Governance Records & Information Management	5 SU + 2	No	GC 6253 GC 34090 GC 60201
0125-10	Records and Information Management Program Records – Historical – records documenting the history of the Authority's Records and Information Management Program, including but not limited to: reports, record category history file, records transmittal data, and disposition certification	Corporate & Information-Governance Records & Information Management	Indefinite	No	GC 34090 GC 60201
0125-15	Records Destruction Authorization Forms - includes certificate of destruction	Records & Information Management	PE	No	GC 34090 GC 60202
0125-20	Records Retention Schedule	Records & Information Management	SU + 2	No	GC 34090 GC 60203
0125-25	Compliance Reviews - includes department final reports	Records & Information Management	SU+2	No	GC 34090 GC 60204
0125-30	Public Records Requests - completed requests for information received from the public pursuant to the California Public Records Act	Corporate & Information-Governance Records & Information Management	CY + 2	No	GC 6253 GC 34090 GC 60201
0605-40	Oaths of Office - oaths administered to public officials/employees as required by the California Constitution	Corporate & Information-Governance Authority Clerk	CY + 4	No	GC 34090 GC 60201

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0605-45	Affidavits of Posting and Publication - Board/Committee meeting agendas, public notices, and other miscellaneous postings and publications	Corporate & Information Governance -Authority Clerk	CY + 2	No	GRS 14 Item 15 GC 34090 GC 60201
0605-65	Governmental Filings - records relating to the provision of information to local, state, and federal agencies. Documents include but are not limited to: Statement of Facts, Annual Survey of Public Employment & Payroll, and Waste Diversion and Recycling	Corporate & Information Governance -Authority Clerk	CY + 2	No	GC 34090 GC 60201
0610-05	Contracts and Agreements - includes all CIP, MOU's, Grants and professional service contracts & agreements for the Authority. <i>Note: The bid advertisement (when applicable), proposal, qualifications, or quotation of the selected vendor and bid evaluation/sole source memo are filed with the approved agreement)</i>	Corporate & Information Governance -Authority Clerk	PE	Yes	CCP 336, 337 et seq.
0610-10	Leases - includes tenant leases, permits, licenses, noise monitoring easements, etc. <i>(if applicable: the proposal, qualifications, or quotation of the selected lessee and bid evaluation memo are filed with the approved lease)</i>	Corporate & Information Governance -Authority Clerk	PE	Yes	CCP 336, 337 et seq.
0620-35	Codes and Policies - codes and policies adopted by the Board governing the conduct of Authority business (approved redline version is attached to the executed resolution and maintained PEIy; copies of supplements maintained separately)	Corporate & Information Governance -Authority Clerk	SU + 10	Yes	GC 34090 GC 60201
0620-36	Codes and Policies Supplements - records documenting Board-approved revisions to existing Authority Codes and Policies; also includes original 2002 version	Corporate & Information Governance -Authority Clerk	PE	No	GC 34090 GC 60201
0620-40	Board and ALUC Resolutions - resolutions adopted by the Board/ALUC	Corporate & Information Governance -Authority Clerk	PE	Yes	GC 34090 GC 60201
0630-05	Board and ALUC Minutes - approved minutes of Board/ALUC meetings	Corporate & Information Governance -Authority Clerk	PE	Yes	GC 34090 GC 60201
0630-10	Board and ALUC Agenda Packets - records documenting agenda items presented to the Board. Includes but is not limited to: staff reports, presentations and back-up information. <i>Note: All materials associated with the Interim Board held in 2002; format paper/electronic.</i>	Corporate & Information Governance -Authority Clerk	PE	No	GC 34090 GC 60201
0630-15	Board and ALUC Meeting Recordings - recordings of meetings used for the preparation of minutes and public access	Corporate & Information Governance -Authority Clerk	PE	No	GC 34090.7
0630-20	Affidavit of Publication - board/committee meetings and public notices <i>Series discontinued as of January 1, 2015.</i>	Corporate & Information Governance -Authority Clerk	CY + 2	No	GRS 14 Item 15 GC 34090 GC 60201
0630-30	Board Correspondence - letters/memos of Board Members	Corporate & Information Governance -Authority Clerk	CY + 4	No	GC 34090 GC 60201
0630-35	Information Packet - internal communication distributed to Board Members weekly and as needed	Corporate & Information Governance -Authority Clerk	CY + 4	No	GC 34090 GC 60201

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0630-55	Board Member Appointments and Resignations - correspondence confirming appointments and resignations. Note: Rosters of Board Member appointments and terms are maintained PE.	Corporate & Information Governance-Authority Clerk	CY + 4	No	GC 34090 GC 60201
0635-05	Conflict of Interest Filings - completed FPPC Form 700 (Statement of Economic Interests) filed by Board Members, public members of the Audit committee, designated employees, and consultants	Corporate & Information Governance-Authority Clerk	CY + 7	No	GC 81009(e) & (g)
0640-05	Deeds and Easements - original deeds & easements recorded by the County	Corporate & Information Governance-Authority Clerk	PE	No	GC 34090 GC 60201
0640-10	Avigation Easements - easements filed by homeowners acknowledging noise conditions	Corporate & Information Governance-Authority Clerk	PE	No	GC 34090
0650-40	Legal Service - records documenting the legal filings served on the Authority and accepted by the Authority Clerk or his/her designee, such as claims, subpoenas, summons, ADA grievances, and appeals. Documents include but are not limited to: logs and copy of legal filing. Note: Paper copies are retained for 2 years only.	Corporate & Information Governance-Records & Information Management/General Counsel	PE	No	GC 34090 GC 60201
0655-05	Committee Minutes - approved minutes of Board and citizen committees	Corporate & Information Governance-Authority Clerk	PE	No	GC 11125.1 GC 34090 GC 60201
0655-10	Committee Agenda Packets - includes reports, presentations and back-up information	Corporate & Information Governance-Authority Clerk	PE	No	GC 34090 GC 60201
0655-25	Committee Meeting Recordings - recordings of meetings used for the preparation of minutes and public access	Corporate & Information Governance-Authority Clerk	PE	No	GC 34090 GC 60201
0655-30	Committee Appointments and Resignations -correspondence confirming appointments and resignations. Note: Rosters of Committee Member appointments and terms are maintained indefinitely.	Corporate & Information Governance-Authority Clerk	CY + 4	No	GC 34090 GC 60201
0705-10	Cultural Development Trip Files – back-up information and correspondence (Series has been discontinued)	Corporate & Information Governance	PE	No	GC 34090 GC 60201
0720-25	Ethics Training (AB1234) - Certificates of Training required by Authority Code 2.05	Corporate & Information Governance-Authority Clerk	CY + 5	No	GC 53235.2
0225-05	Emergency Management Plans - records relating to non-standard operational practices. Documents include but are not limited to: business continuity, disaster recovery, and other related plans.	Corporate & Information Governance / Information & Technology Services / Department	Active; 5 year review for currency required	Yes	GC 34090 GC 60201
0105-05	Correspondence - general correspondence, such as departmental memos, letters, and e-mail that do not fall under another records category	Authority	2	No	GC 34090 PUC 170046 GC 60201
0105-35	Professional Development Records – records documenting participation in conference, training, or other continuing education programs that support professional development, continuing education or other certifications-	Department	5	No	GC 34090 GC 60201
0105-40	Professional Associations - agendas, minutes and general information for various professional organizations	Authority	5 -CY+2	No	GC 34090 GC 60201
0105-50	Departmental Policies and Procedures - specific departmental instructions, policies and procedures	Authority	SU+2	No	GC 34090 GC 60201

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0105-55	Departmental Administrative Files — includes files related to the administration of the department and not its core functions and activities. Documents may include but are not limited to: contact lists, templates, logs, calendars, departmental meeting notes, newsletters, and departmental events.	Department	3	No	GC 34090 — GC 60201
0105-60	Project Files - documents related to departmental projects that do not fall under another record category.	Department	CL + 5	No	GC 34090 GC 60201
0105-65	Ad Hoc Work Group and Task Force Records - records documenting the work of internal work groups, task forces, and committees. Records include but are not limited to: agendas, meeting notes, correspondence, plans, schedules, and reports.	Authority	CY+2	No	GC 34090 GC 60201
0110-05	Reference Materials – External — publications and materials from various external organizations, businesses, and governmental agencies	Department	D/R; 5 year review for currency required	No	GC 34090 — GC 60201
0125-00	Records and Information Management General Files — working files related to the activity of records and information management	Department	3	No	GC 34090 — GC 60201
0130-00	Business Planning General Files — working files related to the activity of business planning	Department	3	No	GC 34090 — GC 60201
0135-00	Customer Service General Files — working files related to the activity of customer service	Department	3	No	GC 34090 — GC 60201
0145-00	Small Business Development General Files — working files related to the activity of small business development	Department	3	No	GC 34090 — GC 60201
0201-00	Air Quality Management General Files — working files related to the activity of air quality management	Department	3	No	17 CCR § 95105; 40 CFR §98.3(g)-(h)
0207-00	Waste Management General Files — working files related to the activity of waste management	Department	3	No	GC 34090; GC 60201
0208-00	Water Management General Files — working files related to the activity of water use, stormwater and waste water management	Department	3	No	GC 34090 — GC 60201
0209-00	Wildlife and Pest Management General Files — working files related to the activity of wildlife and pest management	Department	3	No	GC 34090; GC 60201
0210-00	Security General Files — working files related to the activity of security management	Department	3	No	GC 34090; GC 60201
0215-00	Noise General Files — working files associated with the activity of noise.	Department	3	No	GC 34090 — GC 60201
0305-00	Marketing General Files — working files associated with the activity of marketing.	Department	3	No	GC 34090 — GC 60201

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0310-00	Public and Community Relations General Files – working files related to the activity of public and community relations	Department	3	No	GC 34090 — GC 60201
0310-45	Ceremonies and Events – preparation materials, backup information and correspondence (this is reference material not official records)	Department	CY + 4	No	GC 34090 — GC 60201
0405-00	Accounting and Revenue General Files – working files related to the activity of accounting and revenue	Department	3	No	GC 34090 — GC 60201
0410-00	Financial Planning and Budget General Files – working files related to the activity of financial planning and budget	Department	3	No	GC 60201 — GC 34090
0410-35	Departmental Budget – departmental budget working papers	Department	FY + 2	No	GC 34090 — GC 60201
0420-00	Audit General Files – working files related to the activity of audit	Department	3	No	GC 34090 — GC 60201
0425-00	Payroll General Files – working files related to the activity of payroll	Department	3	No	GC 34090 — GC 60201
0430-00	Procurement General Files – working files related to the activity of procurement	Department	3	No	GC 34090 — GC 60201
0440-00	Business Development General Files – working files associated with the activity of business development	Department	3	No	GC 34090 — GC 60201
0450-00	Treasury and Investments General Files – working files associated with the activity of treasury management	Department	3	No	GC 34090 — GC 60201
0505-10	Equipment Records – case files for the maintenance or repair work of individual pieces of equipment. Includes but is not limited to: manuals, O & M manuals, maintenance histories, warranty information and correspondence	Department	Disposition of Equipment + 3	No	GC 34090 — GC 60201
0505-15	Inventories – departmental inventories of Authority equipment	Department	Active; 5 year review for currency no later	No	GC 34090 — GC 60201
0610-06	Contract Management File - records related to the management of an agreement or contract, such as service agreements, ready service on-call agreements, public works contracts, etc. Documents include but are not limited to: correspondence, and work plans. task authorizations, and copies of agreements or contracts. (Original task authorizations or related records changing the scope of work are transferred to Corporate Services for inclusion in the official agreement/contract file)	Authority	CL + 1-4	No	GC 34090 GC 60201

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0620-00	Legislation General Files – working files related to the activity of legislation	Department	3	No	GC 34090 ——— GC 60201
0630-00	Board Operations General Files – working files related to the activity of board operations	Department	3	No	GC 34090 ——— GC 60201
0650-00	Legal Operations General Files – working files related to the activity of legal operations, including litigation.	Department	3	No	GC 34090 ——— GC 60201
0655-00	Committee Operations General Files – working files related to the activity of committee operations	Department	3	No	GC 34090 ——— GC 60201
0705-00	Human Resources General Files – working files related to the activity of human resources	Department	3	No	GC 34090 ——— GC 60201
0715-00	Employee General Files – working files associated with the activity of employee records.	Department	3	No	GC 34090 ——— GC 60201
0715-10	Department Supervisor's Notes – documentation to assist supervisor/evaluator with staff performance reviews (this is reference material, not official records--the evaluation/report is the official record)	Department	Termination + 2	No	GC 34090 ——— GC 60201
0720-00	Training General Files – working files related to the activity of training	Department	3	No	GC 34090 ——— GC 60201
0720-40	Departmental Training – non-mandatory training provided by the Department. Includes but is not limited to: presentation, evaluations, handouts, and sign-in sheet	Department	CY + 2	No	GC 34090 ——— GC 60201
0725-00	Employee Safety General Files – working files associated with the activity of employee safety	Department	3	No	GC 34090 ——— GC 60201

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0815-00	Construction General Files – working files related to the activity of construction	Department	3	No	GC 34090 — GC 60201
0820-00	Planning General Files – working files related to the activity of planning-	Department	3	No	GC 34090 — GC 60201
0905-00	Property Management General Files – working files related to the activity of property management	Department	3	No	GC 34090 — GC 60201
0910-00	Facilities Management General Files – working files related to the activity of facilities management-	Department	3	No	GC 34090 — GC 60201
1005-00	Information Technology General Files – working files associated with the activity of information technology	Department	3	No	GC 34090 — GC 60201
1105-00	Operations General Files – working files related to the activity of operations administration	Department	3	No	GC 34090 — GC 60201
1120-00	Certification General Files – working files related to the activity of certification	Department	3	No	GC 34090 — GC 60201
0445-05	Grant Records (successful/unsuccessful) – includes application, award, project expenditures, reimbursement requests (FTA drawdowns), and financial close-out documentation. Related records may be found in other departmental records categories. <i>For grants not involving equipment, close is defined as "the day the grantee submits its final expenditure." For grants involving equipment, close is defined as "the day the equipment is disposed or replaced." Equipment is defined as: machinery, including facility operations (such as air conditioning/heating units, backup generators, jetways, etc.) and heavy equipment machinery; vehicles (with or without an engine, such as trams and carts; pre-fabricated buildings, computer equipment, including scanners, printers, etc.; and office furniture and furnishings.(original grant agreement on file with Corporate & Information Governance and maintained indefinitely)</i>	Department / Business & Financial Management	CL + 4, or Granting Agency requirement, whichever is longer	No	PUC 170046 GC 60201 GC 34090 49 CFR 18.36, 49 CFR 18.42
0445-06	Grant Records-Unsuccessful – includes application and related correspondence for unsuccessful grant applications	Department / Business & Financial Management	FY + 2	No	GC 34090 — GC 60201
0201-05	Air Quality Management Inspection and Incident Records: air quality management logs documenting the monthly inspection of equipment and associated permits, such as boilers and generators. Also includes records related to industrial hygiene	Environmental Affairs	CY + 10	No	17 CCR § 95105; 40 CFR §98.3(g)-(h)

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0201-45	Asbestos and Lead-based Paint Database: sample library to be used for identification and analysis. Includes but is not limited to: sample data and images	Environmental Affairs	PE	Yes	40 CFR 763.121
0204-00	Environmental Affairs General Files – working files related to Environmental Affairs Department activities which are unrelated to categories outlined elsewhere	Environmental Affairs	3	No	GC 34090 — GC 60201
0204-06	Construction Inspection Records - records pertaining to environmental review during construction projects. Includes but is not limited to: dates, findings, correspondence, images and final reports. Final report located in corresponding reports categories	Environmental Affairs	CL+ 5	No	GC 34090 GC 60201
0204-30	Environmental Affairs Project Files - documents and records related to activities initiated and managed by the Environmental Affairs Department which are unrelated to projects and activities outlined elsewhere	Environmental Affairs	CL + 10	No	GC 34090 GC 60201
0204-35	Environmental Permits - all environmental permits held by the Authority and related documentation	Environmental Affairs	EX + 5	Yes	GC 34090 GC 60201
0207-05	Waste Management Inspection and Incident Records - records pertaining to regularly scheduled and incident-specific waste management inspections and audits. May include but is not limited to: samples and analysis, dates, findings, and correspondence.	Environmental Affairs	CY + 10		GC 34090; GC 60201
0207-06	Hazardous Materials Inspection and Incident Records: records pertaining to regularly scheduled and incident-specific hazardous materials inspections and audits. Includes but is not limited to: tenant profile information, dates, findings, correspondence, and images	Environmental Affairs	PE	No	CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0207-10	Waste Management Monitoring Records - waste management monitoring records including but not limited to: disposal data, manuals, procedures, and logs.	Environmental Affairs	CY + 5		GC 34090; GC 60201
0207-20	Waste Management Plans and Reports - plans and reports documenting the overall waste management program to be conducted by the Airport Authority	Environmental Affairs	PE		GC 34090; GC 60201
0207-30	Site Assessment and Mitigation Case Files: records pertaining to the assessment of environmental pollutants on Airport property and any applicable clean-up efforts. Includes but is not limited to: investigations, logs, correspondence, sampling, analysis, and reports	Environmental Affairs	PE	No	CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0207-40	Tenants Environmental Exposure: documents provided by Tenants pertaining to their compliance with environmental laws or regulations enforced by external regulatory agencies	Environmental Affairs	Expiration +10	No	GC 34090 GC 60201
0207-50	Hazardous Waste Manifests: shipping record documenting the chain of custody of hazardous waste generated and removed from airport property, including e-waste disposal	Environmental Affairs	CY + 5	No	CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0208-05	Water Management Inspection and Incident Records: storm water and waste water management records pertaining to regularly scheduled and incident-specific inspections and audits. Includes but is not limited to: tenant profile information, dates, findings, correspondence, and images. Beginning in 2012, these records are maintained in the SANTRACK db.	Environmental Affairs	CY +10	No	40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0208-10	Water Management Monitoring Records: storm water and waste water sampling records pertaining to dry and wet weather monitoring and other monitoring requirements as needed. Includes but is not limited to: samples and analysis	Environmental Affairs	CY + 5	No	40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; ; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0208-20	Water Management Plans and Reports: plans and reports documenting water use, storm water and waste water management activities. Annual reports include detailed information about findings, actions, and applicable supporting documentation. Category also includes reports documenting construction inspection activities related to storm water management.	Environmental Affairs	PE	No	40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.44; 40 CFR 403.12(o)(2); SWMP 7.10.3; CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973
0209-05	Wildlife and Pest Management: Includes Inspection and monitoring documentation. Records pertaining to incident-specific wildlife and pest management inspections and audits. Includes but is not limited to: findings, correspondence, images, samples and analysis.	Environmental Affairs	CY + 5	No	GC 34090 GC 60201
0209-10	Wildlife and Pest Management Monitoring Records: wildlife and pest management research records pertaining to the wildlife located on Airport property. Includes but is not limited to: samples and analysis	Environmental Affairs	CY + 5	No	GC 34090 GC 60201
0209-20	Wildlife and Pest Management Plans and Reports: plans and reports documenting findings, analysis and recommendations from wildlife and pest management monitoring activities and incident investigations	Environmental Affairs	PE	No	GC 34090 GC 60201
0201-20	Air Quality Management Plans and Reports: plans and reports documenting the air quality management activities conducted to comply with air quality standards and measures. Also includes reports related to industrial hygiene	Environmental Affairs	PE	No	17 CCR § 95105; 40 CFR §98.3(g)-(h)
0203-00	Energy Management General Files – working files related to the activity of energy management	Environmental Affairs	CY + 10	No	GC 34090 GC 60201
0203-20	Energy Management Plans and Reports - reports documenting the energy management activities conducted in support of its initiatives	Environmental Affairs	PE	No	GC 34090 GC 60201
0105-06	President-CEO Correspondence -correspondence received or sent by the President/CEO	Executive Office	2 CY + 5	No	GC 34090 GC 60201

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0135-20	ADA Customer Service Projects, Assessments and Audits - records documenting compliance with the Americans with Disabilities Act and customer service initiatives and projects conducted to promote airport accessibility services and features in accordance with the Americans with Disabilities Act	Facilities Development	PE	No	GC 34090 GC 60201
0135-21	ADA Assessments and Audits – records documenting compliance with the Americans with Disabilities Act. **included in 0135-20**	Facilities Development	PE	No	GC 34090 GC 60201
0815-10	Lease Plats - record drawings	Facilities Development	PE	Yes	21 CCR 3534 GC 34090(a)
0815-17	Construction Project Record Drawings – final drawings, structures & systems <i>(maintained by Technical Services)</i> Note: See GIS database (0820-20) for related records.	Facilities Development	PE	Yes	CA Civ Proc 337.15 14 CFR Part 107; CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-40	Tenant Improvement Project File - records related to the construction of tenant improvements to Authority property. Documents include but are not limited to: application, request for review, approval letter, contractor documents, schedules, notice to proceed, notice of completion, photographs, and inspector reports. Related records in categories 0815-10 Lease Plats and 0815-17 Construction Project As-Built Drawings and maintained by FDD. <i>(FDD is the office of original for all projects completed before 2011)</i>	Facilities Development	EX + 5	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0820-20	Geographic Information Systems (GIS) Data Layers and Datasets - all engineering, environmental, surveying, aerial photography, leasehold, and internal/external utilities above and below ground. Data covers the utilities and facilities Airport-wide. The GIS database is comprised of two main categories of information: GIS-level data and copies of Project/Drawing documents and information from categories 0815-15, 0815-16, and 0815-17.	Facilities Development	PE Active-	Yes	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-25	Labor Compliance Records (Contractor) – records documenting compliance with all applicable federal and state labor laws. Documents include but are not limited to: checklists, site visit evaluation forms, contractor documents, certified payrolls, court documents, inspection reports, and related correspondence <i>(Certified payrolls are maintained electronically in LCPtracker)</i>	Facilities Development	CL + 5	No	LC226
0815-35	Canceled Projects – projects canceled during the planning and design phase that may be reopened at a later date	Facilities Development / Airport Planning & Noise Mitigation	TE + 2	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0815-15	Development Construction Project Files - (CIP, ADC, and Major Maintenance) may include but is not limited to Project Administration, Planning & Schematic, Design, Bid Phase and Construction/Close Out Phase documents, FAA/TSA, Cost Trends, Bid Documents, Time Impact, Permits, California Preliminary Notices, RFI, Photos, and Substantial Completion. <i>NOTE: The project close date is the date indicated on the project close memo or close-out form submitted to Accounting. Beginning August 2014, official pay applications, including supporting documentation, are maintained in this category for projects not backed by long-term financial instruments and federal monies.</i>	Facilities Development/ Airport Design & Construction Development (ADC, FDD, QHP) / Facilities Management	CL + 10	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0815-16	Critical Construction Project Files - may include but is not limited to Environmental, City/Governmental/Utilities, Reports, Calculations, Design Surveys/Studies/Geotechnical Data/Existing Conditions, Conformed Specifications, Bulletins, Change Orders, Commissioning Plans, Contract Close Out Documents, Warranties, Submittals, Purchase orders, Payment Applications, Sponsor Correspondence, Grant Certifications and Buy American Waivers. <i>NOTE: FMD maintains O&M Manuals separately as part of 0505-10 Equipment Records. The project close date is the date indicated on the project close memo or close-out form submitted to Accounting. Beginning August 2014, official pay applications, including supporting documentation, are maintained in this category for projects backed by long-term financial instruments and federal monies.</i>	Facilities Development/ Airport Design & Construction Development (ADC, FDD, QHP) / Facilities Management	PE	No	CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0505-05	Vehicle Titles - titles for Authority owned vehicles	Facilities Management	LIFE	Yes	GC 34090 GC 60201
0505-20	Safety Inspections Log – log book of daily inspections of elevators, escalators, and terminals	Facilities Management	CY + 3	No	GC 34090 GC 60201
0505-25	Vehicle Maintenance and Inspection Reports – relating to Authority owned vehicles	Facilities Management	LIFE	No	GC 34090 GC 60201
0910-05	Facilities Management Studies and Reports - studies and reports prepared by consultants as needed. Includes but is not limited to: condition assessments, commissioning reports, and case studies related to facilities, property, utilities, and systems.	Facilities Management	PE	No	GC 34090 GC 60201
0910-10	Utility Tracking Files - records documenting utility use, such as water and electricity. Includes but is not limited to: invoice copies , correspondence, rebates, reports, and meter maps.	Facilities Management	PE	No	GC 34090 GC 60201
0910-15	Facilities Maintenance Work Requests - requests for service and related information.	Facilities Management	PE	No	GC 34090 GC 60201
0605-15	Subject Matter Files – legal issues relating to Projects; Airport Issues, etc.	General Counsel	PE	No	GC 34090 GC 60201
0605-20	Chronological Files - copies of outgoing correspondence generated by the General Counsel's Office	General Counsel	PE	No	GC 34090 GC 60201
0605-25	Legal Assignments – log of all internal and external assignments completed by the General Counsel's Office	General Counsel	PE	No	GC 34090 GC 60201
0605-35	Closed Session Notes - official notes of closed session meetings	General Counsel	CY + 10	No	GC 54957.2
0605-55	Case Log – chronological listing of cases	General Counsel	PE	No	PUC 25772 GC 34090 GC 60201
0625-05	Legal Case Files - records documenting supporting documents for claims, litigation, administrative actions, subpoenas, and civil penalties. Include but is not limited to: logs, complaints, police reports, court orders, motions, notes, briefs, closing statements, and correspondence.	General Counsel	PE CL + 5	No	GC 6254
0625-10	Claims: documents related to claims against the Authority	General Counsel	CL + 3	No	??

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0625-15	Litigation Response Files: court orders, settlement agreements, and register of actions	General Counsel	PE	No	GC 6254
0605-10	Legal Advice - memoranda, advice, and opinions on Authority matters issued by the General Counsel	General Counsel / Department	PE	No	GC 34090 GC 60201
0405-75	Airport Parking Lot Profit and Loss Statements - revenue and expense reports. <i>Note: Series discontinued as of March 16, 2012. Statements are now filed with 0405-05 Accounts Payable.</i>	Ground Transportation	CY + 4	No	PUC 170046
0405-16	Accounts Receivable Trip Fee Billing: - including billing records and master transaction data and supporting documentation. For recordkeeping related to commercial vehicle revenue accounting, additional records include commercial vehicle AVI data, trip dispute forms and collection activity not associated with Financial Management's efforts.	Accounting / Ground Transportation	FY + 4	Yes	PUC 170046
0605-50	Driver Permit Appeals - correspondence regarding the denial of Authority driver permits	Ground Transportation	Disposition + 5 CL + 2	No	GC 34090 GC 60201
0650-10	Incident Reports - general reports, correspondence and back-up information and supporting documents regarding incidents involving drivers (documentation may be transferred to permit file depending on severity of incident)	Ground Transportation	CL + 2	No	GC 34090 GC 60201
0650-15	Parking Citations - Includes appeals and related correspondence	Ground Transportation	Disposition + 3 CY + 3	No	GC 34090 GC 60201
0650-25	Notices of Violation - Permitted - includes currently permitted vehicle violations and appeals	Ground Transportation	CY + 3	No	GC 34090 GC 60201
1105-81	Parking Gate Access Control Data - records relating to the time and day of parking card usage and the rights used for security access to the parking facilities. Data include but are not limited to: name, company, access rights, vehicle information; time, date, and location of proximity card usage.	Ground Transportation	CY + 4	No	GC 34090 GC 60201
1105-82	Parking Card Reports and Audits - monthly reports and audits of applicable parking cards	Ground Transportation	CY + 2	No	GC 34090 GC 60201
1105-86	Exit Passes Log - log of all passes issued	Ground Transportation	CY + 2	No	Cal Civ Code 2080 GC 50050-50057
1105-95	Lost and Found Records - records documenting agency receipt, storage and disposition of lost and found or abandoned property not related to a crime	Ground Transportation	CY + 4	No	CCP 337
1110-15	Vehicle Permits - includes taxi, charter, vehicle for hire, courtesy, off-airport parking, rent-a-car, vendor, notice of insurance cancellations, application, insurance, registrations, TCP/PSC certificates. <i>(Electronic Information maintained in Gatekeeper)</i>	Ground Transportation	TE + 5	Yes	CCP 337 49 CFR 1542.209(k)

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1110-20	Taxi and Shuttle Driver Permits —includes applications, copy of driver license and Sheriff's permit (taxi) or DMV printout (shuttle), security threat assessment (STA) application and clearance, copy of permit, and test.— NOTE: STA documentation is returned to the Access Control Office upon driver inactivation. **Included in 1110-15**	Ground Transportation	Termination + 5	Yes	CCP 337
1110-35	Curbside Parking Permits – copy of placards and signed receipts	Ground Transportation	CY + 2	No	GC 34090 GC 60201 PUC 170046
1110-40	Automatic License Recognition Image Files	Ground Transportation	CY + 1	no	GC 34090 GC 60201 PUC 170046
1105-80	Parking Card Applications - applications of parking card holders, log, and security threat assessment when applicable	Ground Transportation / Aviation Security and Public Safety	Termination CY + 2	No	CCP 337
0405-60	Telecommunications Invoices - invoice detail for Authority Telecommunication systems	Information & Technology Services	FY + 2	No	PUC 25772 GC 34090 GC 60201 GRS 24 Item 14
1005-05	IT Project Files - records relating to various IT related projects	Information & Technology Services	Close + 5 CL + 2	No	GC 34090 GC 60201
1005-10	Network Account Log and Applications—list of current and past accounts, back-up information, and Network Access Request forms	Information & Technology Services	Termination + 1	No	GC 34090 GC 60201
1005-15	Data Domain—daily back-ups for network systems	Information & Technology Services	Active	Yes	GC 34090 GC 60201
1005-50	Help Desk Requests - records relating to requests for technical assistance and responses to those requests	Information & Technology Services	CY + 2	No	GRS 24 Item 8, Item 11
1005-20	Technical Documentation—records necessary for reading or processing of electronic records, user guides, definitions, system specifications, system flowchart, code book or tables, modifications	Information & Technology Services / Department	Disposition + 3	Yes	GC34090 GC 60201
0405-11	Surplus Equipment Sales – includes Board resolution copy, transfer report, correspondence and check copy	Procurement	FY + 3	No	49 CFR 23
0145-10	Part 23 ACDBE Program Records - includes annual reports, goal methodology, concession plan, and records related to prompt payment monitoring related to the ACDBE Program.	Procurement & Small Business Development	CL + 5	No	49 CFR 26
0145-20	Part 26 DBE Program Records - includes annual reports, goal methodology, concession plan, and records related to prompt payment monitoring related to the DBE Program.	Procurement & Small Business Development	CL + 5	No	49 CFR 23 49 CFR 26

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0145-25	Contract Tracking - records documenting the collection and tracking of contract compliance. Includes but is not limited to: prompt payment reporting, contract commitments, achievements, bidder lists, local participation, policy analysis, and correspondence.	Procurement & Small Business Development	CL + 5	No	NC-174-227 Item 8
0145-30	Education and Outreach Program Files - includes documents promoting local small business participation. May include but not limited to: costs, events, notifications, and correspondence	Procurement & Small Business Development	CY + 5	No	49 CFR 26.51 10 CCR 2695.3
0145-35	Bonding Program Contractor Files – documenting preliminary outreach efforts, business profiles and contracts to assist small business in obtaining and increasing bonding capacity. May include but not limited to: business financial documentation, business profiles, contracts, and correspondence	Procurement & Small Business Development	CL + 10	No	GC 34090 GC 60201
0145-36	Bonding Program Administrative Files - records documenting preliminary outreach efforts, tracking contractors enrolled in program who are currently bidding or have been awarded projects. May include but not limited to monthly activity reports, events, workshop flyers, and workshop RSVP lists.	Procurement & Small Business Development	CY + 5	No	49 CFR 23 49 CFR 26
0145-40	DBE and ACDBE Certification - records documenting the certification and maintenance of firms. Includes but is not limited to: the initial certification application and supporting documentation, on-site reports, recommendations, any investigative reports pertaining to the original certification, documentation pertaining to business ownership or other business changes, determinations for certification as a disadvantaged business, and updates.	Procurement & Small Business Development	Termination + 5	No	49 CFR 23 49 CFR 26
0145-55	Complaints and Investigations - records documenting complaints, investigations, and audits. May include but not limited to: complaints, supporting documentation, DOT OIG audit visits, audit supportive documentation, and correspondence.	Procurement & Small Business Development	CL + 5	No	GC 34090 GC 60201
0720-15	P-Card Procedures and Regulations - includes procedural documentation and user guide	Procurement & Small Business Development	Active; 3-year review for currency required-SU + 3	No	GC 34090 GC 60201
0430-05	Purchase Orders - orders to purchase goods or services	Procurement & Small Business Development	FY + 5	No	GC 34090 GC 60201
0430-12	P-Card Cardholder Files – may include but is not limited to p-card request/change form, cardholder agreement, and correspondence (destruction may occur within 1 after deactivation of card provided audit has occurred)	Procurement & Small Business Development	CL + Audit CL + 2	No	CCP 337 GC 34090 GC 60201
0430-11	Proposals – Unsuccessful – proposals, qualifications, bids, quotations, specifications, and/or other supporting documents submitted by the unsuccessful bidder(s). Note: The proposal, qualifications, quotation or specification submitted by the successful bidder are filed with the approved agreement in Corporate Services. **Included in 0430-10**	Procurement & Small Business Development / Airport Design & Construction / Airport Planning & Noise Mitigation / Facilities Development	FY + 2	No	GCP 337 GC 34090 GC 60201

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0430-10	Solicitation Records (Non-development) - records documenting the solicitation and procurement of goods, services, and public works projects related to bids, RFQ's, RFQL's, RFP's. Includes but is not limited to: solicitation request, correspondence, evaluations, RFP, unsuccessful proposals, and any applicable bid protests. Notes: The proposal, qualifications, quotation or specification of the successful solicitation summary or sole source memo, bid advertisement, and debarment certification (if applicable) are filed with the approved agreement in Corporate Services) Beginning in January 2011, FDD is no longer the office of original for records related to on-call or service-related solicitations; however, they continue to be the office of original for construction bids. Business and Financial Management are the office of record for certain revenue-generating solicitation records.	Procurement & Small-Business-Development / Business & Financial Management	FY + 7 CL + 2	No	29 CFR Parts 1910, 1926 14 CFR 139.321 CCP 338(k), 338(l), 338.1 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0725-35	MSDS - Material Safety Data Sheets - information data for storage and usage of hazardous chemicals	Safety Procurement & Small Business-Development / Facilities-Management	Date Inactivated CL + 30	No	GC 34090 GC 60201
0415-00	Risk Management General Files – working files related to the activity of risk management and not associated with a more specific records category	Risk Management	3	No	CA Civ Proc 337, 337.2, 337.15, 338, 340, 352
0415-05	Insurance Claim Files - includes invoice, supporting records, pictures, photographs, medical records, and other supporting documentation related to insurance and/or cost recovery claims, not including workers' compensation claims. NOTE: Paper format ceased in 2015.	Risk Management	CL + 410	No	8 CCR 10102 8 CCR 14307 29 CFR 1904 29 CFR 1910.1020
0415-06	Workers Compensation Claims - case file for injury and illness notifications and claims including but not limited to: forms, reports, correspondence, legal filings, and other supporting documentation. Paper format discontinued in 2016.	Risk Management Safety	CL + 20	No	CA Civ Proc 337, 337.2, 337.15, 338, 340, 352
0415-07	Insurance Claim Data – data created or received regarding incidents, claims, and cost recovery. EVT definitions: claim and cost recovery data = close of claim; incident reporting = date of incident.	Risk Management	EVT + 10	No	CA Civ Proc 337, 337.2, 337.15, 338, 340, 352
0415-10	Insurance Policies - includes policies, certificates, endorsements, and binders. NOTE: Insurance policy data is stored in the Department's RMIS System.	Risk Management	PE	Yes	GC 34090 GC 60201
0415-20	Annual Risk Management Reports	Risk Management	5	No	GC 34090 GC 60201
0415-30	Insurance Programs Vendor Insurance Files – includes correspondence, Insurance Certificate, and contractual insurance requirements (correspondence and supporting documentation are removed prior to offsite storage and only insurance certificates are retained indefinitely.) NOTE: Paper format discontinued in 2015.	Risk Management	CL of Relationship + 5	No	GC 34090 GC 60201
0415-40	Insurance Inspection Reports – includes loss control inspection reports, property appraisals and related reports	Risk Management	5	Yes	GC 34090 GC 60201
0415-45	Insurance Correspondence – records relating to the renewal of Authority insurance policies. Documents include but are not limited to renewal information and correspondence. NOTE: Paper format discontinued in 2015.	Risk Management	Policy Expiration + 8	No	GC 34090 GC 60201
0415-65	Permittee Certificates of Insurance - insurance certificates for automobile liability insurance related to Ground Transportation and Access Control Permit holders. NOTE: Paper format ceased in 2015.	Risk Management	Expiration of Permit Period + 2	No	29 CFR 1904.2, 1904.4, 1904.6, 1904.7
0725-20	OSHA Form 300 Log – log of recordable injuries or illnesses	Risk Management Safety	CY + 5	No	29 CFR 1910.1020; 8 CCR 3204

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0725-30	Employee Exposure Case File - records relating to an employee's exposure to toxic substance or harmful physical agents and accompanying workers' compensation claim or leave of absence, if applicable. Includes but is not limited to: background data, material safety data sheets, biological monitoring results, forms, legal filings, correspondence, analysis, reports, and correspondence. <i>Note: A toxic substance or harmful physical agent is defined as any chemical substance, biological agent (bacteria, fungus, virus, etc.) or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo or hyperbaric pressure, which meet certain criteria. Please see citations for additional information.</i>	Risk Management Safety	30	No	8 CCR 3200-6184); 8 CCR 3203; 8 CCR 5110
0725-40	Employee Safety Program Records - records related to the Authority's Employee Safety Program and include but are not limited to: Safety Programs, written safety programs as required by CalOSHA, such as: IIPP, Hazard Communications, Lock Out/Tag Out, Respiratory Protection, and Confined Spaces; Safety Committee records, including agendas, minutes, and follow-up documentation; Safety Inspections, including checklists and correspondence related to safety inspections of work areas; hot work and	Risk Management Safety	CY + 5	No	8 CCR 5097
0725-45	Audiogram Records - annual hearing test results for employees who may be exposed to noise as required by the Hearing Conservation Program.	Risk Management Safety	PE CY + 10	No	GC 34090 GC 60201
0415-60	Fleet Safety Committee Reports - Consultants - reports documenting investigations and actions against authorized drivers. <i>Note: Reports relating to employees are located in the employee's personnel file.</i>	Risk Management Safety	FY + 5	No	Per DMV Reg. - see statement form
0415-50	DMV Information Security Statement	Risk Management Safety	Account Deactivation + 2 TE + 3	No	GC 34090 GC 60201
0415-55	Fleet Safety Program Authorizations - includes authorization request forms	Risk Management Safety	Termination of Driving Privileges TE + 3	No	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 CA Gov Code 12946 CA Gov Code 12960
0705-05	Position Recruitment Files - records relating to the sourcing, screening and selection of talent. Documents include but are not limited to: requisitions, eligibility requirements, advertisements, candidate profiles and applications, diversity disclosures and examination methods and plans. <i>(files maintained in NeoGov since July 2008)</i>	Talent, Culture & Capability	CY + 2	No	8 CFR 274a
0705-15	Resident I-9 Forms - forms used to verify the employment eligibility and identity documents presented by the employee	Talent, Culture & Capability	Later of Year hired + 3 or Term + 1	No	GC 34090 GC 60201
0705-25	Authority Employment Standards - records relating to practices and procedures governing the employment relationship and employee conduct.	Talent, Culture & Capability	PE	Yes	GC 34090 GC 60201
0705-35	Job Analysis and Compensation Studies - records relating to managing employee and executive compensation. Documents include but are not limited to job evaluation, banding, salary surveys and benchmark analysis.	Talent, Culture & Capability	Date Inactivated + 5	No	GC 34090 GC 60201
0705-40	Employee Administrative Programs - records related to participation in individual and organizational development programs. Documents include but are not limited to: planning, marketing, correspondence, participation and program evaluation information.	Talent, Culture & Capability	CY + 2	No	GC 34090 GC 60202

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0705-45	Employee Benefits Program - records relating to health and welfare benefits. Documents include but are not limited to plan description, annual renewal and enrollment, reporting, evidence of coverage, and communication files.	Talent, Culture & Capability	Plan Year + 6	No	29 U.S.C. § 1027; 29 U.S.C. § 1024(a)(6); 29 U.S.C. § 1059(b); 29 U.S.C. § 1132(c)(6); 29 CFR 2575.209b-1
0705-50	Class Specifications—job descriptions, including all associated task or skill statements	Talent, Culture & Capability	Date Inactivated + 5	Yes	GC 4090—29 CFR 516.2
0705-55	Garnishments - records related to court enforced orders and associated correspondence. See related payroll records maintained by Accounting.	Talent, Culture & Capability	CL + 3	No	FAA Order 5100.38 29 CFR 1602.12, 14 49 CFR 18.36
0710-05	Disciplinary Investigation and Grievance Files - investigation and grievance back-up documentation. <i>(The final action is transferred to personnel file)</i>	Talent, Culture & Capability	TE + 5	No	CA labor Code 1174 CA Civ proc 338 (a) 29 CFR 1602.12, 14 GC 12946 14 CFR 152.214
0710-10	Grievance Files—investigation and back-up information-	Talent, Culture & Capability	Termination + 5	No	14 CFR 152.214
0710-15	Labor Relations Records - records related to managing the Authority's Memorandum of Agreement (MOA) with the Union. Includes but is not limited to documents associated with negotiation, meet and confer, and contract management.	Talent, Culture & Capability	CY + 10	No	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 29 CFR 516.2, 516.5 29 CFR 2520-104b(1) CA Gov Code 12946
0715-05	Personnel Records - records related to the employment relationship. Includes but is not limited to documentation on job offers, pre-employment screening, right to work, fitness for duty, benefit elections and administration, performance evaluations for represented employees, personnel actions, recognitions, disciplinary actions and terminations.inclusive new employee or change notice, work permit, beneficiary designation for Life Insurance, Cobra notification form, choice of personal physician form, confidentiality forms, direct deposit form, drug test results, emergency contact, 401(A) & 457 plan, employee application, time & attendance reports, benefit plan documents - inclusive of medical, dental, life, AD&D, and disability, benefit files, change notice - status changes, choice of personal physician, choice of personal physician for worker's comp., unemployment benefits, DISC profiles & Myers Briggs type inventory, other assessments, family medical leave act documents, leave of absence claims, insurance endorsements, insurance enrollment forms, letters of resignation, long term disability enrollment forms, mutual agreement to arbitrate, performance evaluations, record of safety training and safety training certifications, jury duty, training records and education, transcripts, tuition reimbursement records, and W-4 form <i>(data in E1 maintained indefinitely)</i>	Talent, Culture & Capability	TE + 10	Yes	29 CFR 2520.107-1
0715-06	Benefit Forms 1st Generation Employees - records documenting beneficiary and election information related to an employee's SDCERS, Life Insurance, Hartford, Standard, Aetna, 457, medical, dental, and vision enrollments	Talent, Culture & Capability	Death of Retiree + 2	No	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 29 CFR 516.2, 516.5 29 CFR 2520-104b(1) CA Gov Code 12946

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0715-15	Performance Evaluations – includes goal setting, self appraisal, supervisory review, and electronic approval with submission date and time stamp. <i>Prior to 2010, performance evaluations were maintained in the employee's personnel record)</i>	Talent, Culture & Capability	TE + 5	No	29 CFR 825.500; 2 CCR 7292; 29 USC 2617 (c) (1)
0715-20	Leave of Absence Claims – records related to an employee's leave of absence claim, such as FMLA/CFRA, PDL, LWOP, and military leave. Includes but is not limited to: basic employee data, correspondence, forms, certifications, timesheets, and records of payments. <i>Note: This category excludes records related to employee exposure to toxic or hazardous materials. **included with 0715-05**</i>	Talent, Culture & Capability	CL + 3	No	GC 34090 GC 60201
0715-25	Relocation File – records relating to the administration of relocation benefits provided to eligible employees. Documents include but are not limited to: correspondence, benefit summaries, and check requests. **included with 0715-05**	Talent, Culture & Capability	CL + 4	No	GC 34090 GC 60201
0720-30	Mandatory Training – records documenting mandatory training content and attendance required of some or all of Authority employees, and includes sign-in sheet, presentation or agenda. **included with 0715-05**	Talent, Culture & Capability	CY + 5	No	GC 34090 GC 60201
0130-25	Metrics and Surveys – records documenting internal and external analysis of organization performance. Includes but is not limited to: goals, assessments, metrics, dashboards, reports and related action plans.	Talent, Culture & Capability / Department	FY + 5	No	GC 34090 GC 60201
0105-15	Administrative Reference Guide (ARG) – contains administrative procedures for the Authority	Talent, Culture, and Capability	Active; 5 year review for currency required	No	GC 34090 GC 60201
0130-10	Organizational Planning Records – records relating to Authority wide projects, including but not limited to: organizational design, process improvement, and strategic workforce plans, procedures and tools.	Talent, Culture, and Capability	Active; 10 year review for currency required	No	GC 34090 GC 60201
0720-45	Training Content Library – records related to the design and delivery of organizational training initiatives. Documents include but are not limited to facilitation guides, participant materials, videos, and presentations used in learning and development programs.	Talent, Culture, and Capability / Department	Active; 5 year review for currency required	No	GC 34090 GC 60201
0135-06	Customer Service Comments and Inquiries - customer inquiries, comments, and responses (<i>paper comment cards discarded after data input</i>)	Terminals & Tenants	2	No	GC 34090 GC 60201
0135-15	Customer Service Project Files - contains information on special projects coordinated by Customer Service	Terminals & Tenants	CL + 2	No	ADA Title II, Section 35.107(b)
0135-22	ADA Grievance - records documenting grievances filed on the Authority. May include but is not limited to: written grievances, appeals, and final responses or resolutions.	Terminals & Tenants	CL + 3	No	GC 34090 GC 60201

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION
0430-15	Luggage Cart Cardholder Files - records documenting the authorization, acceptance and management of luggage cart credit cards. Records include but are not limited to: annual authorization forms, monthly departmental work papers, and correspondence	Terminals & Tenants	Termination + 3	No	CCP 337 Authority Code 8.40
1110-05	Terminal Activities Permits - completed permits and correspondence related to terminal activities and include but are not limited to expressive activities and film shoots.	Terminals & Tenants	CY + 2	No	GC 34090 GC 60201
0140-05	Art Program Records - information pertaining to the Airport's art program administration, performing arts and cultural exhibits, annual art contests, and Art Committee meetings (<i>artists' contracts maintained by Corporate Services</i>)	Vision, Voice & Engagement	CY + 3	No	GC 34090 GC 60201
0140-10	Public Art Files – information pertaining to the Airport's permanent public art assets, as well as significant art proposals	Vision, Voice & Engagement	PE	No	GC 34090 GC 60201
0305-10	Marketing Campaign File - records related to the development, implementation, and management of marketing initiatives. Documents include but are not limited to: media plans, campaign strategy plans, budgets, design files, copy of the final campaign deliverable, and special event planning files. NOTE: Archival copy of final publications/collateral are filed under 0305-15 Collateral and Publications.	Vision, Voice & Engagement	CY + 3	No	GC 34090 GC 60201
0305-15	Collateral and Publications – archival copies of Authority produced brochures, posters, flyers, advertisements, announcements, programs, publications, and books	Vision, Voice & Engagement	PE	No	GC 34090 GC 60201
0305-30	Photographs-Slides-Video - includes airlines, personnel, events, press conferences and airport information; and original illustrations	Vision, Voice & Engagement	PE	No	GC 34090 GC 60201
0305-35	Logo Files - Authority logos and other graphics relating to SDIA and Authority	Vision, Voice & Engagement	PE	No	GC 34090 GC 60201
0305-40	Media Release Forms - records documenting permission to use an individual's image in publications and other marketing collateral in a variety of media, such as print, video, and the internet	Vision, Voice & Engagement	PE	No	GC 34090 GC 60201
0310-10	Fact Sheets - statistics and facts about the Authority, airport programs and initiatives.	Vision, Voice & Engagement	Active; 10-year review for currency required SU + 2	No	GC 34090 GC 60201
0310-15	News Clippings – includes newspaper and video clips regarding the Authority and the airline industry Site Selection News Clippings (<i>Site Selection News Clippings retained indefinitely; maintained electronically starting 04/2006</i>)	Vision, Voice & Engagement	5 PE	No	GC 34090 GC 60201
0310-30	News Releases - media advisories of Authority issues	Vision, Voice & Engagement	PE	No	GC 34090 GC 60201
0310-55	Communications Plan - a plan that contains public relations/marketing work plans for the Authority's strategic activity areas (RASP, RDP, Destination Lindbergh)	Vision, Voice & Engagement	PE SU + 2	No	GC 34090 GC 60201

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CATEGORY CODE	RECORD TYPE DESCRIPTION	OFFICE OF RECORD	RETENTION	VITAL?	CITATION	
0310-60	Media Inquiries - documents related to the development of media responses to specific questions; research documents necessary to formulate replies or final correspondence to media inquiries	Vision, Voice & Engagement	CY + 5 (PE?)	No	GC 34090	GC 60201
0310-65	Media Statements - formal replies or correspondence to media inquiries regarding a specific situation or issue; explanation of the Authority's position on a topic, situation or issue; broader distribution capabilities	Vision, Voice & Engagement	CY + 5	No	GC 34090	GC 60201
0310-70	Public Relations Initiatives - records related to the management, development and implementation of marketing initiatives. Documents include but are not limited to: media plans, strategy plans, budgets and contact lists.	Vision, Voice & Engagement	CY + 3	No	GC 34090	GC 60201
0310-75	Aviation Education Research and Development Records - records pertaining to R&D of aviation education programs. <i>NOTE: Final deliverables are maintained in 0305-15 Collateral and Publications.</i>	Vision, Voice & Engagement	CL+1	No	GC 34090	GC 60201
0310-40	Written Speeches	Vision, Voice & Engagement	PE	No	GC 34090	GC 60202
0310-35	Speaking Engagements - for community groups, stakeholders, and other audiences. Includes but is not limited to: speaking confirmation sheets, presentations, and remarks.	Vision, Voice & Engagement	CY + 5 (PE?)	No	GC 34090	GC 60202

Attachment B

Index of Changes

Category Code	Description	Action Taken	Explanation	New Description (if applicable) / Updated Retention
0215-40	Title 21 Noise Variances - includes application and supporting documentation **Added to 0215-35**	Deleted. Combined with 0215-35	Relate records categories	
0215-50	Title 21 Noise Quarterly Reports (Form DOA 617) - includes contour map, annual noise impact area, daily CNEL measurement, number of total aircraft operations during quarter, estimated number of operations of the highest noise level aircraft type Combined with 0215-35 Title 21	Deleted. Combined with 0215-36	Relate records categories	
0105-20	Biographies—brief biographies of Executives, Board Members, and other staff as needed	Deleted	Non-record. Per department, not required to be retained	
0405-07	W-9s	Added	Extracted from original file code. Retention differed from other documents in series	
0405-15	Cancelled Checks—returned paid Authority checks (deleted per department - files no longer retained)	Deleted	Per department, files no longer retained. Not required.	
0405-20	Contract Payments—documentation to make payments—Series discontinued as of FY 2015. Records now managed as part of 0405-05.	Deleted	Previously deleted series	
0405-25	Accounts Payable Data - includes all accounts payable data stored in E-1	Added	Per department, created to capture E-1 data	
0405-50	Travel and Expense Reports—receipts and back-up data—Series discontinued as of FY 2015. Records now managed as part of 0405-05.	Deleted	Previously deleted series	

0425-05	Employee Payroll Files – includes copies of W4's PAFS, and PERS/CERS Information (originals maintained in Human Resources) *Reference	Deleted	Non-record. Reference material	
0425-40	Payroll Obligations – includes invoices, check requests, and correspondence related to payroll obligations, such as garnishments and union dues Series discontinued as of FY 2015. Records now managed as part of 0405-05.	Deleted	Previously deleted series	
0425-10	Employee Time Sheets – completed approved employee timesheets (payroll data maintained indefinitely in E-1; electronic effective 1/1/06)	Deleted	No longer maintained	
0405-10	Accounts Receivable - including billing records and master transaction data and supporting documentation. For recordkeeping related to commercial vehicle revenue accounting, additional records include commercial vehicle AVI data, trip dispute forms and collection activity not associated with Financial Management's efforts. (GT dept of record for Trip Fee Billing)	Updated description		Accounts Receivable - including billing records and master transaction data and supporting documentation

0440-05	<p>Air Service Development Business-Development Projects - records documenting the development of new air service, products, and other services currently being researched for business plan phase and/or execution. Includes but is not limited to: presentations, surveys, data analysis, plans, reports, and correspondence. Note:- presentations may include restricted data per BTS, http://www.bts.gov/programs/airline_information/sources/#RESTRICT for more information</p>	Updated description		Air Service Development Projects - records documenting the development of new air service, products, and other services currently being researched for business plan phase and/or execution. Includes but is not limited to: presentations, surveys, data analysis, plans, reports, and correspondence.
0805-10	<p>CEQA Documentation: Includes Categorical Exemptions Negative Declarations and Environmental Impact Reports (EIR) - environmental review documents for Authority projects that are categorically exempt from state law and for which there are no significant environmental impacts after mitigation and, those which have potentially significant environmental impacts.</p>	Updated description		<p>CEQA Documentation: Includes Categorical Exemptions Negative Declarations and Environmental Impact Reports (EIR) - environmental review documents for Authority projects that are categorically exempt from state law and for which there are no significant environmental impacts after mitigation and, those which have potentially significant environmental impacts.</p>
0805-15	<p>CEQA Documentation-Negative Declarations – environmental review documents for Authority projects for which there are no significant environmental impacts after mitigation **Added to 0805-10**</p>	Deleted	Added to 0805-15	
0805-20	<p>CEQA Documentation-Environmental Impact Reports (EIR) – environmental review documents for which there are potentially significant environmental impacts **Added to 0805-10**</p>	Deleted	Added to 0805-15	

0805-25	NEPA Documentation: Includes: Finding of No Significant Impact (FONSI), Environmental Assessments, Environmental Impact Statements - environmental review documents for Authority projects where no significant impact was determined, for projects that may or may not have significant impacts per Federal law.	Updated description		
0805-30	NEPA Documentation-Environmental Assessments —environmental review documents for Authority projects which may have significant impacts **Added to 0805-25**	Deleted	Added to 0805-25	
0805-35	NEPA Documentation-Environmental Impact Statements —environmental review documents of Authority projects which have potentially significant environmental impacts according to Federal law **Added to 0805-25**	Deleted	Added to 0805-26	
0810-20	Airport Site Selection Program Planning Project Files - reports, documents, presentations, historical material and deliverables from Phase I and II of the Site Selection Study.	Updated description		Airport Program Planning Project Files - reports, documents, presentations, historical material and deliverables from Phase I and II of the Site Selection Study.

0815-20	<p>Quieter Home Program Construction Project Files – may include but is not limited to Project Administration, Planning & Schematic, Design, Bid Phase and Construction/Close Out Phase documents, FAA/TSA, Cost Trends, Bid Documents, Time Impact, Permits, California Preliminary Notices, RFI, Photos, and Substantial Completion. NOTE: The project close date is the date indicated on the project close memo or close out form submitted to Accounting. **Included in 0815-15**</p>	Deleted	Included in 0815-15	
0815-21	<p>Quieter Home Program Critical Construction Project Files – may include but is not limited to Environmental, City/Governmental/Utilities, Reports, Calculations, Design Surveys/Studies/Geotechnical Data/Existing Conditions, Conformed Specifications, Bulletins, Change Orders, Commissioning Plans, Contract Close Out Documents, Warranties, Submittals, Purchase orders, Payment Applications, Sponsor Correspondence, Grant Certifications and Buy American Waivers – NOTE: FMD maintains O&M Manuals separately as part of 0505-10 Equipment Records. The project close date is the date indicated on the project close memo or close out form submitted to Accounting. Beginning on August 2014, official pay applications, including supporting documentation, are maintained in this category. **Included in 0815-16**</p>	Deleted	Included in 0815-15	

0820-15	Other Agency Planning and Environmental Projects —projects by other agencies that may impact the Authority. **Reference Material - Non Record**	Deleted	Non-record, reference material	
0220-15	HPD Sick and Injury Reports —copies of sick and injury reports reported to HPD	Deleted	Non-record	
0815-05	Construction Projects —includes correspondence, presentations, phasing schedules and safety plans for onsite/offsite construction projects as they relate to aircraft operations— **Maintained by Development**	Deleted	Files maintained by Development	
1105-35	Obstruction-Notice of Construction or Alterations and Airspace Determination Off Airport (FAR77) - records documenting all obstructions that are outside the boundaries and jurisdiction of the airport. Includes but is not limited to 7460-1, 117-1, and all FAA & email correspondence	Updated description		Off Airport (FAR77) - records documenting all obstructions that are outside the boundaries and jurisdiction of the airport. Includes but is not limited to 7460-1, 117-1, and all FAA & email correspondence
1105-60	Tenant Advisories and Notices —operational and non-operational notices to tenants	Deleted	Per Department	
0220-30	Safety Management Files —documents related to safety management (i.e. ramp walks, safety issues, SMS). Includes but is not limited to: correspondence, reference material written plans, and instructions.	Deleted	Per Department, not needed to be retained	
0720-35	Incident Support Team Training Files — includes registration forms and training materials related to volunteer assistance during emergency events	Deleted	Per Department, not needed to be retained	

0410-05	<p>Budget Work Papers - (Actuals, Budget, CIP) Back-up information and analysis related to the development of the proposed and adopted capital program and operating budgets; monthly, quarterly, and annual variance between actual outcomes versus projected figures; and annual budgets, management and funding reports related to projects. Includes annual consolidation of estimated expenditures as submitted by departments, presentations to the Board, compilation of the Budget Book and communication relating to the Budget. NOTE: adopted budget on file with the Corporate Services Department)</p>	Updated description		Work Papers - (Actuals, Budget, CIP) Back-up information and analysis related to the development of the proposed and adopted capital program and operating budgets; monthly, quarterly, and annual variance between actual outcomes versus projected figures; and annual budgets, management and funding reports related to projects.
0410-06	<p>Actuals Work Papers - Includes actuals and budget database, reports, variance analysis spreadsheets and other supplemental schedules and back-up information related to the monthly, quarterly and annual variance between actual outcomes versus projected figures.</p>	deleted	Included in 0410-05	
0435-40	<p>Debt - Includes: repurchase agreement sweep account statements, variable debt borrowings, and bonds. — Operating cash reporting by primary Commercial Bank (series discontinued as of March 1, 2010)</p>	Updated description		Debt - Includes: repurchase agreement sweep account statements, variable debt borrowings, and bonds.
0445-11	<p>Passenger Facility Charge (PFC) Records - Unsuccessful — includes application and related correspondence for unsuccessful PFC applications</p>	Deleted	Per department	

0445-15	Capital Improvement Program Work Papers—a rolling, near term five—program that provides for critical needed improvements and asset preservation. Projects address federal security requirements, airfield safety improvement and enhanced revenue potential. Documents include but are not limited to: annual budgets, management and funding reports, and project information.	Deleted	Included in 0435-40	
0445-20	Banking and Investments - Includes: funding control, investment reports, trade tickets, treasury management and account reports documentation. —includes monthly cost reports, cash flow reports, general ledger reports, bond draw down schedules and monthly working files.	Updated description		Banking and Investments - Includes: funding control, investment reports, trade tickets, treasury management and account reports documentation.
0450-05	Investment Reports—monthly, weekly and quarterly summaries of Authority investments and bond proceeds, tracking of money between investment accounts, statement of Authority investments from investment advisors and miscellaneous investment-related research reports	Deleted	Included in 0445-20	
0450-10	Trade Tickets—authorization to purchase or sell a security, includes transaction details	Deleted	Included in 0445-20	
0450-15	Treasury Management and Account Reports—includes the daily bank statement report, on-line deposit reports, detailed items for daily bank deposits, monthly ACH summary reports, tracking and miscellaneous research reports.	Deleted	Included in 0445-20	

0435-05	Variable Debt Borrowings— includes but is not limited to: trustee and LOC account statements, variable rate debt agreements, revolving letter of credit and other short term debt agreements and statements and correspondence.	Deleted	Included in 0435-40	
0435-10	Bonds— includes but is not limited to— feasibility analysis and reports, board documents, debt service, trustee account statements & administration, pricing, investments, official statement, cost of issuance, requisitions, rating agency, bond-related continuing disclosure, underwriting, arbitrage, and tax compliance.	Deleted	Included in 0435-40	
0420-10	Audit Work Papers— documentation in support of the audit reports, includes recommendation follow-up data <i>(maintained electronically in TeamMate beginning 2007)</i>	Deleted	Included in 0420-05	
0420-05	Audit Reports - included final reports, support documentation, recommendations, and follow up data of internal process and business partner audits	Updated description		
0420-25	Audit Reference and Resources— reference documents created internally or received from external sources, such as professional associations or federal and state governments. Includes but is not limited to: articles, templates, memos, and reports.	Deleted	Per department, non record	

0125-05	Records and Information Management Procedures - Program Records - records related to the Authority's Records and Information Management Program and includes but is not limited to: procedures, retention schedule, and compliance reports.	Updated description		Records and Information Management Procedures
0125-10	Records and Information Management Program Records - Historical - records documenting the history of the Authority's Records and Information Management Program, including but not limited to: reports, record category history file, records transmittal data, and disposition certification	Deleted	Non-record	
0125-15	Records Destruction Authorization Forms - includes certificate of destruction	Added		
0125-20	Records Retention Schedule	Added		
0125-25	Compliance Reviews - includes department final reports	Added		
0650-40	Legal Service - records documenting the legal filings served on the Authority and accepted by the Authority Clerk or his/her designee, such as claims, subpoenas, summons, ADA grievances, and appeals. Documents include but are not limited to: logs and copy of legal filing. Note: Paper copies are retained for 2 years only.	Updated description		Legal Service - legal filings served on the Authority-such as claims, subpoenas, summons, ADA grievances, and appeals.
0705-10	Cultural Development Trip Files - back up information and correspondence (Series has been discontinued)	Deleted	series previously deleted	

0105-35	Professional Development Records— records documenting participation in conference, training, or other continuing education programs that support professional development, continuing education or other certifications			
0105-55	Departmental Administrative Files— includes files related to the administration of the department and not its core functions and activities. Documents may include but are not limited to: contact lists, templates, logs, calendars, departmental meeting notes, newsletters, and departmental events.	Deleted	non record	
0110-05	Reference Materials – External— publications and materials from various external organizations, businesses, and governmental agencies	Deleted	non record	
0125-00	Records and Information Management General Files— working files related to the activity of records and information management	Deleted	non record	
0130-00	Business Planning General Files— working files related to the activity of business planning	Deleted	non record	
0135-00	Customer Service General Files— working files related to the activity of customer service	Deleted	non record	
0145-00	Small Business Development General Files— working files related to the activity of small business development	Deleted	non record	
0201-00	Air Quality Management General Files— working files related to the activity of air quality management	Deleted	non record	

0207-00	Waste Management General Files -- working files related to the activity of waste management	Deleted	non record	
0208-00	Water Management General Files -- working files related to the activity of water use, stormwater and waste water management	Deleted	non record	
0209-00	Wildlife and Pest Management General Files -- working files related to the activity of wildlife and pest management	Deleted	non record	
0210-00	Security General Files -- working files related to the activity of security management	Deleted	non record	
0215-00	Noise General Files -- working files associated with the activity of noise.	Deleted	non record	
0305-00	Marketing General Files -- working files associated with the activity of marketing.	Deleted	non record	
0310-00	Public and Community Relations General Files -- working files related to the activity of public and community relations	Deleted	non record	
0310-45	Ceremonies and Events -- preparation materials, backup information and correspondence <i>(this is reference material not official records)</i>	Deleted	non record	
0405-00	Accounting and Revenue General Files -- working files related to the activity of accounting and revenue	Deleted	non record	
0410-00	Financial Planning and Budget General Files -- working files related to the activity of financial planning and budget	Deleted	non record	
0410-35	Departmental Budget -- departmental budget working papers	Deleted	non record	
0420-00	Audit General Files -- working files related to the activity of audit	Deleted	non record	
0425-00	Payroll General Files -- working files related to the activity of payroll	Deleted	non record	

0430-00	Procurement General Files—working files related to the activity of procurement	Deleted	non record	
0440-00	Business Development General Files—working files associated with the activity of business development	Deleted	non record	
0450-00	Treasury and Investments General Files—working files associated with the activity of treasury management	Deleted	non record	
0505-10	Equipment Records—case files for the maintenance or repair work of individual pieces of equipment. Includes but is not limited to: manuals, O & M manuals, maintenance histories, warranty information and correspondence	Deleted	non record	
0505-15	Inventories—departmental inventories of Authority equipment	Deleted	non record	
0610-06	Contract Management File - records related to the management of an agreement or contract, such as service agreements, ready service on-call agreements, public works contracts, etc. Documents include but are not limited to: correspondence, and work plans. task authorizations, and copies of agreements or contracts. (Original task authorizations or related records changing the scope of work are transferred to Corporate Services for inclusion in the official agreement/contract file)	Updated description/retention		Contract Management File - records related to the management of an agreement or contract, such as service agreements, ready service on-call agreements, public works contracts, etc. Documents include but are not limited to: correspondence, and work plans. CL + 4
0620-00	Legislation General Files—working files related to the activity of legislation	Deleted	non record	
0630-00	Board Operations General Files—working files related to the activity of board operations	Deleted	non record	

0650-00	Legal Operations General Files —working files related to the activity of legal operations, including litigation.	Deleted	non record	
0655-00	Committee Operations General Files —working files related to the activity of committee operations	Deleted	non record	
0705-00	Human Resources General Files —working files related to the activity of human resources	Deleted	non record	
0715-00	Employee General Files —working files associated with the activity of employee records.	Deleted	non record	
0715-10	Department Supervisor's Notes —documentation to assist supervisor/evaluator with staff performance reviews (<i>this is reference material, not official records--the evaluation/report is the official record</i>)	Deleted	non record	
0720-00	Training General Files —working files related to the activity of training	Deleted	non record	
0720-40	Departmental Training —non-mandatory training provided by the Department. Includes but is not limited to: presentation, evaluations, handouts, and sign-in sheet	Deleted	non record	
0725-00	Employee Safety General Files —working files associated with the activity of employee safety	Deleted	non record	
0815-00	Construction General Files —working files related to the activity of construction	Deleted	non record	
0820-00	Planning General Files —working files related to the activity of planning-	Deleted	non record	
0905-00	Property Management General Files —working files related to the activity of property management	Deleted	non record	

0910-00	Facilities Management General Files —working files related to the activity of facilities management	Deleted	non record	
1005-00	Information Technology General Files —working files associated with the activity of information technology	Deleted	non record	
1105-00	Operations General Files —working files related to the activity of operations administration	Deleted	non record	
1120-00	Certification General Files —working files related to the activity of certification	Deleted	non record	
0445-05	<p>Grant Records (successful/unsuccessful) — includes application, award, project expenditures, reimbursement requests (FTA drawdowns), and financial close-out documentation. Related records may be found in other departmental records categories.</p> <p><i>For grants not involving equipment, close is defined as "the day the grantee submits its final expenditure." For grants involving equipment, close is defined as "the day the equipment is disposed or replaced."</i></p> <p><i>Equipment is defined as: machinery, including facility operations (such as air conditioning/heating units, backup generators, jetways, etc.) and heavy equipment machinery; vehicles (with or without an engine, such as trams and carts; pre-fabricated buildings, computer equipment, including scanners, printers, etc.; and office furniture and furnishings. (original grant agreement on file with Corporate & Information Governance and maintained indefinitely)</i></p>	Updated description		

0445-06	Grant Records-Unsuccessful-- includes application and related correspondence for unsuccessful grant applications	Deleted	included in 0445-05	
0204-00	Environmental Affairs General Files -- working files related to Environmental Affairs- Department activities which are unrelated to categories outlined elsewhere	Deleted	Per department, non record	
0204-06	Construction Inspection Records - records pertaining to environmental review during construction projects. Includes but is not limited to: dates, findings, correspondence, images and final reports. Final report located in corresponding reports categories	Updated description		Construction Inspection Records - records pertaining to environmental review during construction projects. Includes but is not limited to: dates, findings, correspondence, images and final reports
0209-05	Wildlife and Pest Management: Includes Inspection and monitoring documentation. Records pertaining to incident specific wildlife and pest management inspections and audits. Includes but is not limited to: findings, correspondence, images, samples and analysis.	Updated description		Wildlife and Pest Management: Includes Inspection and monitoring documentation. Includes but is not limited to: findings, correspondence, images, samples and analysis.
0209-10	Wildlife and Pest Management Monitoring Records: wildlife and pest management research records pertaining to the wildlife located on Airport property. Includes but is not limited to: samples and analysis	deleted	included in 0209-05	
0203-00	Energy Management General Files -- working files related to the activity of energy management	deleted	non record	
0135-21	ADA Assessments and Audits -- records documenting compliance with the Americans with Disabilities Act. **included in 0135-20**	deleted	included in 0135-20	

0815-15	<p>Development Construction Project Files - (CIP, ADC, and Major Maintenance) may include but is not limited to Project Administration, Planning & Schematic, Design, Bid Phase and Construction/Close Out Phase documents, FAA/TSA, Cost Trends, Bid Documents, Time Impact, Permits, California Preliminary Notices, RFI, Photos, and Substantial Completion.</p> <p><i>NOTE: The project close date is the date indicated on the project close memo or close out form submitted to Accounting. Beginning August 2014, official pay applications, including supporting documentation, are maintained in this category for projects not backed by long-term financial instruments and federal monies.</i></p>	Updated description		Development Construction Project Files - (CIP, ADC, and Major Maintenance) may include but is not limited to Project Administration, Planning & Schematic, Design, Bid Phase and Construction/Close Out Phase documents, FAA/TSA, Cost Trends, Bid Documents, Time Impact, Permits, California Preliminary Notices, RFI, Photos, and Substantial Completion.
0605-15	Subject Matter Files—legal issues relating to Projects; Airport Issues, etc.	deleted	non record	
0605-55	Case Log—chronological listing of cases	deleted	non record	
0625-10	Claims: documents related to claims against the Authority	Added	needed, not captured previously	
0625-15	Litigation Response Files: court orders, settlement agreements, and register of actions	Added	needed, not captured previously	

0405-16	Accounts Receivable Trip Fee Billing: - including billing records and master transaction data and supporting documentation. For recordkeeping related to commercial vehicle revenue accounting, additional records include commercial vehicle AVI data, trip dispute forms and collection activity not associated with Financial Management's efforts.	Updated description		Accounts Receivable Trip Fee Billing: - master transaction data and supporting documentation related to commercial vehicle revenue accounting, additional records include commercial vehicle AVI data, trip dispute forms and collection activity.
0650-10	Incident Reports - general reports, correspondence and back-up information and supporting documents regarding incidents involving drivers (documentation may be transferred to permit file depending on severity of incident)	Updated description		Incident Reports - general reports, correspondence and supporting documents regarding incidents
1110-20	Taxi and Shuttle Driver Permits—includes applications, copy of driver license and Sheriff's permit (taxi) or DMV printout (shuttle), security threat assessment (STA) application and clearance, copy of permit, and test.— NOTE: STA documentation is returned to the Access Control Office upon driver inactivation. **Included in 1110-15**	deleted	included in 1110-15	
1005-10	Network Account Log and Applications—list of current and past accounts, back-up information, and Network Access Request forms	deleted	non record	
1005-15	Data Domain—daily back-ups for network systems	deleted	non record	

1005-20	Technical Documentation — records necessary for reading or processing of electronic records, user guides, definitions, system specifications, system flowchart, code book or tables, modifications	deleted	non record	
0430-11	Proposals – Unsuccessful — proposals, qualifications, bids, quotations, specifications, and/or other supporting documents submitted by the unsuccessful bidder(s). Note: The proposal, qualifications, quotation or specification submitted by the successful bidder are filed with the approved agreement in Corporate Services. **Included in 0430-10**	deleted	included in 0430-10	

0430-10	<p>Solicitation Records (Non-development) - records documenting the solicitation and procurement of goods, services, and public works projects related to bids, RFQ's, RFQL's, RFP's Includes but is not limited to: solicitation request, correspondence, evaluations, RFP, unsuccessful proposals, and any applicable bid protests. <i>Notes: The proposal, qualifications, quotation or specification of the successful solicitation summary or sole source memo, bid advertisement, and debarment certification (if applicable) are filed with the approved agreement in Corporate Services) Beginning in January 2011, FDD is no longer the office of original for records related to on-call or service-related solicitations; however, they continue to be the office of original for construction bids.</i></p> <hr/> <p><i>Business and Financial Management are the office of record for certain revenue-generating solicitation records.</i></p>	Updated description, updated retention		<p>Solicitation Records (Non-development) - records documenting the solicitation and procurement of goods, services, and public works projects related to bids, RFQ's, RFQL's, RFP's Includes but is not limited to: solicitation request, correspondence, evaluations, RFP, unsuccessful proposals, and any applicable bid protests. Notes: The proposal, qualifications, quotation or specification of the successful solicitation summary or sole source memo, bid advertisement, and debarment certification (if applicable) are filed with the approved agreement in Corporate Services) CL + 2</p>
0415-00	<p>Risk Management General Files -- working files related to the activity of risk management and not associated with a more specific records category</p>	deleted	non record	
0415-05	<p>Insurance Claim Files - includes invoice, supporting records, pictures, photographs, medical records, and other supporting documentation related to insurance and/or cost recovery claims, not including workers' compensation claims. <i>NOTE: Paper format ceased in 2015.</i></p>	Updated description		Insurance Claims

0415-07	Insurance Claim Data —data created or received regarding incidents, claims, and cost recovery. <i>EVT definitions: claim and cost recovery data = close of claim; incident reporting = date of incident.</i>	deleted	included in 0415-05	
0415-20	Annual Risk Management Reports	deleted		
0415-30	Insurance Programs Vendor Insurance Files —includes correspondence, Insurance Certificate, and contractual insurance requirements (<i>correspondence and supporting documentation are removed prior to offsite storage and only insurance certificates are retained indefinitely.</i>) <i>NOTE:— Paper format discontinued in 2015.</i>	Updated description		Insurance Programs
0415-40	Insurance Inspection Reports —includes loss control inspection reports, property appraisals and related reports	deleted	included in 0415-05	
0415-45	Insurance Correspondence — records relating to the renewal of Authority insurance policies. Documents include but are not limited to renewal information and correspondence. <i>NOTE:— Paper format discontinued in 2015.</i>	deleted	included in 0415-05	
0415-65	Permittee Certificates of Insurance - insurance certificates for automobile liability insurance related to Ground Transportation and Access Control Permit holders. <i>NOTE:— Paper format ceased in 2015.—</i>	Updated description		Certificates of Insurance - insurance certificates for automobile liability insurance related to Ground Transportation and Access Control Permit holders.
0705-25	Authority Employment Standards —records relating to practices and procedures governing the employment relationship and employee conduct.	deleted	non record	

0705-35	Job Analysis and Compensation Studies— records relating to managing employee and executive compensation. Documents include but are not limited to job evaluation, banding, salary surveys and benchmark analysis.	deleted	non record	
0705-40	Employee Administrative Programs— records related to participation in individual and organizational development programs. Documents include but are not limited to: planning, marketing, correspondence, participation and program evaluation information.	deleted	non record	
0705-50	Class Specifications— job descriptions, including all associated task or skill statements			
0710-05	Disciplinary Investigation and Grievance Files - investigation and grievance back-up documentation. <i>(The final action is transferred to personnel file)</i>	Updated description		
0710-10	Grievance Files— investigation and back-up information	deleted	included in 0710-10	
0715-15	Performance Evaluations – includes goal setting, self appraisal, supervisory review, and electronic approval with submission date and time stamp. <i>Prior to 2010, performance evaluations were maintained in the employee's personnel record)</i>	Updated description		Performance Evaluations – includes goal setting, self appraisal, supervisory review, and electronic approval with submission date and time stamp.

0715-20	Leave of Absence Claims—records related to an employee's leave of absence claim, such as FMLA/CFRA, PDL, LWOP, and military leave. Includes but is not limited to: basic employee data, correspondence, forms, certifications, timesheets, and records of payments. <i>Note: This category excludes records related to employee exposure to toxic or hazardous materials. **included with 0715-05**</i>	deleted		
0715-25	Relocation File—records relating to the administration of relocation benefits provided to eligible employees. Documents include but are not limited to: correspondence, benefit summaries, and check requests. **included with 0715-05**	deleted	included in 0715-05	
0720-30	Mandatory Training—records documenting mandatory training content and attendance required of some or all of Authority employees, and includes sign-in sheet, presentation or agenda. **included with 0715-05**	deleted	included in 0715-05	
0130-25	Metrics and Surveys—records documenting internal and external analysis of organization performance. Includes but is not limited to: goals, assessments, metrics, dashboards, reports and related action plans.	deleted	non record	
0105-15	Administrative Reference Guide (ARG)—contains administrative procedures for the Authority	deleted	non record	

0130-10	Organizational Planning Records—records relating to Authority wide projects, including but not limited to: organizational design, process improvement, and strategic workforce plans, procedures and tools.	deleted	non record	
0720-45	Training Content Library—records related to the design and delivery of organizational training initiatives. Documents include but are not limited to facilitation guides, participant materials, videos, and presentations used in learning and development programs.	deleted	non record	
0310-10	Fact Sheets - statistics and facts about the Authority, airport programs and initiatives.	updated retention		SU+2
0310-55	Communications Plan - a plan that contains public relations/marketing work plans for the Authority's strategic activity areas (RASP, RDP, Destination Lindbergh)	updated retention		SU+2
0310-40	Written Speeches	Added		
0605-60	Ethics Program Records – documentation supporting the report of alleged ethics violation. May include but not limited to: complaint or report of violation, investigative records, determination, and supporting documentation.	updated retention		CL+7
0625-05	Legal Case Files - supporting documents for claims, litigation, administrative actions, subpoenas, and civil penalties. Include but is not limited to: logs, complaints, police reports, court orders, motions, notes, briefs, closing statements, and correspondence.	updated retention		CL + 5

0725-45	Audiogram Records - annual hearing test results for employees who may be exposed to noise as required by the Hearing Conservation Program.	updated retention		CY + 10
0105-06	President-CEO Correspondence - correspondence received or sent by the President/CEO	updated retention		CL + 5
0420-05	Audit Reports - includes final reports, support documentation, recommendations, and follow-up data of internal process and business partner audits.	Updated citation	CA Code 5097 IIA Standards 1300-1322	
0420-15	Internal and Quality Assessment Reviews - records documenting the review of the Chief Auditor Department's internal quality control system and performance. Includes but is not limited to: work papers, certifications, and final assessment reports.	Updated citation	IIA Standards 1300-1322	
0420-20	Risk Assessments - Audit Plans - Activity Reports - records documenting the risk assessment process and subsequent audit plan and activity reports. Includes but is not limited to: assessments, plans, and monthly, quarterly and annual reports. <i>Note: plans and reports are maintained indefinitely as part of 0655-10 Committee Agenda Packets and 0630-10 Board and ALUC Agenda Packets.</i>	Updated citation	IIA Standards 1300-1322	
0605-60	Ethics Program Records – documentation supporting the report of alleged ethics violation. May include but not limited to: complaint or report of violation, investigative records, determination, and supporting documentation.	Updated citation	CA Code 5097	

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

Subject:

Adoption of Amendments to Authority Codes and Policies

Recommendation:

The Executive Committee recommends that the Board Adopt Resolution No. 2019-0034, approving amendments to Authority Codes 1.03, 1.12, 1.18, 2.06, 2.09, 6.01, 7.02, 7.03, 7.04, 7.05, 7.06, 7.07, 7.08, 7.09, 7.10, 7.11, 7.30, 7.41; 8.12 and Policies 1.32, 1.50, 2.01; 4.40 and adopting Policy 1.03 and repealing Code 7.40.

Background/Justification:

The Authority Codes and Policies were initially adopted by the Interim Authority Board on September 20, 2002. Since 2003, the year the San Diego County Regional Airport Authority ("Authority") was formed and began operating San Diego International Airport ("Airport") and acting as the Airport Land Use Commission, there has not been a comprehensive and thorough review of the Authority's Codes and Policies.

Staff initiated a review of the codes and policies in order to ensure that they reflect the current operations of the Airport and Authority, and are accurate and consistent with applicable Federal, State and local laws and regulations. Amending the codes will also provide alignment with Airport Rules and Regulations.

In order to perform a thorough review, departments and stakeholders responsible for compliance with the requirements of individual codes and policies conducted a thorough review and recommended revisions. An Executive Project Team consisting of two Vice Presidents was created to review all proposed amendments and the General Counsel's Office reviewed all proposed amendments.

Staff presented the proposed amendments to the Executive Committee during a workshop at its March 25, 2019 meeting and the committee voted unanimously to forward the policies to the Board for approval as amended.

Fiscal Impact:

The is no fiscal impact associated with the requested action.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not Applicable

Prepared by:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

RESOLUTION NO. 2019-0034

A RESOLUTION OF THE BOARD OF THE SAN
DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY, AMENDING AUTHORITY CODES
AND POLICIES

WHEREAS, the Authority Codes and Policies were initially adopted by the Interim Authority Board of Directors on September 20, 2002; and

WHEREAS, there has not been a comprehensive review of the codes and policies since the Authority was created; and

WHEREAS, since the creation of the Authority, best practices require a comprehensive and thorough review in order to ensure that the Codes and Policies reflect current operations of the Airport and the Authority; and

WHEREAS, the proposed amendments included in Attachment A were reviewed by the Executive Committee at its March 25, 2019 meeting and the committee forwarded the proposed amendments to the Board with a recommendation for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the amendments to Authority Codes 1.03, 1.12, 1.18, 2.06, 2.09, 6.01, 7.02, 7.03, 7.04, 7.05, 7.06, 7.07, 7.08, 7.09, 7.10, 7.11, 7.30, 7.41; 8.12 and Policies 1.32, 1.50, 2.01; 4.40 and adopting Policy 1.03 and repealing Code 7.40 as outlined in 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 is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of April, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

CODES

ARTICLE 1

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 1	-	ADMINISTRATION AND GOVERNANCE
PART 1.0	-	CONSTRUCTION
SECTION 1.03	-	DEFINITIONS AND INTERPRETATION

(a) The following words and phrases whenever used in this Code shall be construed according to the definitions of as defined in this section, unless a different meaning is specifically defined or the context otherwise requires:

“**Act**” ~~shall means~~ the San Diego County Regional Airport Authority Act, as codified in the California Public Utilities Code §§170000 et seq., amended by the San Diego County Regional Airport Authority Reform Act of 2007 and any future amendments.

“**Airport**” ~~shall means~~ the San Diego International Airport located at Lindbergh Field in the County of San Diego.

“**Authority**” ~~shall means~~ the San Diego County Regional Airport Authority, a local governmental entity of regional government, as created by the Act.

“**Board**” ~~shall means~~ the Board of Directors, ~~and~~ and the governing board of the Authority, established as specified in the Act codified in the California Public Utilities Code §§170000 et seq.

~~“City Selection Committee” shall means a committee created pursuant to Section 50270 et seq. Article 11 (commencing with §50270) of Chapter 1 of Part 1 of Division 1 of Title 5 of the California Government Code, SR1. [Cal. Pub. Util. Code §170006(e)[RT2]][RSP3][RT4]~~

“**Clerk**” means the Clerk of the Board of the Authority.

“**Committee Members**” means all members of the Board and non-Board Members serving on committees

“**Consolidated Agency**” ~~shall means~~ the authority resulting from the consolidation of the San Diego Association of Governments and the transit boards pursuant to Chapter 3 (commencing with §132350) of Division 12.7 of the California Public Utilities Code.

“**Code**” ~~shall means~~ the Codes of the Authority, as duly adopted by the Board and as amended from time to time.

“**County**” ~~shall means~~ the County of San Diego.

~~“Executive Director/President/CEO” shall means the Executive~~

~~Director/President/Chief Executive Officer of the Authority or his or her designee.~~

“Facilities” ~~shall means~~ any and all facilities and airports under the jurisdiction of the Authority.

~~(b) — The following words and phrases whenever used in this Code shall be interpreted as follows, unless the context otherwise requires: [A5]~~

“Genders” ~~means~~ any gender, and includes the other gender.

“Oath” ~~means and~~ includes affirmation.

“Office” ~~The use of the title of any officer, employee or any office, or ordinance shall means~~ the officer, employee, office or ordinance of the Authority, unless otherwise specifically designated, when the use of such title of any officer, employee or any office, or ordinance.

“Person” ~~shall means~~ a natural person, sole proprietor, joint venture, joint stock company, partnership, association, club, company, corporation, limited liability company, business trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.

“Policy” or “Policies” ~~means~~ the Policies of the Authority, as duly adopted by the Board and as amended from time to time.

“Port” ~~means~~ the San Diego Unified Port District established under the San Diego Unified Port District Act (Chapter 67 of the Statutes of 1962, First Extraordinary Session).

“President/CEO” ~~means~~ the President/Chief Executive Officer of the Authority, or his or her designee.

“Shall” and “May” - “Shall” is mandatory; “May” is permissive.

“Singular” and “Plural” - The singular number includes the plural, and the plural number includes the singular.

“Tenses” - Words used in the present tense include the past and future tense and vice versa.

“Use of Words and Phrases” - Words and phrases used in this Code and not specifically defined shall be construed according to the context and approved usage of the language.

“Written” includes printed, typewritten, mimeographed, multigraphed or electronic form.

[Amended by Resolution No. 2008-0029 dated March 6, 2008.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 1 - ADMINISTRATION AND GOVERNANCE

PART 1.1 - AUTHORITY AND ENFORCEMENT

SECTION 1.12 - LAW ENFORCEMENT JURISDICTION~~POLICE AUTHORITY~~

(a) Nothing in this Code shall be construed to limit the jurisdiction of any law enforcement agency with jurisdiction to exercise its authority in the County of San Diego, the police departments of the County of San Diego, or the Port, or [A1] the cities [RT2] within the jurisdiction of the San Diego County Regional Airport Authority.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

[Supereeded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 1 - ADMINISTRATION AND GOVERNANCE
PART 1.1 - AUTHORITY AND ENFORCEMENT
SECTION 1.18 - HOLIDAYS

(a) The ~~Authority's Executive Director~~ President/CEO or his or her designee ~~of the San Diego County Regional Airport ("Authority")~~ shall provide the holidays observed by the Authority. ^[A1]_[SR2]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

ARTICLE 2

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 2** - **ETHICS**
PART 2.0 - **ETHICS AND CONDUCT**
SECTION 2.06 - **CONDUCT OF BOARD AND COMMITTEES**
-

(a) The professional and personal conduct of Board and committee [T1][RT2] members must be above reproach and avoid even the appearance of impropriety. Board members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of each other or the public. Board members shall not engage in conduct detrimental to the reputation and good order of the Authority.

(b) Board members shall perform their duties in accordance with all established policies and rules of order governing the deliberation of public policy issues, meaningful involvement of the public and implementation of policy decisions.

(c) Board members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the Board and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the Board or otherwise interfering with the orderly conduct of meetings.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 2 - ETHICS**
PART 2.0 - ETHICS AND CONDUCT
SECTION 2.09 - PROHIBITED OUTSIDE POSITIONS
-

- (a) ~~_____ (a) —~~ No Board member ~~or eEmployee of the Authority~~ shall be a paid employee (whether full or part time), attorney, agent, broker, officer, director, trustee, independent contractor, or consultant for anyone that the Board member ~~or eEmployee~~ knows or should know ~~is doing business or seeking to do business with the Authority~~^[NCI] or that the Board member ~~or eEmployee~~ knows or should know has or is seeking a license, permit, grant or benefit from or is entering into a contract with the Authority.
- (b) Except as otherwise authorized in writing by the President/CEO, no Authority employee shall be a paid employee (whether full or part time), attorney, agent, broker, officer, director, trustee, independent contractor, or consultant for anyone that the Authority employee knows or should know is doing business or seeking to do business with the Authority or that the Authority employee knows or should know has or is seeking a license, permit, grant or benefit from or is entering into a contract with the Authority.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Supereeded by Resolution No. _____ dated _____.]

ARTICLE 6

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 6** - **REAL PROPERTY MANAGEMENT**
PART 6.0 - **REAL PROPERTY MANAGEMENT**
SECTION 6.01 - **RULES AND REGULATIONS**
-

Any person subject to the Rules and Regulations of the San Diego International Airport (“Airport”), (as may be amended from time to time, the “**Rules and Regulations**”), who violates or fails to comply with the Rules and Regulations will be deemed to be in violation of this Code. The Executive Director of the San Diego County Regional Airport Authority or his or her designee may promulgate a schedule of fines and penalties for any violation of the Rules and Regulations.

- (a) The President/CEO or his or her designee is authorized to adopt and amend rules and regulations (“**Rules and Regulations**”) for the San Diego International Airport (“Airport”)[SB1], which shall be applicable to the Authority’s employees and those doing business with the Authority or on Authority property.
- (b) The President/CEO or his or her designee may promulgate a schedule of fines and penalties for any violation of the Rules and Regulations.
- (c) Any person subject to the Rules and Regulations who violates or fails to comply with them will be deemed to be in violation of this Code.

[Adopted by Resolution No. ~~2002-02~~ dated ~~September 20, 2002~~.]
[Superseded by Resolution No. _____ dated _____.]

ARTICLE 7

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.02 - DANGEROUS OBJECTS
-

(a) No ~~person~~Person, except a peace officer, ~~or~~ a member of the Armed Forces on official duty, ~~or an authorized and licensed employee of a common carrier~~^{[SR1][RT2]} licensed and operating in accordance with the California Business and Professions Code, shall carry any weapon, ~~ammunition~~, explosive, or inflammable material on or about his or her person, openly or concealed, on the facilities and airports under the jurisdiction of the San Diego County Regional Airport Authority (the "Authority"), without the permission of the Authority's Executive Director/President/CEO or his or her designee.

(b) No ~~person~~Person may furnish, give, sell or trade a weapon on Authority property.

(c) For the purposes of this section, the term "**weapon**" includes, but is not limited to, firearms, explosive devices, dirks, bowie knives, blackjacks, switch blade knives, slingshots, metal knuckles or similar devices or instruments.

(d) This section shall not apply to ~~person~~Persons lawfully transporting ~~for lawful purposes~~ any weapons which are carried in said ~~person~~Person's luggage in accordance with the Authority's codes, policies, rules and regulations and applicable federal, state and local laws.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE	7	-	SAFETY AND SECURITY
PART	7.0	-	REGULATION OF CONDUCT
SECTION	7.03	-	<u>TOBACCO SMOKING</u> ^[SR1] <u>AND CANNABIS USE POSSESSION</u> ^[RT2]

(a) The following definitions shall apply to this section:

(1) “Electronic Delivery System” means an electronic device, commonly consisting of a heating element, battery, and electric circuit, that can be used to deliver nicotine, cannabis or any other substance and uses inhalation to simulate smoking. Electronic Delivery System includes, without limitation, any electronic cigar, cigarette, cigarillo, pipe, or hookah, or other similar product, regardless of name or descriptor.

(2) “Tobacco Product” means any: (A) cigar, cigarette, smokeless tobacco, roll-your-own tobacco, liquid nicotine; or (B) other substance delivered by or through an Electronic Delivery System.

(3) “Cannabis” means all parts of the plant Cannabis sativa Linnaeus, Cannabis indica, or Cannabis ruderalis, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from cannabis, and marijuana that has undergone a process whereby the plant material has been transformed into a concentrate including, but not limited to, concentrated cannabis, or an edible or topical product containing marijuana or concentrated cannabis and other ingredients.

~~(3)~~(4) “Smoking” or “Smoke” means the burning of, carrying of, inhaling from, exhaling from, or the possession of a lighted cigar, lighted cigarette, lighted pipe, or any other matter or substance which contains nicotine, cannabis tobacco, or other matter. Smoking also includes the use of an Electronic Delivery System intended to emulate smoking, which permits a person to inhale a vapor, mist or aerosol that may or may not contain nicotine, cannabis or a Tobacco Product.

~~(4)~~(5) “Use” means to consume by Smoking, burning, chewing, exhaling, heating, inhaling, vaping, or any other forms of ingestion or inhalation.

(b) Except in designated smoking areas, no Person shall Smoke or Use any Tobacco Product or Electronic Delivery System at the Authority Facilities and airports under the jurisdiction of the San Diego County Regional Airport Authority or in violation of any federal, state, or local law.

(c) No person shall Smoke or Use any Cannabis at the Authority Facilities or in violation of any federal, state, or local law.

(b)(d) No person shall sell, deliver or grow any Cannabis within any Authority Facility.

[Amended by Resolution No. 2015-0026 dated April 23, 2015.]

[~~Superseded~~ Adopted by Resolution No. 2002-02 dated September 20, 2002.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.04 - DAMAGES AND ALTERATIONS
-

- (a) No Person shall destroy, injure, deface or disturb in any way, any building, sign, equipment, marker, ~~or other~~ structure, trees, flowers, lawn or any other ~~properties~~ property on the Authority Facilities ~~and airports under the jurisdiction of the San Diego County Airport Authority.~~
- (b) ~~(the "Authority"), including, without limitation, the San Diego International Airport;~~ nor No Person shall alter, make additions to, erect any building or sign, or make any excavations at ~~such a~~ Authority Facilities ~~and~~ or airports under the jurisdiction of the Authority without the Authority's prior written authorization.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.05 - TRESPASSING^[RT1]
-

(a) It shall be unlawful for any Person, to remain within a passenger terminal at the San Diego International Airport (~~“Airport”~~) between the hours of 11:00 p.m. and 6:00 a.m. of the following day after having been requested to leave the terminal by a representative of the San Diego County Regional Airport Authority (~~“Authority”~~) or by a duly appointed law enforcement officer. This section does not apply to:

- (1) Any Person holding a valid airline ticket for travel within 24 hours;
- (2) Any Person in the terminal meeting a specific and identifiable arriving passenger or accompanying a departing ticketed passenger;
- (3) Any Airport employee acting in the course and scope of his or her their employment;
- (4) Any employee of a government entity or an approved business located or doing business within the Airport terminal; and
- (5) Any Person whose presence in the terminal is substantially and directly related to the air transportation of passengers or property.

(b) It shall be unlawful for any Person, whose actions at the Airport constitute a proximate and cognizable threat to the safety of personnel or to Airport security, to remain on Airport property after having been requested to leave the property by a duly appointed law enforcement officer or an Authority security representative.

(c) It shall be unlawful for any Person to remove any food item, including a beverage, from an unattended table within a food-serving concession area at the Airport and thereafter consume said item where the Person neither originally purchased the food item nor received permission from the purchaser of the food item to consume the food item. For the purpose of this section, “food-serving concession area” means any area adjacent to a food-serving business or concession within which are located dining tables for the convenience of the customers of the food-serving business or concession.

[Amended by Resolution No. 2006-0089 dated July 6, 2006.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.06 - SECURITYING DEVICES AND DIRECTIVES

- (a) No Person shall in any way tamper or interfere with any security alarms, CCTV cameras, locks or closing mechanisms of any door or gate on ~~the an facilities Authority Facilityiesy or airports under the jurisdiction of the San Diego County Regional Airport Authority (the "Authority"), including, without limitation, the San Diego International Airport, nor shall any.~~
- (b) No Person ~~otherwise shall~~ breach any security device or directives at ~~such any facilities Authority Facility and or airports under jurisdiction of the Authority.~~
- (bc) No Person shall in any way attempt to bypass or test any security screening procedures ~~at the airport under the jurisdiction of the Authority~~ Authority Facilities for the purposes of exposing the inadequacies of such systems.
- (de) The ~~Authority's Executive Director~~ President/CEO or his or her designee shall determine those individuals who are not subject to the provisions of this Code.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Supereeded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.07 - TAMPERING WITH AIRPORT FACILITY EQUIPMENT

- (a) No ~~P~~person shall tamper, alter, move or otherwise affect any security device, sign, CCTV camera, PIN pad coding box, electromagnetic locking device ~~or other such implement~~, or perimeter fence, gate, or gate tracking device located on ~~the any facilities Authority Facilities or airports under the jurisdiction of the San Diego County Regional Airport Authority, (the "Authority").~~
- (b) No ~~P~~person ~~may shall~~ place any object within ~~five ten (10) five (5)~~ feet of the perimeter fence of any ~~Authority Facilities or airports under the jurisdiction of the Authority~~ or at any distance that would obscure that portion of such fence.
- (~~b~~c) No ~~P~~person shall ~~recklessly or intentionally~~ activate any ~~emergency or~~ security device or cause an ~~emergency or~~ security ~~alarm alert~~, when no threat to security or emergency condition exists.
- (~~e~~d) Any ~~P~~person inadvertently activating a security alarm or other device shall remain at the location of the activation until an authorized officer of the Authority or other security representatives arrives, determines the cause of the activation, and verifies the individual's authority to access that portion of ~~the Authority Facilities such facilityies or airports.~~

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.08 - CRIMINAL ACTIVITIES

(a) No ~~P~~person shall use ~~the any Authority facilities~~ ~~F~~facilities ~~and or airports under the jurisdiction of the San Diego County Regional Airport Authority (the "Authority")~~ for any criminal ~~activities~~ ~~activity~~ in violation of this Code ~~and/or any~~ applicable federal, state and local laws.

(b) ~~Any P~~persons involved in ~~a~~ criminal activities ~~at~~ ~~the a~~ Authority ~~F~~facilities ~~ies~~ ~~and or airports under the jurisdiction of the Authority~~ in violation of this Code ~~and/or any~~ applicable federal, state and local laws may be detained, arrested and prosecuted to the full extent of the law.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.09 - GENERAL CLEANLINESS

- (a) No ~~P~~person shall dispose of garbage, ~~papers,~~ refuse, recyclables, or other material on ~~the any facilities Authority Facilitiesy and or airports under the jurisdiction of the San Diego County Regional Airport Authority~~ except in ~~the a~~ specific receptacles or ~~trash~~waste container (trash, recycling, and compost) provided for that purpose.
- (b) ~~No Person shall~~ or use any restroom other than in a clean and sanitary manner.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Supereeded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.10 - ABANDONMENT

(a) No ~~P~~person shall willfully abandon, or leave unattended, any personal property on ~~the any facilities Authority Facilitiesy and or airports under the jurisdiction of the San Diego County Regional Airport Authority.~~ Any items left for distribution or left unattended ~~is are~~ prohibited and shall be removed from the location. ~~considered an abandoned item.~~

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 7 - SAFETY AND SECURITY
PART 7.0 - REGULATION OF CONDUCT
SECTION 7.11 - USE OF ~~BAGGAGE~~ LUGGAGE CARTS
-

(a) ~~The Use-use~~ of ~~baggage~~luggage carts is restricted to ~~P~~persons who have rented the units for transporting their ~~baggage~~luggage, packages or similar items unless otherwise authorized by the Authority. No ~~P~~person shall use ~~baggage~~luggage carts without paying the appropriate fee through the rental device. No ~~P~~person shall tamper with the rental device.

(b) ~~No Person shall take a Baggage~~luggage carts ~~are not allowed on an~~ escalators.

(c) ~~Baggage~~No Pperson shall remove any luggage carts ~~may not be removed from any the facilities~~ Authority Facilities, ~~and or airports under the jurisdiction of the San Diego County Regional Airport Authority (the "Authority")~~.

(d) Employees, tenants and contractors of the Authority ~~shall are not allowed to keepkeep~~ nor stow ~~baggage~~luggage carts unless otherwise authorized by the Authority to do so.

(e) No ~~unauthorized P~~persons shall dispense or sell any luggage carts at an airport under the jurisdiction of the Authority Facilities unless authorized in writing to do so by the Authority. It shall be prohibited for any ~~P~~person to come to ~~the facilities and airports under the jurisdiction of the Authority~~Authority Facilities for the express purpose of returning or otherwise using such carts for financial benefits.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[~~Supereeded by Resolution No. _____ dated _____.~~]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 7 - SAFETY AND SECURITY
PART 7.3 - LANDSIDE OPERATIONS
SECTION 7.30 - PEDESTRIAN RIGHT-OF-WAY

(a) The operator of any vehicle shall yield the right-of-way to ~~a~~any pedestrian who is ~~crosses~~crossing a roadway, access way, designated crosswalk or drive located on ~~the~~any ~~facilities~~Authority Facilities, ~~or airports under the jurisdiction of the San Diego County Regional Airport Authority, (the "Authority"),~~ except where the movement of vehicular traffic is being regulated by authorized ~~officers~~representatives of the Authority, law enforcement personnel, or traffic control signals.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

~~SAN~~^[RT1] ~~DIEGO COUNTY REGIONAL AIRPORT AUTHORITY~~^[RT2]

CODES

- ARTICLE 7 - SAFETY AND SECURITY**
PART 7.4 - AIRPORT FACILITIES
SECTION 7.40 - ASSEMBLIES REGULATED
-

(a) — It shall be unlawful for any company, society, organization or group of Ppersons exceeding twenty five (25)^[A3] in number, to hold, conduct or participate in any celebration, parade, service, picnic, demonstration or exercise on NC4^[SR5]^[RT6] the any Authority facilities facility and or airports under the jurisdiction of the San Diego County Regional Airport Authority (the “Authority”) without the prior written approval of the Authority’s Executive Director President/CEO or his or her designee.

[RT7]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

- ARTICLE 7 - SAFETY AND SECURITY
PART 7.4 - AIRPORT FACILITIES
SECTION 7.41 - RUBBISH, TRASH, & RECYCLABLES & WASTE DISPOSAL,
~~REGULATED~~^[A1]
-

(a) It shall be unlawful for any ~~P~~person to dump any material or throw garbage, offal, rubbish, litter, recyclables, sewage, refuse or foreign material of any kind upon any lot, tract of land, street, alley, lane, court, sidewalk or place ~~under the jurisdiction of the~~ at any San Diego County Regional Airport Authority Facilities (the "Authority") without the prior written permission of the ~~Authority's Executive Director~~ President/CEO or his or her designee. ~~(the "Executive Director")~~.

(b) It shall be unlawful for any occupant, lessee, tenant or licensee of any premises at the Airport Authority Facilities, ~~within said area~~ to place, or allow to be placed, or allow to remain thereon ~~any premises within said area such~~ any garbage, offal, rubbish, litter, recyclables, sewage, refuse or foreign material of any kind without the written permission of the ~~Executive Director~~ President/CEO.

(c) Nothing in this section shall be construed to limit the operation of any duly ordained regulation of any city whose corporate limits extend into the facilities and airports under the jurisdiction of the Authority.^[NC2]_[RT3]

(de) Unauthorized removal of items from trash containers or recycle bins at on the Airport Authority Facilities is prohibited. by law and subject to legal action by the Authority.

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

ARTICLE 8

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

CODES

ARTICLE 8 - GENERAL OPERATIONS
PART 8.1 - AIRCRAFT
SECTION 8.12 - FIRES

(a) Smoking or lighting of open flames shall be prohibited in the following locations:

- (1) Areas posted with "No Smoking" signs;
- (2) On ramps or aprons; and
- (3) Within 50 feet of hangars, fuel trucks or fuel loading stations.

(b) No person shall start an open fire any place on ~~the any facilities and or~~ airports under the jurisdiction of the ~~San Diego County Regional Airport~~ Authority (the "Authority") without permission of the ~~Authority's Executive Director~~ President/CEO or his or her designee (the "~~Executive Director~~").

(c) No person shall stock or store any material or equipment in such a manner as to constitute a fire hazard.

(d) Except for oil in sealed cans, no inflammable liquids or gases, including gasoline, ~~dope~~^{[A1][RT2]}, solvent and thinner, shall be stored in any hangar or building in quantities greater than one gallon; provided, however, separate buildings for such storage may be approved by the ~~Executive Director~~ President/CEO.

(e) No person shall use a volatile inflammable ~~substance~~^{[A3][RT4]} for cleaning purposes inside any hangar or building.

(f) Tenants shall maintain hangar floors, gasoline pits and trucks clean and free of excess gasoline, grease and other inflammables.

(g) Tenants of all hangars and buildings shall provide suitable fire extinguishers and equipment ~~and they shall be kept~~ in such condition as may be required by the Fire Marshall of the city in which the airport is located.

(h) Aircraft engines shall not be operated, nor shall aircraft electrical or radio equipment be operated in any hangar.

(i) ~~(i)~~ The enactment of this section is not intended to preempt the public health regulations ~~promulgated by contained in~~ the City of San Diego Municipal Code, S. Article 5,

~~Division 1, Sections 45.0101 through 45.0111, entitled “SMOKING PROHIBITED IN CERTAIN PUBLIC AREAS” [AS] [RT6], and said Municipal Code regulations Sections are hereby adopted and incorporated herein and shall be applicable to any airport under the jurisdiction of the Authority within the territorial limits of the County of San Diego. Every person at any said airport shall comply with the applicable provisions of said Municipal Code regulations Sections, including subsequent amendments thereto, and every lessee of the Authority at any said airport shall post the necessary “No Smoking” signs on its leased premises as required by said Municipal Code regulations Sections and enforce the provisions of said Municipal Code regulations Sections.~~

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Supereeded by Resolution No. _____ dated _____.]

POLICIES

ARTICLE 1

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES^[RSP1]

ARTICLE 1	-	ADMINISTRATION AND GOVERNANCE
PART 1.0	-	BOARD POWERS AND FUNCTIONS ^[A2] <u>POLICY DEFINITIONS</u>
SECTION 1.03	-	DEFINITIONS

PURPOSE: To establish a uniform set of definitions for terms used throughout the policies of the San Diego County Regional Airport Authority.

POLICY STATEMENT:

- (a) The following words and phrases whenever used in this Policy shall be construed according to the definitions of as defined in this section, unless a different meaning is specifically defined or the context otherwise requires:

“Act” or “Authority Act” shall ~~means~~ the San Diego County Regional Airport Authority Act, as codified in the California Public Utilities Code §§170000 et seq., as amended by the San Diego County Regional Airport Authority Reform Act of 2007 and any future amendments.

“Airport” shall ~~means~~ the San Diego International Airport located ~~located at Lindbergh Field in the County of San Diego.~~

“ALUC” means the Airport Land Use Commission for San Diego County.

“Authority” shall ~~means~~ the San Diego County Regional Airport Authority, a local governmental entity of regional government, as created by the Act.

“Authority Officials” means members of the Board of Directors, officers and employees.

“Board” shall ~~means~~ the Board of Directors and governing board of the Authority, established as specified in the Act codified in the Public Utilities Code §§170000 et seq.

“Chair” means Chair of the Board of the Authority.

“City Selection Committee” shall ~~means a committee created pursuant to Sections 50270 et seq.~~ Article 11 (commencing with §50270) of Chapter 1 of Part 1 of Division 1 of Title 5 of the California Government Code. [Cal. Pub. Util. Code §170006(e)]^[RSP3]^[RT4]

“Clerk” means the Director, Board Services/-Clerk of the Board of the Authority.

“Code” shall ~~means~~ the Codes of the Authority, as duly adopted by the Board and as amended from time to time.

“Committee” means a committee established by the Board pursuant to Authority Policy 1.20.

“Committee Members” means all Board Members and non-Board Members serving on committees.

“Consolidated Agency” means the authority resulting from the consolidation of the San Diego Association of Governments and the transit boards pursuant to Chapter 3 (commencing with §132350) of Division 12.7 of the California Public Utilities Code.

“County” shall means the County of San Diego.

“Custodian” means the employee or agent of the Authority that is on duty at a Facility.

“Executive Committee” means the Board’s Executive Committee.

“Facility (ies)” shall means any and all facilities and airports under the jurisdiction of the Authority.

“Genders” Any gender includes the other gender.

“Maintenance Work” means (a) routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated Facility for its intended purposes; (b) minor repainting; (c) recarpeting; (d) resurfacing of streets and highways at less than one inch; or (e) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

Oath” includes affirmation.

“Office” The use of the title of any officer, employee or any office, or ordinance shall mean such officer, employee, office or ordinance of the Authority, unless otherwise specifically designated.

“Person” shall mean a natural person, joint venture, joint stock company, partnership, association, club, company, corporation, limited liability company, business trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.

“President/CEO” shall means the President/Chief Executive Officer of the Authority or his or her designee.

~~“Facilities” shall mean any and all facilities and airports under the jurisdiction of the Authority.~~

“Port” ~~shall~~ means the San Diego Unified Port District established under the San Diego Unified Port District Act (Chapter 67 of the Statutes of 1962, First Extraordinary Session).

“Policy” ~~shall~~ means the Policies of the Authority, as duly adopted by the Board and as amended from time to time.

“Public Projects” means (a) construction, reconstruction, erection, alteration, renovation, improvement, demolition or repair work involving any publicly owned, leased or operated Facility; and (b) painting or repainting of any such Facility

“Shall” and **“May”** “Shall” is mandatory; “May” is permissive.

“Singular” and **“Plural”** The singular number includes the plural, and the plural number includes the singular.

“Tenses” Words used in the present tense include the past and future tense and vice versa.

“Use of Words and Phrases” Words and phrases used in this Code and not specifically defined shall be construed according to the context and approved usage of the language.

“Vice President/CDO” means the Vice President/Chief Development Officer of the Authority.

“Vice President/CFO” means the Vice President/Chief Financial Officer or Treasurer of the Authority.

“Vice President/CRO” means the Vice President/Chief Revenue Officer of the Authority.

“Vice President/COO” means the Vice President/Chief Operations Officer of the Authority.

“Written” includes printed, typewritten, mimeographed, multigraphed or electronic form.

[Adopted by Resolution No. 2019- dated 2019.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 1 - ADMINISTRATION AND GOVERNANCE
PART 1.3 - BOARD AND COMMITTEE MEETINGS
SECTION 1.32 - PUBLIC NOTICE REGARDING AGENDA MATTERS
-

PURPOSE: To establish a policy governing the notice provisions for ~~criteria for~~ publishing notice of agendas of the Board of Directors (“Board”)-agendas, agenda matters, of the San Diego County Regional Airport Authority (“Authority”).

POLICY STATEMENT:

(1) It is the desire of the Board of Directors (the “Board”) of the San Diego County Regional Airport Authority (the “Authority”) that interested persons be given notice of matters being considered by the Board, in accordance with the California Ralph M. Brown Act.

~~(2) — Once the agenda has been finalized by the Board or a Executive committee Committee designated by the Board, a listing of all items to be considered at the Board’s next regular meeting shall be published in a newspaper of general circulation not later than the Monday prior to the meeting.~~

~~(3) — To further assist in information dissemination, notice of certain agenda matters first shall be published in a newspaper of general circulation at least five days prior to the date that the Board is scheduled to consider the matter. These agenda items include, but are not limited to:~~

~~(a) — Projects that involve a change in existing land use;~~

~~(b) — Projects that could be expected to have widespread interest because of possible impacts on neighboring developments; and~~

~~(c) — Establishment or amendment of Board policies. [SR1]~~

~~The Board or a the Executive eCommittee designated by the Board shall determine which agenda matters shall be noticed by publication as specified in this section. [SR2]~~

(42) Notices are sent to persons that have expressed a desire to be notified of specific agenda matters. Additionally, if required by applicable federal, state or local laws, then notification (by mail or otherwise) shall be given, to the extent reasonably practicable, to other persons or organizations that have a known interest regarding specific issues or that may be directly affected by a matter scheduled for consideration.

~~(5) — No vote may be taken on the same day when an agenda item scheduled as an appearance, discussion, workshop or similar matter is first heard. This voting restriction shall not preclude the Board from voting on instructions and/or directions to Authority staff to assist the Board in~~

~~its further deliberations. Agenda matters that have been noticed by publication as specified in paragraph 3 above shall not be subject to the terms and conditions of this paragraph.~~

~~(6) — The provisions of this policy shall not apply to special or emergency meetings which may be called as provided in the Authority's other policies, as amended from time to time. [SR3]~~

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]
[Superseded by Resolution No. _____ dated _____.]

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 1 - ADMINISTRATION AND GOVERNANCE
PART 1.5 - GOVERNANCE
SECTION 1.50 - GOVERNANCE AND COMMITTEES

[RSP1]

PURPOSE: To establish the principles and practices for the governance of the San Diego County Regional Airport Authority (“**Authority**”).

POLICY STATEMENT:

(1) Establishment of Governance Principles and Practices. The Authority is committed to being and operating as a world-class organization, and to that end shall adopt, implement and maintain best-in-class governance principles and practices.

(2) Adoption of Governance Policy. It is in the best interests of the Authority and the public that it serves to adopt this policy to supplement the San Diego County Regional Airport Authority Act, as amended (“**Authority Act**”), to delineate the respective roles, duties and responsibilities of:

(a) The Board of Directors (“**Board**”);

(b) The Board’s Executive Committee (“**Executive Committee**”); and

(c) The President/Chief Executive Officer (“**President/CEO**”).

(3) Considerations. This policy has been developed based on the following considerations:

(a) Review of best-in-class governance principles and practices that have been developed and tested in practice by respected airport authorities and other governmental entities;

(b) A desire to meet the needs of the public that the Authority serves, and the individuals and businesses that use the Authority’s facilities or ~~deal~~handle matters~~interact~~ with the Authority; and

(c) A recognition that the delineation of the respective roles, duties and responsibilities of the Board, the Executive Committee, the President/CEO and the Authority’s officers and employees ~~are~~is essential to ~~as~~ensure the transparent, efficient and harmonious operation of the Authority, and the achievement of the purposes for which ~~the~~Authority was created.

- (4) Objectives. The objectives of this policy are to:
- (a) Establish principles and practices to facilitate communication and coordination among the Board, the Executive Committee, the President/CEO and the Authority's officers and employees with respect to the Authority's vision, mission, policy and management;
 - (b) Establish clear, appropriate roles and functions of the Board, the Executive Committee, the President/CEO and the Authority's officers and employees;
 - (c) Provide for the Board's exercise of its authority to set the policies and direction of the Authority and to monitor and evaluate the management of the Authority by the President/CEO and the Authority's officers and employees, without impeding or interfering with the proper conduct of the Authority's operations and affairs;
 - (d) Provide for appropriate interface and liaison with other government agencies, particularly: (1) ~~the consolidated agency comprised of the San Diego Association of Governments (SANDAG), the Metropolitan Transit Development Board (MTDB) and the North County Transit Development Board (NCTD) ~~created as referenced in~~ Public Utilities Code §132350.2, and (2) the San Diego Unified Port District;~~
 - (e) Implement governance principles and practices that are subject to periodic review and modification in order to evolve with the Authority's needs and operations; and
 - (f) Through the foregoing, facilitate communication, coordination and cooperation within the Authority, and achieve transparency and accountability in governance, and the confidence of the public in the integrity and responsibility of the Authority.

(5) Board.

—(a) Role. The Board's role is to establish, in collaboration with the President/CEO and the Authority's officers and employees through an open, public process, the vision, long-term strategy and goals for the Authority and to provide leadership to attain them.

The Board should refrain from participating in the day-to-day operations of the Authority.

- (i) In the case of Board Members or committees requesting information or assistance without Board authorization, the request must not require more than two hours of staff time, be approved by the President/CEO and copied to all Board Members.

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In consultation with the Board Member, the President/CEO can decline (or disallow) such requests that require, in the President/CEO's opinion, a material amount of staff time or funds, or are disruptive.

- (ii) Decision or instruction of individual Board Members or committees is binding when specifically authorized by the ~~full~~ Board.
- (iii) The Board should refrain from evaluating, either formally or informally, any staff other than the President/CEO, the General Counsel, or the Auditor. Board feedback on all other employee performance or behavior should be given directly to the President/CEO and not to the employee.

(b) Responsibilities^[RSP2]. The Board's specific duties and responsibilities include the following:

(i) Vision and Mission:

- Formulate, set and evaluate on a periodic basis the vision, long-term strategy and goals for the Authority; and
- May commission planning, engineering, economic, and other studies to provide information to the Board for making decisions about the location, design, management, and other features of future airports.

(ii) Policy, Administration and Management:

- Appoint a representative to the San Diego Association of Governments, in accordance with P.U.C. §132351.4(a)(2)(A). Such representative shall serve until recalled or replaced by the Board. Such representative shall represent the Authority's views on maintaining a strong focus and commitment to meeting the public transportation needs of the San Diego region, setting transit funding criteria and recommending transit funding levels, and the discharge of transit responsibilities resulting from consolidation;
- Maintain and promote open, collaborative relations with all local, regional, state and federal governmental agencies with which it may interact, including especially the San Diego Unified Port District with which the Authority is a neighbor, and a colleague in economic development and environmental protection, for the benefit of the San Diego region. The Board may appoint one or more Directors to serve as Board liaison(s) with the governing board of another agency, but without any power to make agreements on behalf of the Authority or to direct Authority staff activity;
- Adopt and amend the objectives and service priorities for the Authority and provide guidance to the President/CEO on these matters;

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- Adopt and amend the Authority’s Policies and Codes from time to time;
- Assess on a periodic basis the effectiveness of the Authority’s Policies and Codes, and add new or amend existing Policies and Codes accordingly;
- Review recommendations from the President/CEO and the Authority’s officers and employees with respect and care, and consider the implications and future consequences of Board policy decisions;
- Review and approve contracts and the making of other major commitments in accordance with the Policies and Codes of the Authority;
- Review and approve the Authority’s operating and capital budget and monitor the Authority’s financial performance;
- Monitor the performance by the Authority by maintaining effective dialogue and communications with the President/CEO;
- Collaborate with the President/CEO in establishing performance standards for the Authority and its officers and employees;
- Appraise, on a periodic basis, the performance of the President/CEO and provide clear written feedback to the President/CEO; and
- Respect the President/CEO’s role and responsibility to implement executive responsibilities for the Authority, and therefore avoid micro-management and intervention in specific management and administrative matters of the Authority.

<p>Vision and Mission</p>	<ul style="list-style-type: none"> • Formulate, set and evaluate on a periodic basis the vision, long-term strategy and goals for the Authority; and • Adopt a comprehensive plan on the future development of San Diego’s regional international airport, including a review of all options for alternative sites, including, but not limited to, expansion of the existing airport site, and other development options to address future airport needs. [RSP3] May commission planning, engineering, economic, and other studies to provide information to the Board for making decisions about the location, design, managemnet, and other features of future airports.
<p>Policy, Administration and Management</p>	<ul style="list-style-type: none"> • Appoint a representative to the San Diego Association of Governments, in accordance with P.U.C. §132351.4(A)(2) (A). Such representative shall serve until recalled or replaced by the Board. Such representative shall represent the Authority’s

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~~views on maintaining a strong focus and commitment to meeting the public transportation needs of the San Diego region, setting transit funding criteria and recommending transit funding levels, and the discharge of transit responsibilities resulting from consolidation;~~

- ~~• Maintain and promote open, collaborative relations with all local, regional, state and federal governmental agencies with which it may interact, including especially the San Diego Unified Port District with which the Authority is a neighbor, and a colleague in economic development and environmental protection, for the benefit of the San Diego region. The Board may appoint one or more Directors to serve as Board liaison(s) with the governing board of another agency, but without any power to make agreements on behalf of the Authority or to direct Authority staff activity;~~
- ~~• Adopt and amend the objectives and service priorities for the Authority and provide guidance to the President/CEO on these matters;~~
- ~~• Adopt and amend the Authority's Policies and Codes from time to time;~~
- ~~• Assess on a periodic basis the effectiveness of the Authority's Policies and Codes, and add new or amend existing Policies and Codes accordingly;~~
- ~~• Review recommendations from the President/CEO and the Authority's officers and employees with respect and care, and consider the implications and future consequences of Board policy decisions;~~
- ~~• Review and approve contracts and the making of other major commitments in accordance with the Policies and Codes of the Authority;~~
- ~~• Review and approve the Authority's operating and capital budget and monitor the Authority's financial performance;~~
- ~~• Monitor the performance by the Authority by maintaining effective dialogue and communications with the President/CEO;~~
- ~~• Collaborate with the President/CEO in establishing performance standards for the Authority and its officers and employees;~~

	<ul style="list-style-type: none"> • Appraise, on a periodic basis, the performance of the President/CEO and provide clear written feedback to the President/CEO; and • Respect the President/CEO's role and responsibility to implement executive responsibilities for the Authority, and therefore avoid micro-management and intervention in specific management and administrative matters of the Authority.
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(c) Standing Board Committees. The Board shall have the following standing committees with the following functions:

(i) *Finance Committee* – The Finance Committee will oversee the financial performance and condition of the Authority and review the operating and capital budget and financial plan, and major financial policies or actions of the Authority. The Finance Committee shall meet at least quarterly each year.

(ii) *Audit Committee* – The Audit Committee shall consist of four Board members and three members of the public. Pursuant to a selection policy, appointment procedures, and conflict-of-interest standards established by the Board, the Audit Committee shall oversee the initial screening and recommendation process for the selection of the public members.

(A) Appointed Public Members. The Board shall appoint the three public members as voting members of the Audit Committee for staggered three-year terms. The appointed public members ~~appointed~~ shall be from among the following categories of persons, with no more than one appointee from each category at any one time:

- (I) ~~(I)~~ A professional with experience in the field of public finance and budgeting.
- (II) ~~(II)~~ An architect or civil engineer licensed to practice in this state.
- (III) ~~(III)~~ A professional with experience in the field of real estate or land economics.
- (IV) ~~(IV)~~ A person with experience in managing construction of large-scale public works projects.
- (V) ~~(V)~~ A person with public or private sector executive level decision making experience.

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(VI) ~~—(VI)—~~ A person who resides within the airport influence area of the San Diego International Airport ~~(Lindbergh Field)~~.

(VII) ~~—(VII)—~~ A person with experience in environmental justice as it pertains to land use.

(B) Compensation. The three voting public members appointed to the Audit Committee pursuant to the above categories shall be paid for attending Audit Committee meetings at the same rate as that paid for Board members.

(C) Other Members. The Board may appoint other persons to serve as non-voting, non-compensated *ex officio* members on the Audit Committee. The length of the term of office for each such appointment shall be determined by the Board at the time of appointment.

(D) Role of Committee. The Audit Committee shall serve as a guardian of the public trust, acting independently and charged with oversight responsibilities for reviewing the Authority's internal controls, financial reporting obligations, operating efficiencies, ethical behavior, and regular attention to cash flows, capital expenditures, regulatory compliance, and operations.

(E) Meetings. The Audit Committee shall meet a minimum of four ~~(4)~~ times per year and shall, at a minimum, do all the following:

(I) ~~—(I)—~~ Regularly review the Authority's accounting, audit, and performance monitoring processes~~;~~

(II) ~~—(II)—~~ At the time of contract renewal, recommend to the Executive Committee and the full Board its nomination for an external auditor and the compensation of that auditor, and consider at least every three years, whether there should be a rotation of the audit firm or the lead audit partner to ensure continuing auditor independence~~;~~

(III) ~~—(III)—~~ Advise the Executive Committee and the Board regarding the selection of the external auditor~~;~~

~~(IV) —(IV)— Evaluate the Auditor and make recommendations to the Executive Personnel and Compensation Committee and/or the Board regarding his or her performance and compensation~~~~[SR4];~~

~~(V)~~(IV) ~~—(V)—~~ Be responsible for oversight and monitoring of internal and external audit functions, and monitoring

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performance of, and internal compliance with, Authority policies and procedures;

~~(V)~~(V) ~~—(VI)~~ Be responsible for overseeing the annual audit by the external auditors and any internal audits; ~~and~~.

(VI) ~~—(VII)~~ Make recommendations to the full Board regarding paragraphs (H) to (IV)(V)(RSP5), inclusive;

(VII) Evaluate the Auditor and make recommendations to the Executive Personnel and Compensation Committee and/or the Board regarding his or her performance and compensation.
(VII)

(F) Voting. Each member of the Audit Committee shall be a voting member, ~~unless appointed as an ex officio member, unless appointed as an ex officio member~~. An affirmative vote by at least five ~~(5)~~ members of the Audit Committee shall be required for approval of the annual internal and external audits, including performance monitoring, the auditor's annual audit plan for each fiscal year submitted to the Board for approval, and actions recommending or approving debt financing for the Authority. [P.U.C. §170018]

(iii) *Executive Personnel and Compensation Committee* ~~—~~ This Executive Personnel and Compensation Committee will evaluate the President/CEO, Auditor and General Counsel and make recommendations to the Board concerning their compensation. In addition, the Executive Personnel and Compensation Committee will review and make recommendations regarding Board Member compensation.

(iv) *EXECUTIVE COMMITTEE* ~~—~~ The Executive Committee's role is to monitor the Authority's implementation of the administrative policy that has been established by the Board and to support the President/CEO in carrying out strategies and policies set by the Board. The Executive Committee's specific duties and responsibilities shall be:

(a) Monitor Authority Implementation of Board Policy:

- The Executive Committee, through the monthly meetings discussed below, will monitor the Authority's implementation of the administrative policy of the Authority as such policy shall be set by the full Board and will report any relevant matters to the full Board, together with any policy recommendations, at a public meeting of the Board. Provided, however, that neither the Executive Committee, nor any member of the Executive Committee, will be or become involved in the direct operation of the airports under the jurisdiction of the Authority or be included

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in the chain of command of any such airport or the Authority for emergency purposes; and

- Undertake such other duties as the Board may delegate or assign from time-to-time.

(b) Conduct Monthly Public Meeting with President/CE) and Executive Staff:

- The Executive Committee will conduct a monthly meeting with the President/CEO and the executive staff to monitor the Authority’s implementation of the administrative policy established by the Board. These Executive Committee meetings shall be open to the public, except as otherwise expressly permitted under the Ralph M. Brown Act Open Meeting Law; and
- Submit any and all policy recommendations to the full Board for consideration at a public meeting of the Board.

<p>Monitor Authority Implementation of Board Policy</p>	<ul style="list-style-type: none"> • The Executive Committee, through the monthly meetings discussed below, will monitor the Authority’s implementation of the administrative policy of the Authority as such policy shall be set by the Board and will report any relevant matters to the full Board, together with any policy recommendations, at a public meeting of the full Board. Provided, however, that neither the Executive Committee, nor any member of the Executive Committee, will be or become involved in the direct operation of the airports under the jurisdiction of the Authority or be included in the chain of command of any such airport or the Authority for emergency purposes; and • Undertake such other duties as the Board may delegate or assign from time to time.
<p>Conduct Monthly Public Meeting with President/CEO and Executive Staff</p>	<ul style="list-style-type: none"> • The Executive Committee will conduct a monthly meeting with the President/CEO and the executive staff to monitor the Authority’s implementation of the administrative policy established by the Board. These Executive Committee meetings shall be open to the public, except as otherwise expressly permitted under the Ralph M. Brown Act Open Meeting Law; and • Submit any and all policy recommendations to the full Board for consideration at a public meeting of the Board.

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(v) *Capital Improvement Program Oversight Committee*: – This committee will oversee the implementation of the Capital Improvement Program (“CIP”) to include the investigation and evaluation of the physical/functional, financial, environmental, community aspects, inter-governmental coordination, and public communication/outreach related to all CIP activities.

(6) President/CEO.

(a) Role. The President/CEO’s role is to: (i) support the Board in the planning and implementation of the vision, long-term strategy and goals of the Authority, (ii) carry out the overall strategy and Policies and Codes duly adopted by the Board, and (iii) manage and direct the Authority’s personnel, operations, finances and facilities.

(b) Responsibilities. The President/CEO’s specific duties and responsibilities include the following:

i. Vision and Mission:

- Assist in the planning and analysis of, and make recommendations for, and implement the vision, long-term strategy and goals as established by the Board; and
- Provide executive leadership to the officers and employees of the Authority to implement the Authority’s vision, long-term strategy and goals as established by the Board.

ii. Policy, Administration and Management:

- Manage and direct the Authority’s operations, finances and facilities professionally, efficiently and fairly;
- Administer and carry out the Authority’s Policies and Codes, and provide appropriate information and make recommendations to the Board regarding the possible need for new Policies and Codes or amendments to existing Policies and Codes;
- Ensure that the Board is fully supported in its responsibility to adopt a comprehensive plan on the future development of San Diego’s regional international airport, including a review of all options for alternative sites including, but not limited to, expansion of the existing airport site and other development options available to address future Airport needs;
- Perform such other functions that may be set forth in the Authority’s other Policies and Codes, or that are necessary for the management and operations of the facilities and airports under the jurisdiction of the Authority;

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- Manage the Authority's programs and services in a manner that is consistent with the Board's vision, long-term strategy, goals, guidelines, Policies and Codes;
- Direct the communications and inter-governmental relations strategy of the Authority, and the manner in which it is carried out;
- Prepare and recommend to the Board the Authority's operating and capital budget and financial plan;
- Maintain effective dialogue and communications with the Board;
- Provide appropriate information to the Board to facilitate the Board's assessment of the Authority's programs and services;
- Manage and coordinate the Authority's officers and employees to maintain high standards of professional conduct and to promote the accomplishment of organizational goals with efficiency and economy of resource use;
- Monitor and evaluate the Authority's officers, employees and independent contractors to, among other things, ensure that the officers, employees and independent contractors maintain appropriate performance standards, are attentive to citizen concerns and are responsive to complaints and inquiries;
- Support the Board in its appraisal of managerial and organizational performance;
- Appoint all officers and employees of the Authority, other than the Authority's General Counsel and Auditor; and
- Maintain and promote open, collaborative relations with all local, regional, state and federal governmental agencies with which the Authority may interact, including the San Diego Unified Port District with which the Authority is a neighbor, and a colleague in economic development and environmental protection, for the benefit of the San Diego region.

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<p>Vision and Mission</p>	<ul style="list-style-type: none"> • Assist in the planning and analysis of, and make recommendations for, and implement the vision, long-term strategy and goals as established by the Board; and • Provide executive leadership to the officers and employees of the Authority to implement the Authority's vision, long-term strategy and goals as established by the Board.
<p>Policy, Administration and Management</p>	<ul style="list-style-type: none"> • Manage and direct the Authority's operations, finances and facilities professionally, efficiently and fairly; • Administer and carry out the Authority's Policies and Codes, and provide appropriate information and make recommendations to the Board regarding the possible need for new Policies and Codes or amendments to existing Policies and Codes; — Ensure that the Board is fully supported in its responsibility to adopt a comprehensive plan on the future development of San Diego's regional international airport, including a review of all options for alternative sites, including, but not limited to, expansion of the existing airport site and other development options available to address future <u>airport</u> needs; • <u>Ensure that the Board is fully supported if the Board commissions a planning, engineering, economic, and other studies to provide information to the Board for making decisions about the location, design, management, and other features of future airports;</u>^[RSP6] • Perform such other functions that may be set forth in the Authority's other Policies and Codes, or that are necessary for the management and operations of the facilities and airports under the jurisdiction of the Authority; • Manage the Authority's programs and services in a manner that is consistent with the Board's vision, long-term strategy, goals, guidelines, Policies and Codes; • Direct the communications and inter-governmental relations strategy of the Authority, and the manner in which it is carried out; • Prepare and recommend to the Board the Authority's operating

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	<p>and capital budget and financial plan;</p> <ul style="list-style-type: none">• Maintain effective dialogue and communications with the Board;• Provide appropriate information to the Board to facilitate the Board's assessment of the Authority's programs and services;• —• Manage and coordinate the Authority's officers and employees to maintain high standards of professional conduct and to promote the accomplishment of organizational goals with efficiency and economy of resource use;• Monitor and evaluate the Authority's officers, employees and independent contractors to, among other things, ensure that the officers, employees and independent contractors maintain appropriate performance standards, are attentive to citizen concerns and are responsive to complaints and inquiries;• Support the Board in its appraisal of managerial and organizational performance;• Appoint all officers and employees of the Authority, other than the Authority's General Counsel and Auditor; and• Maintain and promote open, collaborative relations with all local, regional, state and federal governmental agencies with which the Authority may interact, including especially the San Diego Unified Port District with which the Authority is a neighbor, and a colleague in economic development and environmental protection, for the benefit of the San Diego region.
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(7) General Principles of Governance. The Board and the Executive Committee, in discharging their respective powers, duties and responsibilities under this Policy and under any other applicable laws, Policies or Codes, shall act in accordance with the following:

- (a) ~~(a)~~ EExercise their respective business judgment to act in what they reasonably believe to be in the best interests of the Authority's constituents and the public that the Authority serves;

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- (b) ~~—(b)—~~aAct in accordance with the highest ethical standards as set forth in the Authority's other Policies and Codes;
- (c) ~~—(c)—~~eEnsure that other existing and planned future commitments do not interfere with their commitments, duties and responsibilities to the Authority;
- (d) ~~—(d)—~~eExcept in extraordinary circumstances, attend all duly noticed meetings and spend the time needed and meet as frequently as necessary to properly discharge their powers, duties and responsibilities;
- (e) ~~—(e)—~~eExcept in extraordinary circumstances, attend any appropriate Board orientation programs, and review Board orientation documentation and other materials that may be distributed to the Board from time to time;
- (f) ~~—(f)—~~listen with due regard to the input of each member of the Board and the Executive Committee, as the case may be, and not attempt to dominate the discussions or the decision-making process of the Board and the Executive Committee, as the case may be; and
- (g) ~~—(g)—~~eComply with requirements of law applicable to the Board and the Executive Committee, as the case may be, under all relevant laws (including the Authority Act) and the Authority's other Policies and Codes.

(8) General Provisions - Committees.

- (a) ~~(i)~~ Each standing committee of the Board shall include an Executive Committee member.
 - (b) ~~—(ii)—~~ All standing committee appointments shall be for one-year terms, except as otherwise prescribed or modified by the Board in its sole discretion.
 - (c) ~~—(iii)—~~ The Board may establish or maintain additional standing or *ad hoc* Board committees from time to time as necessary or appropriate in accordance with the Authority's Policies and Codes.
- (9) Periodic Evaluation. The Board shall review this policy on a periodic basis to ascertain whether any modification is required to meet the then-current needs of the Authority and to maintain consistency with the best-in-class governance principles and practices of other airport authorities and governmental entities.

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[Amended by Resolution No. 2013-0132 dated December 12, 2013]
[Amended by Resolution No. 2012-0133 dated December 13, 2012]
[Amended by Resolution No. 2011-0052 dated May 5, 2011]
[Amended by Resolution No. 2010-0008 dated February 4, 2010]
[Amended by Resolution No. 2009-0038 dated April 2, 2009]
[Amended by Resolution No. 2009-0009 dated February 5, 2009]
[Amended by Resolution No. 2008-0029 dated March 6, 2008]
[Amended by Resolution No. 2007-0085 dated July 5, 2007]
[Amended by Resolution No. 2006-0080 dated July 6, 2006]
[Amended by Resolution No. 2004-0033 dated April 5, 2004]
[Amended by Resolution No. 03-060 dated October 2, 2003]
[Amended by Resolution No.03-005R dated February 6, 2003]
[Adopted by Resolution No. 2002-2 dated November 25, 2002.]

ARTICLE 2

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 2 - ETHICS
PART 2.0 - ETHICS AND CONDUCT
SECTION 2.01 - CONDUCT OF MEMBERS OF THE BOARD OF DIRECTORS,
COMMITTEES, OFFICERS AND EMPLOYEES
-

PURPOSE: To establish a policy that governs the ethical conduct of members of the Board of Directors ~~and Committees (“Board”)~~, officers and employees (“Authority Officials”) of the San Diego County Regional Airport Authority (~~the~~ “Authority”), and ensure public confidence in the integrity of the Authority and its effective and fair operation. [LA1]

POLICY STATEMENT:

(1) The Authority was established by the State of California to improve air transportation service and planning for the County of San Diego. The citizens and businesses of the County of San Diego are entitled to fair, ethical and accountable regional government that has earned the public’s full confidence for integrity. The effective functioning of good government requires that:

(a) ~~Board, Officers and employees of the Authority~~ Authority Officials ~~Public officials~~, both elected and appointed, shall comply with both the letter and spirit of the laws affecting the operations of government;

(b) ~~Board, Officers and employees of the Authority~~ Authority Officials ~~Public officials~~ shall be independent, impartial and fair in their judgment and actions;

(c) ~~Board, Officers and employees of the Authority~~ Authority Officials ~~shall act~~ ~~Public office~~ ~~shall be used~~ for the public good, not for personal gain; and

(d) ~~Board, Officers and employees of the Authority shall conduct the business of the Authority~~ ~~Public deliberations and processes shall be conducted~~ [NC2] Public deliberations and processes shall be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

(2) The Authority may adopt, institute and maintain a Code of Ethics and Conduct, Conflicts of Interest Code and any other policies and codes to further the objectives set forth in this policy.

[Amended by Resolution No. 2008-0029 dated March 6, 2008.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]

ARTICLE 4

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 4 - FINANCE AND ACCOUNTING

PART 4.4 - DEBT

SECTION 4.40 - DEBT ISSUANCE AND MANAGEMENT POLICY

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 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, and reimbursement 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.
- 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; ~~and~~ (ii) ~~is~~ in charge of federal tax and securities law post-issuance compliance with respect to all debt obligations; (iii) ~~is~~ [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\(k\).](#)
- 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 [Facilities-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, term 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 affordability](#) will be considered, guided by the use of target debt [capacity affordability](#) indicators for measuring the affordability of additional borrowing.

The following are the target debt affordability indicators for the Authority. The Authority will regularly review and may re-evaluate certain targets from time to time as long-term master plan requirements may be defined.

1) Rate Covenants

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

Bonds – Under the Master Indenture, the Authority has covenanted that it 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 – Under the Master Subordinate Indenture, the Authority has covenanted that it 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:

(A) 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

(B) 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 Targets

The Authority has established debt service coverage targets for its Bonds and Subordinate Obligations 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 current minimum Debt Service Coverage targets are:

Bonds: 1.75x (for ~~only~~ senior lien bonds)

Aggregate Debt Service:

- 1.50x, based upon Net Revenues divided by Aggregate Annual Debt Service on Bonds and Subordinate Obligations (for total debt service)
- 1.20x, based upon an alternative “revenue method” calculation utilized by rating agencies where PFCs 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

These debt service coverage targets will be reviewed at least annually by the Authority and its financial advisor to determine appropriate adjustments that may be necessary.

[As the Authority advances the definition and scope of the planned Airport Development Program, the Authority anticipates potential revisions to the coverage targets](#)

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 Authority advances the definition and scope of the planned Airport Development Program, the Authority anticipates potential revisions to these leverage targets](#)

5) Debt Per ~~O&D~~ Enplaned Passenger Target

The Authority will compare its debt per ~~O&D~~ enplaned passenger 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 finance their capital facilities, this measure is only one indicator of debt affordability.

The Authority has established a debt (excluding special facility financing) per ~~O&D~~ enplaned passenger goal of no more than \$150. ~~per enplaned passenger.~~

The Authority will regularly review and update this metric from time to time as may be necessary.

6) 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 500 days of budgeted operating and maintenance expenses for the current fiscal year.

7) 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. ~~At a minimum, the Authority will seek to maintain ratings from at least two of the leading rating agencies for its Senior Lien Airport Revenue Bonds and at a minimum seek to maintain a rating in the highest category of "A" (e.g. A1, A+) "A1/A+/A+" from all three rating agencies for its Senior Lien Airport Revenue Bonds.~~

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 ~~intends to~~ 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. 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 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 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 LIBOR (the London Interbank Offered Rate), 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.

8) 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.

9) Installment Payment Agreement

The Authority may also finance certain facilities 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.

10) Direct Loans

The Authority may also enter into a direct loan with a financial institution to meet certain of its financing needs. A direct loan is made directly with a financial institution 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.

2) 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.

3) 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.

4) 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.

5) 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.

6) 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.

7) 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.

8) 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.

(It is acknowledged that refunding issues may be executed for reasons beyond economic purposes, such as to restructure debt service, to change the type of debt instruments being used, or to retire a bond issue and indenture in order to remove undesirable covenants.) 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.

An Advance Refunding involves refunding tax-exempt bonds more than 90 days in advance of the bond's first optional redemption date. Currently, only Governmental Purpose tax-exempt bonds (as that term is defined in the Internal Revenue Code) may be advance refunded. An Advance Refunding is an important debt management tool for the Authority. Advance Refundings are commonly used to achieve interest cost savings, to remove or change burdensome bond covenants or to restructure future debt service payments. For bonds issued after December 31, 1985, only one Advance Refunding of Governmental Purpose tax-exempt bonds may occur under Federal tax law and thus the Authority must carefully evaluate the appropriateness of Advance Refunding when an opportunity arises. A current refunding involves issuing refunding bonds no earlier than ninety (90) days prior to the bond's optional redemption date. Federal tax law does not limit the number of current refundings of any bond.

The Authority will anticipate the potential for Advance Refundings when issuing new debt. Careful attention will be given to pricing considerations that will affect future Advance Refunding flexibility such as optional redemption provisions and interest characteristics.

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 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 1 Year Before	1 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%

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 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.

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—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 and Commercial Paper 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 the greater of 15% of total debt or \$100 million.

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 Counterparties

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 its counterparties when selecting institutions to provide 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, 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, ~~except where exceptions apply,~~ 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; or
- (I) Bankruptcy, insolvency, receivership or similar event of the obligated person:

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.

(J) [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; ~~or~~ [and](#)

[\(G\)](#) Appointment of a successor or additional trustee or the change of name of a trustee; ~~or~~

[\(H\)](#) [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.

SECTION XIV. AMENDMENTS TO DEBT ISSUANCE AND MANAGEMENT POLICY

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 IRS regulations, Governmental Purpose tax-exempt bonds issued after December 31, 1985 are permitted only one advance refunding. Additionally, certain private activity bonds may not be advanced refunded.

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: Other than for certain private activity bonds issued during the AMT “waiver” period authorized by the American Recovery and Reinvestment Act of 2009 (“ARRA”), interest on tax-exempt private activity bonds issued after August 7, 1986 (other than bonds for 501(c)(3) organizations and refundings of pre-August 8, 1986 bonds) is generally subject to the Alternative Minimum Tax (“AMT”) as a specific item of tax preference. ARRA exempted new money and certain refundings of private activity bonds issued in 2009 and 2010 from the AMT penalty.

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. ~~The owner of a bearer bond is the person having possession of it, while the owner of a registered bond is the person~~ 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) (historically, AAA) is assigned to the insured bonds and a lower cost of funds is may be attained. ~~With a competitive sale, generally the bidding dealer bears the cost of insurance to the benefit of the firm's bid. The bond issuer pays the cost of bond insurance from bond proceeds with a negotiated sale.~~

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.

Build America Bonds ("BABs"): Taxable municipal bonds that carry special tax credits and federal subsidies for either the bond issuer or the bondholder. The most widely used version was authorized under the American Recovery and Reinvestment Act ("ARRA") that allowed BABs to be issued in 2009 and 2010 with a 35% of interest subsidy (subsequently reduced under the federal sequestration program) to the issuer received as direct payments from the federal government. The proceeds of BABs authorized under ARRA could only be used to fund non-private activity, governmental purposes.

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, Standard & Poor’s Ratings Group, ~~and~~ Fitch ~~and~~ Kroll. 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’s 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: 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.

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 eOrder: — aAn 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 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.

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.

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.

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 2018-0133 dated December 6, 2018.]
[Amended by Resolution 2017-0050 dated June 1, 2017.]
[Amended by Resolution 2015-0042 dated May 21, 2015.]
[Amended by Resolution 2014-0050 dated June 5, 2014.]
[Amended by Resolution 2013-0048 dated June 6, 2013.]
[Amended by Resolution 2012-0060 dated June 7, 2012.]
[Amended by Resolution 2011-0078 dated July 7, 2011.]
[Adopted by Resolution. 2010-0046 dated May 6, 2010.]

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

Subject:

Approve and Authorize the President/CEO to Execute an Agreement with BKD, LLP, for External Audit Services

Recommendation:

The Audit Committee recommends that the Board Adopt Resolution No. 2019-0035, approving and authorizing the President/CEO to execute an agreement with BKD, LLP, for external audit services for an amount not to exceed \$950,000 for a three-year term with an option for two (2) one-year extensions, which may be exercised at the sole discretion of the Authority's President/CEO.

Background/Justification:

Pursuant to Public Utilities Code §170018 and the Charter of the Audit Committee, the Audit Committee is responsible for recommending to the Authority Board its nomination for an external auditor and the compensation of that auditor.

In order to replace the existing contract for Financial Audit Services which will expire on May 5, 2019, a solicitation and detailed evaluation of submittals has been conducted, and is outlined below.

The Authority issued the Request for Proposals (RFP) for Financial Audit Services on January 10, 2019. Notice of the solicitation was advertised in the San Diego Daily Transcript and on the Authority's Website. Forty-two (42) companies were directly notified of the opportunity and eighteen (18) companies downloaded the documents. The Authority received eight (8) proposals on February 11, 2019, from the following candidates:

- 1) BKD, LLP
- 2) Crowe, LLP
- 3) Eide Bailly, LLP
- 4) Lance, Soll & Lundghard, LLP
- 5) Macias, Gini & O'Connell, LLP
- 6) Moss Adams LLP
- 7) Plante & Moran PLLC
- 8) Vavrinek, Trine, Day & Com. LLP

The Evaluation Panel consisted of the following staff members, who are all professional accountants who have either passed the CPA exam or have a Master's Degree in Accounting:

- Chief Auditor
- Chief Financial Officer
- Senior Director , Finance

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- Senior Manager, Accounting
- Accounting Manger

The panel found the eight proposals to be responsive and selected the top four (4) candidates to be interviewed. Evaluation criteria utilized in selection of short-listed respondents included:

- Organizational Experience and Expertise
- Primary Staff Capabilities
- Work Plan and Technical Approach
- Proposed Fees/Cost to Authority
- Sustainability
- Small Business Preference

The proposal evaluations resulted in the four highest ranking firms to be invited to interview. The top four candidates were:

- 1) Macias, Gini, O'Connell
- 2) BKD, LLP
- 3) Moss Adams
- 4) Plante & Moran PLLC

Interviews were held on March 15, 2019. The Respondents were asked to provide responses to a specific list of questions, prepared by the evaluation panel, which targeted the evaluation criteria presented in the solicitation. The panelist's rankings of the respondents are presented below:

Final Rank	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	Total	Rank
BKD, LLP	1	1	1	1	1	5	1
Macias Gini & O'Connell LLP	3	3	4	4	4	18	4
Moss Adams LLP	4	4	3	3	3	17	3
Plante & Moran, PLLC	2	2	2	2	2	10	2

Combined Scores	SB Preference	Cost / Fees	Sustainability	Organization Experience and Expertise	Primary Staff Capabilities	Work Plan and Technical Approach	Total
BKD, LLP	0	875	165	720	1440	1175	4375
Macias Gini & O'Connell LLP	0	1250	160	495	960	850	3715
Moss Adams LLP	0	1000	170	615	1020	1000	3805
Plante & Moran, PLLC	0	875	170	630	1320	1050	4045

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On April 21, 2014, staff presented to the Audit Committee the recommendation to enter into an agreement with BKD, LLP for Financial Audit Services. The Audit Committee concurs with staff and is forwarding this recommendation to the Board.

Additional information about BKD follows:

- BKD is the 13th largest CPA firm in the US with 38 offices in 17 states and 280 partners and principals serving clients in all 50 states and internationally.
- BKD has national expertise in serving airports, serving more than 50 airports.
- BKD presented a highly skilled professional staff on multiple levels with airport, capital improvement, passenger facility charges and consolidated rental car experience.
- BKD has extensive single audit experience. Further, BKD is one of the top auditors of Airport Improvement Program expenditures.
- BKD demonstrated a strong and detailed use of innovation and technology that will enhance the efficiency of the audit and implementation of GASB 87 Lease Standard.
- BKD actively participates in all major airport industry and public sector organizations.
- BKD has continuing education programs that they offer to the Airport Authority professional accounting staff.
- BKD will provide the Authority access to top audit professionals and information resources available nationally at a competitive contract price.
- BKD's large pool of airport experienced professionals at all levels will provide the Authority the opportunity to rotate for a fresh set of eyes.
- BKD has delivered an excellent level of performance, expertise and outstanding service to the Authority during the previous contract.

Fiscal Impact:

Adequate funding for the agreement with BKD, LLP to provide the Authority's financial audit services is included in the proposed FY 2020 Budget and FY 2021 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:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

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, Policy 5.12 and Policy 5.14. These programs/policies 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/policies 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. Policy 5.12 provides a preference of up to five percent (5%) to small businesses in the award of selected Authority contracts. When bid price is the primary selection criteria, the maximum amount of the preference cannot exceed \$100,000. 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, BKD, LLP received 0% small business preference.

Prepared by:

KATHRYN KIEFER
SENIOR DIRECTOR, FINANCE

RESOLUTION NO. 2019-0035

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE AN AGREEMENT WITH BKD, LLP, FOR EXTERNAL AUDIT SERVICES FOR AN AMOUNT NOT TO EXCEED \$950,000 FOR A THREE YEAR TERM WITH AN OPTION FOR TWO (2) ONE YEAR EXTENSIONS, WHICH MAY BE EXERCISED AT THE SOLE DISCRETION OF THE AUTHORITY'S PRESIDENT/CEO

WHEREAS, pursuant to Public Utilities Code §170018 and the Charter of the Audit Committee, the Audit Committee is responsible for recommending to the Authority Board its nomination for an external auditor and the compensation of that auditor; and

WHEREAS, the existing contract for Financial Audit Services will expire on May 5, 2019; and

WHEREAS, notice of the business opportunity was advertised in the *San Diego Daily Transcript* on January 10, 2019, and on the Authority's Website; and

WHEREAS, eighteen (18) firms downloaded the opportunity and eight (8) proposals were received on February 11, 2019, including from the firm BKD, LLP; and

WHEREAS, the Authority evaluation panel ("Panel") was comprised of representatives from the Accounting, Audit, and Finance Departments; and

WHEREAS, the Panel convened to review the 8 written proposals, to determine the Panel's highest scoring firms, and to invite 4 firms for interviews; and

WHEREAS, the RFP evaluation criteria utilized in the selection process were Organizational Experience and Expertise, Primary Staff Capabilities, Work Plan and Technical Approach, Proposed Fees/Cost to Authority, Sustainability, and Small Business Preference; and

WHEREAS, on March 15, 2019, interviews were conducted and 4 firms were evaluated by specific scoring criteria and, following deliberation, the Panel determined that BKD, LLP, was the best qualified firm to provide financial audit services; and

WHEREAS, on March 25, 2019, the Audit Committee examined and duly considered staff's selection process and recommendation of an audit firm, and thereby recommended BKD, LLP, to the Board as the external auditor to provide financial audit services.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute an agreement with BKD, LLP, for an amount not to exceed \$950,000 for a three year term with an option for two (2) one year extensions, which may be exercised at the sole discretion of the Authority's President/CEO: 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 is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of April, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

Subject:

Award a Contract to G&G Specialty Contractors, Inc. for Quieter Home Program Phase 9, Group 12, Project No. 380912 Twenty-Five (25) Historic Single-Family and Multi-Family Units and Seven (7) Neighborhood Equity Program Units on Thirteen (13) Residential Properties Located East and West of the Airport

Recommendation:

Adopt Resolution No. 2019-0036, awarding a contract to G&G Specialty Contractors, Inc. in the amount of \$1,216,428 for Phase 9, Group 12, Project No. 380912, of the San Diego County Regional Airport Authority's ("Authority") Quieter Home Program.

Background/Justification:

The Authority's Quieter Home Program ("Program") provides sound attenuation treatment to residences within the highest noise-impacted neighborhoods surrounding San Diego International Airport ("SDIA"). This contract for Phase 9, Group 12, Project number 380912 includes installation of new acoustical windows, doors, and ventilation improvements to reduce aircraft-related noise levels and provide sound attenuation to twenty-five (25) historic single-family and multi-family units and seven (7) Neighborhood Equity Program units on thirteen (13) residential properties located east and west of the Airport (refer to Attachment A). The Neighborhood Equity Program is a new Quieter Home Program component, which was recently approved by the FAA, offering limited sound insulation treatments to residences that fall within a 65+ dB contour, but do not meet the QHP's typical interior noise level eligibility requirements.

To date, the Program has completed 3,741 residences, of which 895 are historic and 2,846 are non-historic. 2,321 residences are located west of SDIA and 1,420 are located east of SDIA.

Project No. 380912 was advertised on January 4, 2019, and bids were opened on February 5, 2019. The following bids were received (refer to Attachment B):

Company	Total Bid
S&L Specialty Construction, Inc.	\$1,302,518.00
G&G Specialty Contractors, Inc.	\$1,216,428.00

The Engineer's estimate is \$1,051,027.54.

Although the low bid amount is more than 10% over the Engineer's estimate, it is considered responsive given the complexity of this particular project. Specifically, the scope of work includes historic homes that often present unforeseen challenges and intricate installations.

The low bid of \$1,216,428.00 is considered responsive and G&G Specialty Contractors, Inc. is considered responsible. Award to G&G Specialty Contractors, Inc. is, therefore, recommended in the amount of \$1,216,428.00.

Fiscal Impact:

Adequate funds for the contract with G&G Specialty Contractors, Inc. are included in the adopted FY 2019 and conceptual FY 2020 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:

This item supports one or more of the Authority Strategies, as follows:

Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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. This Board action is a "development" as defined by the California Coastal Act, Cal. Pub. Res. Code §30106. The individual projects 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."

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, Policy 5.12 and Policy 5.14. These programs/policies 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/policies named above can be used in any single contracting opportunity.

The Authority's DBE Program, as required by the U.S. Department of Transportation 49 Code of Federal Regulations (CFR) Part 26, calls for the Authority to submit a triennial overall goal for DBE participation on all federally-funded projects. When federal funds are utilized, the Authority is prohibited from using a program that provides a preference such as those used in Policies 5.12 and 5.14. 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. G&G Specialty Contractors, Inc. proposed 4.34% DBE participation on QHP Phase 9, Group 12.

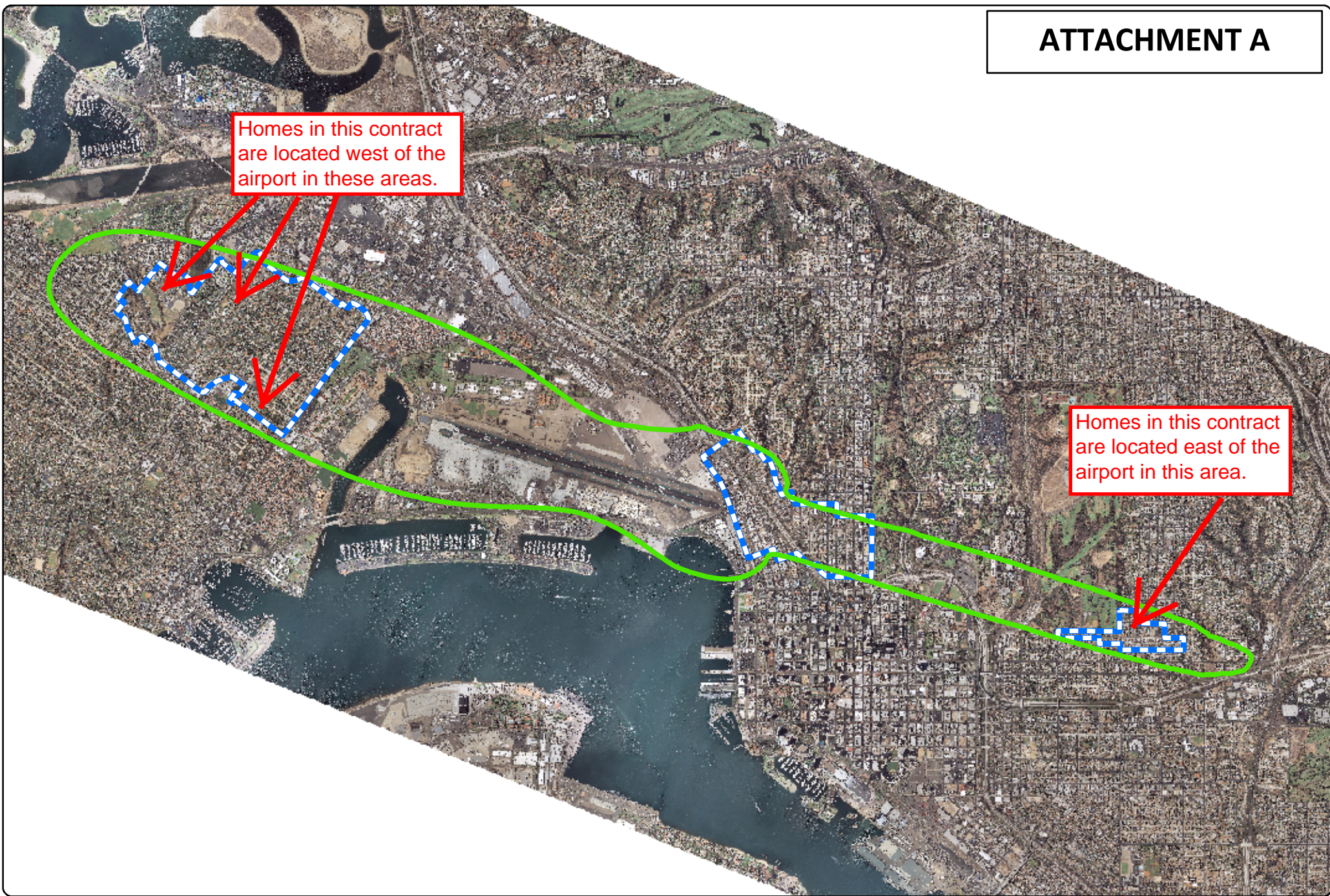
Prepared by:

BRENDAN REED
DIRECTOR, PLANNING & ENVIRONMENTAL AFFAIRS

ATTACHMENT A

Homes in this contract are located west of the airport in these areas.

Homes in this contract are located east of the airport in this area.



Map Notes:
Staff Report Attachment A

1 inch = 3,898 feet

- | | | |
|-------------------------------|----------------|--------------------|
| Land Use - SanGIS 2/07 | QHP Completed | 67 dB Boundary |
| Single-Family Residential | QHP Ineligible | 65 dB CNEL Contour |
| Multi-Family Residential | County Parcel | Address Point |
| Condominiums | | |

San Diego County Regional Airport Authority
Quieter Home Program
Project 380912

TABULATION OF BIDS

ATTACHMENT B

TITLE: QUIETER HOME PROGRAM PROJECT NO. 380912
BIDS OPENED: February 5, 2019 at 2:00 p.m.
ENGINEER'S ESTIMATE: \$1,051,027.54

CONTRACTOR:				G&G Specialty Contractors, Inc.				S&L Specialty Construction, Inc.				
ADDRESS:				1221 N. Mondel Drive, Gilbert, AZ 85233				315 S. Franklin Street, Syracuse, NY 13202				
GUARANTEE OF GOOD FAITH:				Hartford Casualty Insurance Company				Liberty Mutual Insurance Company				
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)
380907.03	BOONE/MOYERS	3652 HYACINTH DRIVE	1	Lump Sum	\$64,995.00	\$11,800.00	\$1,500.00	\$78,295.00	\$85,000.00	\$12,000.00	\$2,000.00	\$99,000.00
380908.44	HUCK	2744 AZALEA DRIVE	1	Lump Sum	\$41,309.00	\$6,900.00	\$4,800.00	\$53,009.00	\$53,000.00	\$8,000.00	\$6,000.00	\$67,000.00
380908.52	KRIEG/TOCZKO	1445 GRANADA AVENUE	1	Lump Sum	\$111,012.00	\$0.00	\$0.00	\$111,012.00	\$138,000.00	\$0.00	\$0.00	\$138,000.00
380908.52	KRIEG/TOCZKO	2855 BEECH STREET	1	Lump Sum	\$30,754.00	\$10,500.00	\$1,700.00	\$42,954.00	\$30,000.00	\$10,000.00	\$3,000.00	\$43,000.00
380908.82	ROBERTSON	1352 DALE STREET	1	Lump Sum	\$71,494.00	\$6,900.00	\$1,200.00	\$79,594.00	\$77,000.00	\$7,000.00	\$2,000.00	\$86,000.00
380908.94	SOUTH PARK COTTAGES, LLC	2982 B STREET	1	Lump Sum	\$26,469.00	\$5,000.00	\$1,000.00	\$32,469.00	\$28,000.00	\$5,000.00	\$1,000.00	\$34,000.00
380908.94	SOUTH PARK COTTAGES, LLC	2984 B STREET	1	Lump Sum	\$22,208.00	\$4,900.00	\$800.00	\$27,908.00	\$23,000.00	\$5,000.00	\$1,000.00	\$29,000.00
380908.94	SOUTH PARK COTTAGES, LLC	2986 B STREET	1	Lump Sum	\$26,420.00	\$4,900.00	\$800.00	\$32,120.00	\$28,000.00	\$5,000.00	\$1,000.00	\$34,000.00
380908.94	SOUTH PARK COTTAGES, LLC	2988 B STREET	1	Lump Sum	\$26,420.00	\$4,900.00	\$800.00	\$32,120.00	\$28,000.00	\$5,000.00	\$1,000.00	\$34,000.00
380908.94	SOUTH PARK COTTAGES, LLC	2990 B STREET	1	Lump Sum	\$19,634.00	\$5,200.00	\$800.00	\$25,634.00	\$20,000.00	\$5,000.00	\$1,000.00	\$26,000.00
380908.94	SOUTH PARK COTTAGES, LLC	2992 B STREET	1	Lump Sum	\$19,851.00	\$5,200.00	\$800.00	\$25,851.00	\$20,000.00	\$5,000.00	\$1,000.00	\$26,000.00
380908.94	SOUTH PARK COTTAGES, LLC	2994 B STREET	1	Lump Sum	\$26,525.00	\$5,000.00	\$800.00	\$32,325.00	\$28,000.00	\$5,000.00	\$1,000.00	\$34,000.00
380908.94	SOUTH PARK COTTAGES, LLC	1210 30TH STREET	1	Lump Sum	\$24,429.00	\$5,200.00	\$800.00	\$30,429.00	\$26,000.00	\$5,000.00	\$1,000.00	\$32,000.00
380908.94	SOUTH PARK COTTAGES, LLC	1216 30TH STREET	1	Lump Sum	\$22,230.00	\$5,000.00	\$800.00	\$28,030.00	\$23,000.00	\$5,000.00	\$1,000.00	\$29,000.00
380908.94	SOUTH PARK COTTAGES, LLC	1220 30TH STREET	1	Lump Sum	\$26,489.00	\$5,200.00	\$800.00	\$32,489.00	\$28,000.00	\$5,000.00	\$1,000.00	\$34,000.00
380909.07	SPRENKLE	2400 A STREET	1	Lump Sum	\$23,741.00	\$4,900.00	\$800.00	\$29,441.00	\$23,000.00	\$5,000.00	\$1,000.00	\$29,000.00
380909.07	SPRENKLE	2402 A STREET	1	Lump Sum	\$26,142.00	\$4,900.00	\$800.00	\$31,842.00	\$27,000.00	\$5,000.00	\$1,000.00	\$33,000.00
380909.07	SPRENKLE	2404 A STREET	1	Lump Sum	\$29,938.00	\$4,800.00	\$800.00	\$35,538.00	\$30,000.00	\$5,000.00	\$1,000.00	\$36,000.00
380909.07	SPRENKLE	2406 A STREET	1	Lump Sum	\$25,681.00	\$4,800.00	\$800.00	\$31,281.00	\$26,000.00	\$5,000.00	\$1,000.00	\$32,000.00
380909.07	SPRENKLE	1305 24TH STREET	1	Lump Sum	\$25,577.00	\$5,500.00	\$800.00	\$31,877.00	\$34,000.00	\$5,000.00	\$1,000.00	\$40,000.00
380909.07	SPRENKLE	1307 24TH STREET	1	Lump Sum	\$23,306.00	\$4,800.00	\$800.00	\$28,906.00	\$22,000.00	\$5,000.00	\$1,000.00	\$28,000.00
380909.07	SPRENKLE	1309 24TH STREET	1	Lump Sum	\$29,618.00	\$4,900.00	\$800.00	\$35,318.00	\$28,000.00	\$5,000.00	\$1,000.00	\$34,000.00
380909.07	SPRENKLE	1311 24TH STREET	1	Lump Sum	\$36,832.00	\$5,300.00	\$1,900.00	\$44,032.00	\$43,000.00	\$5,000.00	\$2,000.00	\$50,000.00
380909.07	SPRENKLE	1313 24TH STREET	1	Lump Sum	\$57,785.00	\$5,400.00	\$1,600.00	\$64,785.00	\$66,000.00	\$5,000.00	\$2,000.00	\$73,000.00
380909.07	SPRENKLE	1315 24TH STREET	1	Lump Sum	\$18,247.00	\$4,800.00	\$800.00	\$23,847.00	\$23,000.00	\$5,000.00	\$1,000.00	\$29,000.00
380805.28	RIVERA	2319 WORDEN STREET	1	Lump Sum	\$6,215.00	\$12,300.00	\$5,800.00	\$24,315.00	\$3,000.00	\$13,000.00	\$6,000.00	\$22,000.00
380809.16	PALMIOTTO	3405 WISTERIA DRIVE	1	Lump Sum	\$6,321.00	\$13,300.00	\$2,900.00	\$22,521.00	\$4,000.00	\$13,000.00	\$4,000.00	\$21,000.00
380811.14	EPLER	3741 AMARYLLIS DRIVE	1	Lump Sum	\$7,336.00	\$13,300.00	\$5,600.00	\$26,236.00	\$2,000.00	\$15,000.00	\$6,000.00	\$23,000.00
380901.13	LINDSTROM	2757 NIPOMA STREET	1	Lump Sum	\$10,005.00	\$12,800.00	\$4,100.00	\$26,905.00	\$5,000.00	\$13,000.00	\$4,000.00	\$22,000.00
380901.21	POOLE	3531 LARGA CIRCLE	1	Lump Sum	\$9,721.00	\$12,800.00	\$5,800.00	\$28,321.00	\$7,000.00	\$13,000.00	\$6,000.00	\$26,000.00
380908.27	SPANTON	4382 MONTALVO STREET	1	Lump Sum	\$9,346.00	\$11,900.00	\$3,000.00	\$24,246.00	\$4,000.00	\$11,000.00	\$4,000.00	\$19,000.00
380908.64	MARISCAL	3733 OLEANDER DRIVE	1	Lump Sum	\$6,760.00	\$12,800.00	\$3,700.00	\$23,260.00	\$4,000.00	\$13,000.00	\$4,000.00	\$21,000.00
							Subtotal	\$1,196,910.00			Subtotal	\$1,283,000.00
							Probable Cost for Permits:	\$19,518.00			Probable Cost for Permits:	\$19,518.00
							TOTAL BID	\$1,216,428.00			TOTAL BID	\$1,302,518.00

RESOLUTION NO. 2019-0036

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, AWARDING A CONTRACT TO G&G SPECIALTY CONTRACTORS, INC. IN THE AMOUNT OF \$1,216,428 FOR PHASE 9, GROUP 12, PROJECT NO. 380912, OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY'S QUIETER HOME PROGRAM

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

WHEREAS, Phase 9, Group 12, of the Program provides sound attenuation to twenty-five (25) Historic Single-Family and Multi-Family Units and seven (7) Neighborhood Equity Program Units on thirteen (13) residential properties located east and west of the Airport; and

WHEREAS, the Authority issued a Bid Solicitation Package for Phase 9, Group 12, on January 4, 2019; and

WHEREAS, on February 5, 2019, the Authority opened sealed bids received in response to the Bid Solicitation Package; and

WHEREAS, the apparent low bidder G&G Specialty Contractors, Inc. submitted a bid of \$1,216,428.00 and the Authority's staff has duly considered the bid and has determined G&G Specialty Contractors, Inc. is responsible and that 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 G&G Specialty Contractors, Inc., the lowest bidder, the contract for Phase 9, Group 12, 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 G&G Specialty Contractors, Inc. in the amount of \$1,216,428 for Phase 9, Group 12, Project No. 380912, 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 G&G Specialty Contractors, Inc.; and

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

BE IT FURTHER RESOLVED that the Board of the San Diego County Regional Airport Authority finds that this is a "project" as defined by the California Environmental Quality Act ("CEQA"), Cal. Pub. Res. Code §21065; and is a "development," as defined by the California Coastal Act, Cal. Pub. Res. Code §30106 and that the individual Quieter Home Program projects are categorically exempt from the CEQA under Cal. Code Regs. §15301(f), "Existing Facilities," and are exempt from coastal permit requirements under Cal. Pub. Res. Code §§30610(a) and 30610(b) and 14 Cal. Code Regs. §§13250 and 13253.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of April 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

Subject:

Approve and Authorize the President/CEO to Execute a Use and Lease Agreement with San Diego Airlines Consortium, LLC (“SANCO”)

Recommendation:

Adopt Resolution No. 2019-0037, approving and authorizing the President/CEO to execute a Use and Lease Agreement with San Diego Airlines Consortium, LLC (SANCO) for a term of ten (10) years commencing July 1, 2019 for the exclusive use premises that SANCO currently leases or may lease in the future from the Authority in the terminals.

Background/Justification:

Pursuant to Section 15 of the Airline Operating and Lease Agreement (“AOLA”) between the San Diego County Regional Airport Authority (“Authority”) and each of the scheduled air carriers (“Airlines”) operating at San Diego International Airport (“Airport”), Authority may require Airlines to collectively repair and maintain passenger loading bridges and baggage handling systems and to provide janitorial services for the terminal area. With the Authority’s consent, the San Diego Airlines Consortium, LLC (“SANCO”) was therefore formed by the various certificated passenger air carriers serving the Airport for the purpose of performing those service obligations.

The performance of the services necessitates SANCO’s use of certain administrative and operational spaces at the Airport on an exclusive use basis, which may be, with Authority’s consent, increased or decreased from time to time in order to provide appropriate accommodations for SANCO. The proposed Use and Lease Agreement will facilitate that and is for a term of ten (10) years commencing July 1, 2019 for the exclusive use premises that SANCO currently leases or may lease in the future from the Authority in the terminals. The ten-year term aligns with the new AOLA that is also planned to go into effect on July 1, 2019.

The rental rate for the premises that SANCO will lease under the proposed Use and Lease Agreement will be \$161.55 per square foot per year for the first year and will be increased annually thereafter at the Los Angeles area Consumer Price Index rate (“CPI”) published by the United States Department of Labor, Bureau of Labor Statistics.

Fiscal Impact:

The income derived from this lease is non-airline terminal rents revenue. It will be included in the FY2020 non-airline revenue budget and FY2021 Conceptual Budget. It will also be included in future fiscal years not yet adopted.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

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.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

KATHRYN KIEFER
SENIOR DIRECTOR, FINANCE

RESOLUTION NO. 2019-0037

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO EXECUTE A USE AND LEASE AGREEMENT WITH SANCO FOR A TERM OF TEN (10) YEARS COMMENCING JULY 1, 2019 FOR THE EXCLUSIVE USE PREMISES THAT SANCO CURRENTLY LEASES OR MAY LEASE IN THE FUTURE FROM THE AUTHORITY IN THE TERMINALS

WHEREAS, pursuant to Section 15 of the Airline Operating and Lease Agreement (“AOLA”) between the San Diego County Regional Airport Authority (“Authority”) and each of the scheduled air carriers (“Airlines”) operating at San Diego International Airport (“Airport”), Authority may require Airlines to collectively repair and maintain passenger loading bridges and baggage handling systems and to provide janitorial services for the terminal area; and

WHEREAS, with the Authority’s consent, the San Diego Airlines Consortium, LLC (“SANCO”) was formed by the various certificated passenger air carriers serving the Airport for the purpose of performing those service obligations; and

WHEREAS, the performance of the services necessitates SANCO’s use of certain administrative and operational spaces at the Airport on an exclusive use basis, which may be, with Authority’s consent, increased or decreased from time to time in order to provide appropriate accommodations for SANCO; and

WHEREAS, a Use and Lease Agreement will enable this through a term of ten (10) years commencing July 1, 2019 for the exclusive use premises that SANCO currently leases or may lease in the future from the Authority in the terminals; and

WHEREAS, the rental rate for the premises that SANCO will lease under the Use and Lease Agreement will be \$161.55 per square foot per year for the first year and will be increased annually thereafter at the Los Angeles area Consumer Price Index rate (“CPI”) published by the United States Department of Labor, Bureau of Labor Statistics.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to execute a Use and Lease Agreement with San Diego Airlines Consortium, LLC ("SANCO") for a term of ten (10) years commencing July 1, 2019 for the exclusive use premises that SANCO currently leases or may lease in the future from the Authority in the terminals; 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 is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of April, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

Subject:

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

Recommendation:

Adopt Resolution No. 2019-0038, approving and authorizing the President/CEO to negotiate and execute two On-Call Technical Airport Planning Services agreements, one with Ricondo & Associates, Inc., and one with Landrum & Brown, Inc., each for a term of three years, with the option for two one-year extensions, in a maximum total aggregate amount not-to-exceed \$5,500,000 in support of numerous airport planning and environmental review efforts at San Diego International Airport.

Background/Justification:

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

The previous On-Call Technical Airport Planning Consulting Services agreement was initiated on February 7, 2014 and extended through May 7, 2019. Two firms (Ricondo and Associates, Inc. and URS Corp.) were selected for the contract with services completed to-date totaling approximately \$5.4 million dollars. Major tasks performed and completed under the current contract included the following:

- Strategic Energy Master Plan
- Parking Demand Analysis
- Terminal 2 Parking Garage – Environmental Analysis
- Airport Transit Plan Update
- Runway 9/27 Reconstruction Planning
- SAN Air Traffic Procedures Analysis (ongoing)
- Taxiway A and B Phasing
- Passenger Surveys

Based upon historic expenditure trends, it is estimated that the Authority could spend up to \$5.5 million over the five-year period to support anticipated airport planning and environmental review activities. Beyond unforeseen and ongoing projects, the following specific services will be needed over the next five-year period:

- Implementation Progress Update of 2011 Regional Aviation Strategic Plan (“RASP”);
- Preparation of Terminal 2 East (“T2E”) Renovation Master Plan;
- Update of SAN Airport Land Use Compatibility Plan (“ALUCP”);
- State and federal environmental review of major projects and the capital improvement program, including the additional tanks at the airport fuel storage facility;
- Periodic traffic volume inventories on major roads and intersections surrounding the airport; and
- Continued flight procedures analysis related to airport noise mitigation.

On January 10, 2019, the Authority published a Request for Proposals (“RFP”) to provide professional airport planning services. On February 20, 2019, the Authority received proposals from the following five entities, with all respondents being deemed as responsive:

1. Jacobsen-Daniels Associates, LLC.
2. Landrum & Brown, Inc.
3. Merchant Aviation
4. Ricondo & Associates, Inc.
5. WSP USA, Incorporated

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

The Authority’s Evaluation Panel (“Panel”), which was comprised of four representatives from the Planning & Environmental Affairs Dept. and one from Airside & Terminal Operations, conducted a thorough review of all proposals.

All five of the firms were invited to interview on March 19, 2019, after which the firms were ranked as follows:

Rankings	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	Total	Rank
Jacobsen-Daniels Associates, LLC	3	2	3	2	3	13	3
Landrum & Brown, Incorporated	1	3	2	3	2	11	2
Merchant Aviation	4	5	4	5	5	23	5
Ricondo & Associates, Incorporated	1	1	1	1	1	5	1
WSP USA, Incorporated	5	4	4	4	4	21	4

Combined Scores	SB Preference	Cost / Fees	Prior Company Experience	Primary Staff	Proposed Work Plan and Approach/ Methodology	Sustainability	Total
Jacobsen-Daniels Associates, LLC	0	750	555	950	1480	170	3905
Landrum & Brown, Incorporated	0	525	660	1075	1720	205	4185
Merchant Aviation	0	600	330	725	1120	130	2905
Ricondo & Associates, Incorporated	0	525	735	1200	1800	215	4475
WSP USA, Incorporated	0	525	450	725	1240	160	3100

1. Ricondo & Associates, Incorporated
2. Landrum & Brown, Incorporated
3. Jacobsen-Daniels Associates, LLC
4. WSP USA, Incorporated
5. Merchant Aviation

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

Ricondo & Associates, Inc.

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

Ricondo is a full-service aviation consultancy specializing in airport planning and business management services in support of airports and operators, airlines, and federal and state agencies. Over the last 30 years, Ricondo has delivered on-call planning services at airports throughout the United States, including San Diego International Airport.

Landrum & Brown, Inc.

The Landrum & Brown, Inc. (“L&B”) team scored second highest by the selection panel. L&B has provided technical airport planning services for over 70 years to airports around the world. L&B, as the world’s oldest and largest pure aviation planning firm, has been involved in some of the most complexed issues, helping clients evolve into state of the art, award-winning airports. For their proposal, L&B composed a multidisciplinary team that can provide all aspects of the requested aviation and environmental planning services, including the following: master planning, environmental, airfield & airspace, business & finance, ground transportation, terminal planning, commercial development, and activation planning.

Future Steps:

Authority Staff recommends that the Authority enter into two On-Call Technical Airport Planning Services agreements, one with Ricondo & Associates, Inc., and one with Landrum & Brown, Inc. In order to enter into an agreement with the top-ranked firms, Staff will negotiate the scope of work and billing rates. If Staff cannot reach an agreement with the top-ranked firms, Staff will then enter into negotiations with the next-ranked firm(s) until a scope and billing rates are achieved to the satisfaction of the Authority and the Consultant(s). Under the proposed resolution, the President/CEO would then have the authority to award and agreement to the next-ranked firm and establish an agreement with that firm without any further Board action.

Fiscal Impact:

Adequate funds for the two On-call Technical Airport Planning Services agreements are included in the Planning & Environmental Affairs Department's adopted FY 2019 and conceptual FY 2020 operating expense budget, or within the approved 5-Year Capital Improvement Program's budget, if applicable.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Environmental Review:

A. CEQA: 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.

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, Policy 5.12 and Policy 5.14. These programs/policies 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/policies 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. Policy 5.12 provides a preference of up to five percent (5%) to small businesses 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 firms Ricondo & Associates, Inc. and Landrum & Brown, Inc. did not receive the small business preference.

Prepared by:

BRENDAN REED
DIRECTOR, PLANNING & ENVIRONMENTAL AFFAIRS

RESOLUTION NO. 2019-0038

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, APPROVING AND AUTHORIZING THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE TWO ON-CALL TECHNICAL AIRPORT PLANNING SERVICES AGREEMENTS, ONE WITH RICONDO & ASSOCIATES, INC. AND ONE WITH LANDRUM & BROWN, INC. EACH FOR A TERM OF THREE YEARS, WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS, IN A MAXIMUM TOTAL AGGREGATE AMOUNT NOT-TO-EXCEED \$5,500,000 IN SUPPORT OF NUMEROUS AIRPORT PLANNING AND ENVIRONMENTAL REVIEW EFFORTS AT SAN DIEGO INTERNATIONAL AIRPORT

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

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

WHEREAS, these consultant services also support off-airport projects associated with airport land use compatibility planning around the region's sixteen airports and noise mitigation in neighborhoods surrounding SAN; and

WHEREAS, the contract provides analytical planning services for some other departments' projects, especially Airside & Terminal Operations, Airport Design & Construction, Ground Transportation, and Revenue Management; and

WHEREAS, the previous On-Call Technical Airport Planning Consulting Services agreement was initiated on February 7, 2014 and extended through May 7, 2019. Two firms (Ricondo & Associates, Inc. and URS Corp.) were selected for the contract with services completed to-date totaling approximately \$5.4 million dollars. Major tasks performed and completed under the current contract included the following:

- Strategic Energy Master Plan
- Parking Demand Analysis
- Terminal 2 Parking Garage – Environmental Analysis
- Airport Transit Plan Update
- Runway 9/27 Reconstruction Planning
- SAN Air Traffic Procedures Analysis (ongoing)
- Taxiway A and B Phasing; and

WHEREAS, based upon historic expenditure trends, it is estimated that the Authority could spend up to \$5.5 million over the five-year period to support anticipated airport planning and environmental review activities. Beyond unforeseen and ongoing projects, the following specific services will be needed over the next five-year period:

- Implementation Progress Update of 2011 Regional Aviation Strategic Plan (“RASP”);
- Preparation of Terminal 2 East (“T2E”) Renovation Master Plan;
- Update of SAN Airport Land Use Compatibility Plan (“ALUCP”);
- State and federal environmental review of major projects and the capital improvement program, including the additional tanks at the airport fuel storage facility;
- Periodic traffic volume inventories on major roads and intersections surrounding the airport; and
- Continued flight procedures analysis related to airport noise mitigation; and

WHEREAS, on January 10, 2019, the Authority published a Request for Proposals (“RFP”) to provide professional airport planning services; and

WHEREAS, on February 20, 2019, the Authority received proposals from the following five entities, with all respondents being deemed as responsive:

- Jacobsen-Daniels Associates, LLC.
- Landrum & Brown, Inc.
- Merchant Aviation
- Ricondo & Associates, Inc.
- WSP USA, Inc.; and

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

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

WHEREAS, all five of the firms were invited to interview on March 19, 2019, after which the firms were ranked as follows:

1. Ricondo & Associates, Inc.
2. Landrum & Brown, Inc.
3. Jacobsen-Daniels Associates, LLC.
4. WSP USA, Inc.
5. Merchant Aviation; and

WHEREAS, top firms selected by the panel were Ricondo & Associates, Inc. and Landrum & Brown, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the President/CEO to negotiate and execute two On-Call Technical Airport Planning Services agreements, one with Ricondo & Associates, Inc., and one with Landrum & Brown, Inc., each for a term of three years, with the option for two one-year extensions, in a maximum total aggregate amount not-to-exceed \$5,500,000 in support of numerous airport planning and environmental review efforts at San Diego International Airport; and

BE IT FURTHER RESOLVED that in order to enter into an agreement with the top-ranked firms, Staff will negotiate the scope of work and billing rates; and

BE IT FURTHER RESOLVED that if Staff cannot reach an agreement with the top-ranked firms, Staff will then enter into negotiations with the next ranked firm(s) until a scope and billing rates are achieved to the satisfaction of the Authority and the Consultant(s); and

BE IT FURTHER RESOLVED that the Board authorizes the President/CEO to award an agreement to the next ranked firm and establish an agreement with that firm under the same terms and conditions described herein; and

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

BE IT FURTHER RESOLVED that the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code §21065); and is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of April, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES /
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY GONZALEZ
GENERAL COUNSEL

ITEM 11

ADP UPDATE AND POSSIBLE ACTION REGARDING A PROJECT LABOR AGREEMENT:

**There is no material
for this item at this time.**

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

Subject:

Amend the SP PLUS Rental Car Center Bus Operations Agreement

Recommendation:

Adopt Resolution No. 2019-0039, authorizing the President/CEO to negotiate and execute a Third Amendment to the Rental Car Center Bus Operations Agreement to: 1) Revise the Scope of Work and increase the per mile rate; and 2) increase the annual management fee; and 3) increase the maximum amount payable from thirty million three hundred seventy six thousand seven hundred twenty three dollars (\$30,376,723) to forty five million dollars (\$45,000,000) to accommodate the integration of fourteen (14) new buses and associated staff and operational cost increases.

Background/Justification:

RCC Opening and Transit System

The Consolidated Rental Car Center (“RCC”) at San Diego International Airport began operations in January 2016. In conjunction with the startup of the RCC, the RCC Bus Transit System was initiated to transport passengers between the Terminals and the RCC. The Authority replaced eighty-one (81) independently owned and operated car rental car company shuttles of varying size and fuel type with sixteen (16) 40 foot Authority-owned Compressed Natural Gas (CNG) transit buses. These buses travel part of the way on Harbor Drive and then enter the dedicated the Terminal Link Road (TLR) to access the north side RCC.

Bus Operator, Purchase, and Operations Contract

The RCC transit system is operated by SP Plus. After a competitive RFP process, SP Plus was awarded a multi-year contract in 2014 to procure and then operate the RCC shuttle buses. The contract includes provisions for bus procurement, bus startup, operations management, and monthly reporting.

As part of its contract with the Authority, SP Plus is tasked with the following operational objectives:

1. maintaining and operating the Rental Car Transit Buses;
2. staffing drivers, customer service representatives (CSRs), and management personnel;
3. minimizing customer wait times to no more than five (5) minutes;
4. maintaining appropriate headways of two (2) minutes or less; and
5. optimizing operational efficiency

Operational Requirements

Based on the consultant study that helped guide the operations plan and bus fleet requirements, the following parameters were used as operation guidelines at the inception of the RCC Transit System –

- Maintain 2 minute headways at peak times
- Maintain wait times of less than 5 minutes as requested by the rental car companies
- Enable buses to be loaded at no more than 100% capacity of seats – i.e. provide a seat for every passenger, if desired.
 - The sixteen existing El Dorado buses have 24 seats
 - The 14 new Gillig buses have 28 seats

RCC Bus Fleet at Opening

SP Plus was directed to procure a first tranche of 16 Rental Car Transit Buses as part of the contract. The purchase order for \$7,890,105.57 was issued to SP Plus on December 26, 2014. Sixteen El Dorado 40 foot transit buses were delivered in September 2015 and placed into service in January 2016.

Operational Challenges

Once operations began, it quickly became apparent that although these operational parameters could be met at most times, peak times presented challenges. This was due to the following factors –

1. Numbers of passengers – opening day already saw enplanements at projected FY 2020 levels.
2. Passenger characteristics and efficiency of loading (Families, business travelers, etc.)
3. Type and number of bags and luggage carried by passengers (golf clubs, surfboards, car seats, etc.)
4. Congestion and traffic volume on North Harbor Drive especially at peak times and rush hour
5. Bus stacking and backup at traffic lights on North Harbor Drive

All of these factors contributed to a reduced customer experience and prompted the Authority to supplement the service level capability of the 16 original buses.

RCC Bus Fleet Additions

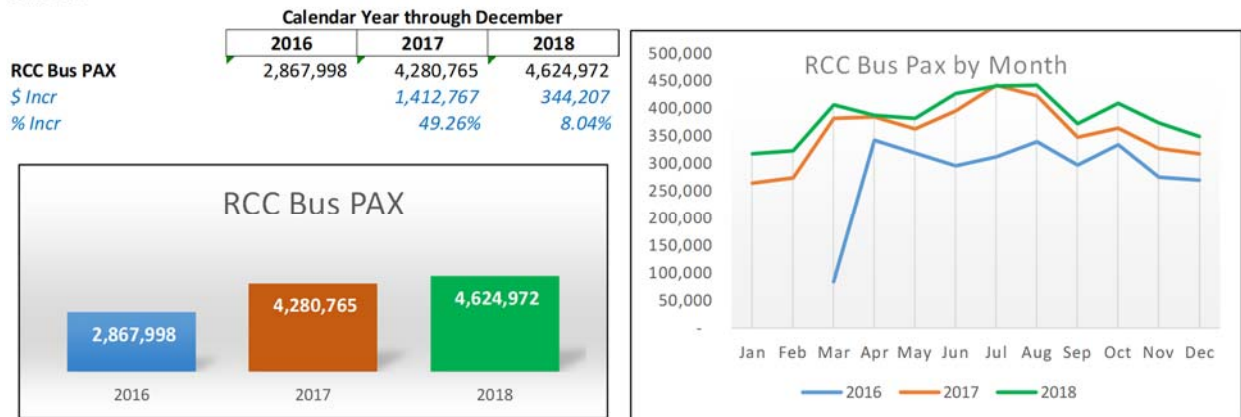
At the January 2017 meeting, due to the operational challenges mentioned above, the Board authorized Authority staff to purchase a second tranche of fourteen (14) additional 40 foot transit buses to meet increased customer demand and accommodate enplanement and rental car customer growth. After a competitive process, a purchase order was issued to Gillig for \$7,062,072.97. The new buses were manufactured and delivered to the Authority in September 2018. All of the new Gillig buses were placed in service by October 2018.

From the period between March 2016 and September 2018, the authority also contracted with outside providers to utilize Coach Bus service with fifty (50) passenger capacity coaches. Each bus enabled “belly-loading” of luggage, and was staffed with a driver and CSR provided by the contractor. These buses were used numerous times to meet the required wait time and headway requirements at extreme peak times, e.g. Comicon, very large conventions, Spring Break, Holidays, etc.

RCC Passenger Activity

For calendar year 2018, the RCC Bus system carried 4.625M passengers, an increase of 8.0% over the prior year. This was an average of 385,414 passengers/month; and 38.1% of the total 12.126M enplanements. See Table 1.1 below for passenger activity data. Reliable passenger counting data has been available from March 2016 onward, after the validation of the Automatic Passenger Counting (APC) equipment on each bus.

Table 1.1



Wait Times

SP Plus consistently maintains customer wait times of 3-5 minutes. The rental car companies have continued to request consistent wait times of no more than 5 minutes, preferably less. There are peak periods where the wait time may exceed 7-8 minutes, but these are the exception, often times due more to bus stacking caused by traffic congestion and backup on Harbor Drive, rather than passenger volumes or loading/unloading delays.

By supplementing service with pre-owned Gillig buses and contracted 50-passenger coach buses, service has remained consistent, reliable, and within required performance parameters at all but the busiest peak times. The integration of the second tranche of 14 new buses provided optimal coverage on the routes - facilitating faster loading and unloading (especially for high passenger and luggage volume periods), and enabled the cessation of the supplemental pre-owned Gillig diesel buses and contracted coach bus service. There has been no need to use the contracted coach service since the 14 new Gillig buses were placed in service in October 2018.

Contract Amendments

The SP Plus contract has been amended twice. The summary of these changes are presented below.

The First Amendment to the contract was executed March 29, 2016. The amendment revised the scope of work to accommodate the temporary pre-owned Gillig bus service. It allowed reimbursement of funds to purchase used buses from Avis and outfit them for service. Separate mileage rates and management fees were created to accommodate the operation of the Gillig buses as "Temporary Shuttle Vehicle Service". It also allowed SP Plus to contract with a 3rd party 50 passenger coach bus company, when necessary, to supplement service. The total contract value was increased by \$1,168,000 to \$30,376,723.00.

The Second Amendment was executed on January 6, 2017. This amendment again revised the scope of work to continue the temporary service with additional buses and allow for additional personnel. The mileage rate was modified for changes greater than 5% in the in-service mileage level. Wait times were specified at 5 minutes. Mileage rates for the Gillig and El Dorado buses were also adjusted. The total contract value remained at \$30,376,723.00.

For both of these amendments, the total contract value was only increased once, by \$1,168,000.00. The full text of the original contract and both amendments are included as Attachment A.

SP Plus Contract Cost Elements

There are three main components of the contract cost for the Rental Car Center bus operations contract –

1. In-service Miles
2. In-service Mileage Rate
3. Management Fees

In-Service Miles

The In-service miles is the sum of mileage incurred by SP Plus from trips between the RCC and Airport terminals where passengers may board the buses. These miles do not include miles incurred for fueling, cleaning, or maintenance operations.

The original SP Plus operations contract assumed In-Service miles of 1,204,500 per year, with no accommodation for year over year increases. The addition of 14 buses to the fleet and the operation of 12 buses on each route at peak time - along with actual and projected enplanements increases - requires an adjustment to the contract In-Service Miles. This will allow a minimum 20% spare ratio - even greater at off-peak times. The industry desired spare ratio for transit operations is between 20-25%.

Page 5 of 9

With the addition of the fourteen new Gillig buses, the cessation of the pre-owned Gillig Diesel buses that were purchased from Avis as an interim solution, and the cessation of occasional contracted coach bus usage, which has supplemented supply during peak periods; SP Plus projects that they will be able to accommodate passenger demand with annual In-Service Miles of 1,580,625.

- This equates to an increase of 31.2% from the 1,204,500 miles in the original contract; and
- An increase of 15.1% from Calendar Year 2018 mileage of 1,372,681 miles.

This In-Service miles increase, when multiplied by the new mileage rate, may increase the cost amount on the contract. Of course, actual miles may be less than the 1.580M amount.

In-service Mileage Rate

The In-service Mileage Rate is the rate charged for each In-service mile, based on the contract schedule. Key components of the In-service Mileage Rate include those costs directly allocable to the operation of the buses. These costs include driver salaries and benefits, mechanic salaries and benefits, breaks, meal periods, fueling time, and licenses, fees, insurance, and other costs.

- The current mileage rate for the 4th contract year is \$4.98/mile.
- The proposed amended mileage rate will increase to \$5.58/mile - an increase of 12%.
- This rate will remain flat for the remainder of Calendar Year 2019, and may increase no more than 2.5% each year thereafter.
- The current contract term expires on December 31, 2020.

Management Fee

Management fees are calculated from overhead, fixed, and administration costs not directly attributable to the operation of the buses. Key components of the management fee include manager, supervisors, and customer service representative (CSR) salaries and benefits, insurance, office expense, training, recruiting, lease payments, licenses, and other costs.

- The current contract management fee for the 4th contract year is \$161,667 per month, or \$1,940,000 per year.
- The proposed amended management fee will increase on September 1, 2018 to \$171,245 per month, or \$2,054,940 per year - an increase of 5.9%.
- The Management Fee will increase no more than 2.5% each year thereafter.

Operational Impact of Additional Buses

Impact to Bus Service -

- In-service buses will increase from 24 to 30.
- In-service hours will increase from 129,210 to 152,570. This change -
 - Provides for 24 in-service buses during peak periods

- Is required to maintain rental car company requested headways and wait times; and to handle passenger/baggage volume
- Results in 20% spare ratio
- In-service Miles will increase from 1,204,000 to 1,580,625 annually
 - The cessation of the higher passenger capacity coach bus service may add an additional 150K to 200K miles per year.
 - Due to 50 coach bus seats vs. 26 or 28 for the RCC transit buses
 - Maintaining the same level of service with the RCC transit bus will require 2 to 3 transit buses for every coach bus.

Impact to Costs -

- To provide the requested level of customer service, maintenance, headways, and wait times –
 - Changes affecting the in-service mileage rate -
 - Increase drivers from 77 to 94 FTE
 - Increase driver wage rate from \$16.00 to \$17.50 per hour
 - Increase Utility Worker from 1 to 2 FTE
 - Same wage rate increase as driver
 - In-house maintenance to reduce service costs
 - 1 utility CSR (breaker, fueling assistance)
 - Changes affecting the management fee –
 - Increase Supervisors/Dispatchers from 7 to 8
 - Increase wage rate from \$20.75 to \$22.00 per hour
 - Add Admin/Payroll/DOT/Parts Assistant
 - Increase CSR staff from 11 to 13
 - Increase wage rate from \$11.75 to \$14.00 per hour
- Even though the Authority is not charged for out-of-service hours for bus fueling, additional drivers are required to help with this activity.
 - The old Gillig buses were fueled with bio-diesel on-site, purchased under Authority contract. No spotter was required for fueling operations.
 - The 14 new Gillig buses will now have to fuel off-site, at retail rates. Two personnel (driver and spotter) are required to fuel each bus, twice a day on average.

Proposed Contract Amendment

February 2019 was the 54th month of a 76 month contract. The current contract term is from September 1, 2014 through December 31, 2020.

SP Plus has provided preliminary contract terms for the proposed third amendment. Staff will work closely with SP Plus to determine the actual optimal bus operations schedule and mileage levels to meet peak customer demand and provide optimal customer service, while still preserving the asset life of the bus fleet and controlling costs.

Staff is requesting that the Board approve the contract amendment terms outlined below:

1. Increase the In-service Mileage rate to \$5.58 starting September 1, 2018.
2. Increase the Management Fee to \$2,054,940 annually.

- Increase the maximum amount payable on the contract from \$30,376,723 to \$45,000,000 dollars.

Current Estimated Contract Value Deficit

As mentioned, February 2019 was the 54th month of a 76 month contract. The current total costs incurred on the contract through February 2019 are \$24.512M, or 80.7% of the total contract value of \$30.376M. There are still 22 months of contract costs to be incurred through the end of the contract term on December 31, 2020. A conservative estimate of the total contract spend through the end of the contract – with no amendment, and at current annual mileage levels - yields total contract costs of approximately \$40.820M. This estimate highlights a total contract deficit of approximately \$10.934M as shown below.

Analysis of Contract Deficit

Cumulative Contract Spend	\$ 24,511,910	<i>Through 54 months</i>
Add'l Est'd Contract Costs (No Amendment)	\$ 16,798,702	<i>22 remaining months</i>
Total Est'd Spend w/o Amend	\$ 41,310,612	
Orig Total Contract	\$ 30,376,273	<i>Through 76 months</i>
Current Est'd Contract Deficit	\$ (10,934,339)	-36.0%

To accommodate the previous amendment, the total contract value should now be amended commensurate with historical observation of in-service mileage trends, mileage rate, management fee, wait times, bus headways, and the impact of temporary and coach bus service.

Financial Impact of Proposed Amendment

The effect of –

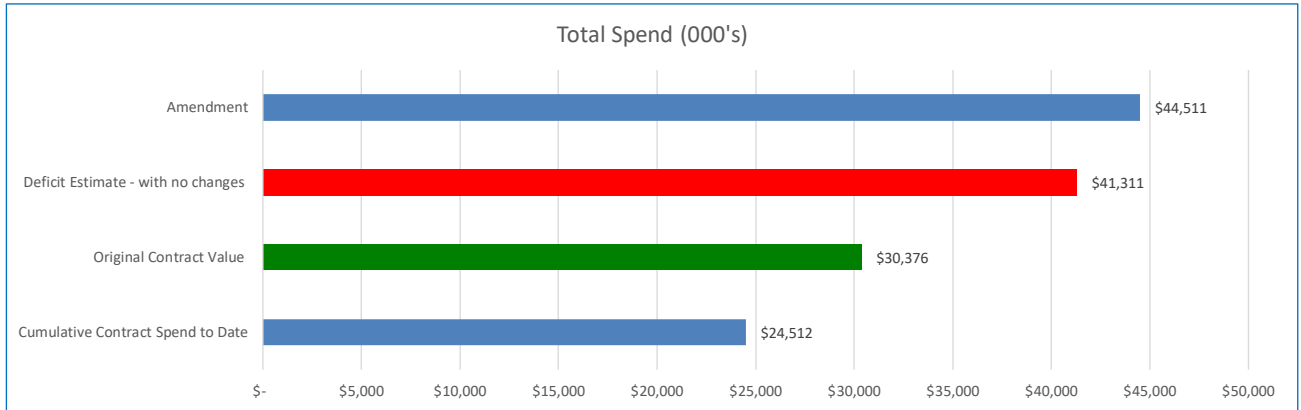
- increasing the in-service miles to 1,580,625,
- increasing the in-service mileage rate to \$5.58, and
- increasing the management fee to \$2,054,940 annually

could bring the total estimated contract spend from approximately \$41,310,612 to \$44,510,742 over the total 76 month contract term. This equates to a possible total increase of \$14,134,469 or 46.5%, over the original contract value.

A detail of the actual costs incurred on the contract to date, along with estimated projected costs with the amendment are presented below. The projected estimate is for approximately 1.580M miles per year, in line with the contractor recommendations for service level, wait times, and bus headways.

Costs to Date and Projected Estimated Costs with Amendment

Contract Version	Total Spend (000's)	Details
Cumulative Contract Spend to Date	\$ 24,512	Current contract spend through 54 months.
Original Contract Value	\$ 30,376	Original total contract value.
Deficit Estimate - with no changes	\$ 41,311	Current mileage levels, current mileage rate, current management fee. Not an option.
Amendment	\$ 44,511	New mileage levels of 1.580M miles/yr, new mileage rate, new management fee.



Of course, a large portion of these increases are driven by the estimated increase in annual in-service miles from 1,204,000 to 1,580,625; an increase of 31.2% as mentioned above. Actual in-service miles may vary from this contract amount. Actual in-service miles less than the proposed amount will yield savings to the total estimated contract expense.

Over the first 54 months of the contract, the costs attributable to the in-service miles have equated to 76.0% of the total contract costs. Management fees and other costs have made up 24.0% of contract costs.

Staff recommends that the maximum amount payable on the contract be increased from the current \$30,376,273 to \$45,000,000. This amount –

- corrects for the current projected contract deficit,
- accommodates the inclusion of the 2nd tranche of 14 transit buses placed in service in September 2018, and
- allows the associated staffing and operational cost increases.

The increase also aligns driver, CSR, and management levels to maintain the required level of customer service, wait times, and headways. It also accommodates projected passenger growth over the remaining life of the contract.

Customer Facility Charge

Like all Rental Car Center related capital and transportation system costs, funding for the purchase and operations of the Rental Car Center transit buses comes from the Customer Facility Charge (“CFC”) collected with each rental car transaction

Fiscal Impact:

The FY 2019 Board adopted budget did not contemplate funding for the Amendment to the Rental Car Center Bus Operation Contract with SP Plus. The Authority is able to accommodate this additional \$1,744,320 expense with saving from Safety and Security and Environmental contractual services. These additional expenses will be included in the FY 2020 Operating Budget and the FY 2021 Conceptual Budget.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

<input checked="" type="checkbox"/>	Community Strategy	<input checked="" type="checkbox"/>	Customer Strategy	<input checked="" type="checkbox"/>	Employee Strategy	<input checked="" type="checkbox"/>	Financial Strategy	<input checked="" type="checkbox"/>	Operations Strategy
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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.

Application of Inclusionary Policies:

Not applicable

Prepared by:

MARC NICHOLS
DIRECTOR, GROUND TRANSPORTATION

ORIGINAL

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
Second Amendment to Agreement
with
SP PLUS Corporation

The parties to this Second Amendment to Agreement are the SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, a local governmental entity of regional government ("Authority"), and SP PLUS Corporation, a Delaware corporation ("Contractor").

Recitals

The Authority and Contractor are parties to a service Agreement ("Agreement"). The Agreement is on file in the office of the Authority Clerk as Document 209162 OS dated August 19, 2014. The Agreement began September 1, 2014, and ends December 31, 2020. The First Amendment revised the scope of work and increased the maximum amount payable by One Million One Hundred Sixty-eight Thousand Dollars (\$1,168,000.00). The new maximum amount payable is Thirty Million Three Hundred Seventy-six Thousand Seven Hundred Twenty-three Dollars (\$30,376,723.00). The purpose of this Second Amendment is to revise the scope of work and to modify the per mile rate. The scope of work modification reflects the need to operate additional buses and employ additional personnel to meet the desired customer wait times of five (5) minutes or less. The per mile rate change is pursuant to Section B-1 (d) "Modified Compensation" of the Agreement whereby the estimated mileage specified in the Agreement exceeded the actual mileage by more than 5% and the Contractor was unable to perform with the designated fleet. The differential of the contractor's fixed costs for Year 1 will therefore be allocated over Year 2 through Year 5. The maximum amount payable remains at Thirty Million Three Hundred Seventy-six Thousand Seven Hundred Twenty-three Dollars (\$30,376,723.00).

The Parties Agree:

1. At page 20, Exhibit A, A-2., "**Additional Definitions**", the following language shall be added:
 "Customer Wait Time: Contractor shall use its best efforts to maintain five (5) minutes, or less, Rental Car Center wait times while performing Shuttle Services."
2. At page 23, section 2. Shuttle Services, a., 1), b), (1), is hereby deleted and replace with the following:
 "(1) Typical Service Operations, including routes, Service Hours, Headways and Customer Wait Time;"
3. At page 30, b. Shuttle Services, 2), c), (5), (a), is hereby deleted and replace with the following:
 "(a) Monitors the Shuttle Vehicle routing through the AVL system and communicates with Drivers to ensure consistent Shuttle Vehicle Headways to maintain Customer Wait Time, as defined by the Authority, at the RCC and Airport terminal pick-up locations; and"
4. At page 30, b. Shuttle Services, 2), c), (6), (f), is hereby deleted and replace with the following:

ORIGINAL

“(f) Works with the Dispatcher and Supervisors to maintain service Headway and Customer Wait Time; and

5. At page 30, b. Shuttle Services, 2), c), (7), (e), is hereby deleted and replace with the following:

“Maintains Headways and Customer Wait Time, as defined by the Authority and may be modified from time to time at the discretion of the Authority;”

6. At page 32, Exhibit A, A-4, A., 2., b. 4).a “**Shuttle Vehicle Service Levels**”, the following language shall be added:

“(4).a Shuttle Vehicle Service Levels: Contractor shall use its best efforts to maintain five (5) minutes, or less, Rental Car Center wait times while performing Shuttle Services.”

7. At page 43, Exhibit B, B-1., A., 1., b. “**Shuttle Services**” is hereby deleted and replace with the following:

“b. **Shuttle Services**. For performing Shuttle Services, Contractor shall be paid upon completion, to Authority’s satisfaction, for all Shuttle Services set forth in “Exhibit A”, per the following fee schedule:

- 1) During the period from January 1, 2016 to December 31, 2016, Contractor shall be paid a fixed rate per mile of \$3.95 per mile.
- 2) During the period from January 1, 2017 to December 31, 2017 Contractor shall be paid a fixed rate per mile of \$4.63 per mile.
- 3) During the period from January 1, 2018 to December 31, 2018, Contractor shall be paid a fixed rate per mile of \$4.81 per mile.
- 4) During the period from January 1, 2019 to December 31, 2019, Contractor shall be paid a fixed rate per mile of \$4.98 per mile.
- 5) During the period from January 1, 2020 to December 31, 2020, Contractor shall be paid a fixed rate per mile of \$5.16 per mile.”

8. At page 44 of 45, the following language shall be added as section B-1., A., 1.e:

“e. **Temporary Shuttle Vehicle Service**. For performing Temporary Shuttle Vehicle Service, Contractor shall be paid upon completion, to the Authority’s satisfaction, for all Temporary Shuttle Vehicle Service set forth in “Exhibit A”, per the following fee schedule:

- 1) Fixed rate per mile, for each Temporary Shuttle Vehicle performing Temporary Shuttle Vehicle Service:
 - a) During the period from April 1, 2016 to December 31, 2016, Contractor shall be paid a fixed rate per mile of \$3.37 per mile, for each month while performing Temporary Shuttle Vehicle Service.
 - b) During the period from January 1, 2017 to December 31, 2017, Contractor shall be paid a fixed rate per mile of \$3.72 per mile, for each month while performing Temporary Shuttle Vehicle Service.
 - c) During the period from January 1, 2018 to March 31, 2018, Contractor shall be paid a fixed rate per mile of \$3.82 per mile, for each month while performing Temporary Shuttle Vehicle Service.

ORIGINAL

- 2) Start-up Fee. Authority agrees to pay Contractor a start-up fee in an amount not to exceed of Seven Hundred Seventy-four Thousand Dollars (\$774,000.00). Authority shall pay the start-up fee over twelve (12) consecutive equal monthly payments of Sixty-four Thousand Five Hundred Dollars (\$64,500.00) beginning on April 1, 2016.
- 3) Monthly Management Fee. During the period from April 1, 2017 to March 31, 2018, Contractor shall be paid a fixed monthly fee of Fifty-three Thousand Dollars (\$53,000.00) each month while performing Temporary Shuttle Vehicle Service."

9. All other terms and conditions of the Agreement shall remain in full force and effect.

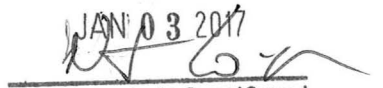
**SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY**

Dated: 6 Jan 2017

By 
Name: Thella F. Bowens
Title: President/CEO

Approved as to Form:
APPROVED AS TO FORM

CONTRACTOR
SP Plus Corporation

JAN 03 2017

By Nathan Cooper, Assist. General Counsel
Name: Amy Gonzalez
Title: General Counsel

By  12/20/16
Name: Jack Ricchiuto
Title: Executive Vice President

I hereby certify under penalty of perjury under the laws of the State of California, that I am an officer or employee of the organization with authority to obligate the organization.

INTEROFFICE MEMO

Date: January 5, 2017

To: Thella Bowens, President/CEO

Copy: Scott Brickner, VP Finance/Treasurer; Jana Vargas, Director of Procurement

From: Alan Parker, Senior Procurement Analyst

Request By: David Boenitz, Director, Ground Transportation

Subject: Agreement 209162 OS with SP Plus Corporation

Attached for the President's review and execution is an Amendment to this agreement.

Original Agreement

Start: 01-Sep-14	End: 31-Dec-20	Org. Value: \$	29,208,723.00

<u>Past Change:</u> 1st	End: 31-Dec-20	Increase: \$	1,168,000.00
		New Value: \$	30,376,723.00

<u>New Change:</u> 2nd	End: 31-Dec-20	Increase: \$	NA
		Revise Rates	New Value: \$ 30,376,723.00

Board Approval Date: 3-Apr-14

Justification

Reason Required: Ground Transportation department request revision to the fees to pay for temporary shuttle services.

ORIGINAL

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**First Amendment to Agreement
with
SP PLUS Corporation**

The parties to this First Amendment to Agreement are the SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, a local governmental entity of regional government ("Authority"), and SP PLUS Corporation, a Delaware corporation ("Contractor").

Recitals

The Authority and Contractor are parties to a service Agreement ("Agreement"). The Agreement is on file in the office of the Authority Clerk as Document 209162 OS dated August 19, 2014. The Agreement began September 1, 2014, and ends December 31, 2020. The purpose of this First Amendment is to revise the scope of work and increase the maximum amount payable by One Million One Hundred Sixty-eight Thousand Dollars (\$1,168,000.00). The new maximum amount payable is Thirty Million Three Hundred Seventy-six Thousand Seven Hundred Twenty-three Dollars (\$30,376,723.00).

The Parties Agree:

1. At page 39 of 45, the following language shall be added to the Agreement as section A-4., A., 2. d:
 - "d. Temporary Shuttle Vehicle Service. As requested and directed by Authority, Contractor shall manage and procure additional Temporary Shuttle Vehicles in accordance with "Exhibit A" and in addition shall provide the following:
 - 1) Evaluate the immediate availability, air quality compliance, cost and operational viability of identified AVIS, Inc. buses ("Temporary Shuttle Vehicles") located at the former airport rental car facility in San Diego;
 - 2) Prior to Contractor purchasing Temporary Shuttle Vehicles, Contractor shall ensure all identified Temporary Shuttle Vehicles meet: (a) the requisite DMV titling and registration, and (b) CHP vehicle safety requirements; Work with the Authority to ensure California clean air requirements are met and there is compliance with all federal, state, and local air pollution control laws and regulations, including all Authority operational requirements;
 - 3) Provide a projected monthly per mile cost analysis, which shall include the cost to procure the nine (9) Temporary Shuttle Vehicles (estimated at \$7500/ Temporary Shuttle Vehicle) allocated over twelve (12) months, insurance and all other operational and maintenance costs for approximately eighteen (18) months of operation;
 - 4) Provide a schedule within three (3) days of execution of this First Amendment by Contractor outlining when the tasks herein will be started and completed;
 - 5) Inspect and procure the Temporary Shuttle Vehicles from the agreed-upon rental car provider ("AVIS");
 - 6) Title and insure the Temporary Shuttle Vehicles in accordance with California DMV and insurance company requirements;

ORIGINAL

- 7) Temporary Shuttle Vehicle Paint and Rebranding. Paint and rebrand the Temporary Shuttle Vehicles for immediate placement in service in accordance with the Authority's specifications;
 - 8) Temporary Shuttle Vehicle Equipment. As directed by Authority, evaluate and install requested technologies, equipment and software (e.g., track and record vehicle position, passenger counts, annunciator systems, etc.) in the Temporary Shuttle Vehicles;
 - 9) Operate the Temporary Shuttle Vehicles in accordance with all terms and conditions of the Agreement and this First Amendment to meet vehicle headways and customer service requirements in accordance with designated safety requirements;
 - 10) Clean and maintain the Temporary Shuttle Vehicles as per the manufacturer's vehicle maintenance schedules and make needed repairs to keep the Temporary Shuttle Vehicles in service at no additional cost to the Authority.
 - a) Major Mechanical Failure of a Temporary Shuttle Vehicle. In the event of a major mechanical failure of a Temporary Shuttle Vehicle engine and or transmission, as agreed to by the Authority, upon receiving written approval from the Authority, Contractor can repair said major mechanical failure and submit the cost of said repair to the Authority for reimbursement.
 - 11) Temporary Shuttle Vehicle Fueling Service. At no additional cost to the Authority, Contractor shall use the Authority's fueling supplier at a location determined by the Authority to fuel the Temporary Shuttle Vehicles during the entire Term of the Agreement. Contractor shall ensure said Temporary Shuttle Vehicles are continuously operating pursuant to the Agreement. In addition Contractor shall:
 - a) Upon completion of dispensed fuel by Authority supplier, for each Temporary Shuttle Vehicle that received fuel, Contractor shall initial the fuel ticket provided by said supplier.
 - 12) Decommission Temporary Shuttle Vehicles and remove from service on a dates determined by the Authority; and
 - 13) Sell or otherwise dispose of the decommissioned Temporary Shuttle Vehicles and remit to the Authority the net proceeds of the sale, if any."
2. At page 44 of 45, the following language shall be added as section B-1., A., 1.e:
- "e. **Temporary Shuttle Vehicle Service.** For performing Temporary Shuttle Vehicle Service, Contractor shall be paid upon completion, to the Authority's satisfaction, for all Temporary Shuttle Vehicle Service set forth in "Exhibit A", per the following fee schedule:
- 1) Fixed rate per mile, for each Temporary Shuttle Vehicle performing Temporary Shuttle Vehicle Service:
 - a) During the period from April 1, 2016 to March 31, 2017, Contractor shall be paid a fixed rate per mile of \$3.37 per mile, for each month while performing Temporary Shuttle Vehicle Service.
 - b) During the period from April 1, 2017 to March 31, 2018, Contractor shall be paid a fixed rate per mile of \$3.47 per mile, for each month while performing Temporary Shuttle Vehicle Service.

ORIGINAL

- 2) Start-up Fee. Authority agrees to pay Contractor a start-up fee in an amount not to exceed of Seven Hundred Seventy-four Thousand Dollars (\$774,000.00). Authority shall pay the start-up fee over twelve (12) consecutive equal monthly payments of Sixty-four Thousand Five Hundred Dollars (\$64,500.00) beginning on April 1, 2016.
- 3) Monthly Management Fee. During the period from April 1, 2017 to March 31, 2018, Contractor shall be paid a fixed monthly fee of Fifty-three Thousand Dollars (\$53,000.00) each month while performing Temporary Shuttle Vehicle Service."

3. At page 44 of 45, **B-2 Reimbursable Expenses**, the following language shall be added:

C. Major Mechanical Failure Repair. The cost of the major mechanical failure repair necessary for Temporary Shuttle Vehicle providing Shuttle Service shall be reimbursed at cost to the Contractor upon claim substantiated by supplier's detailed invoice, listing the parts, product, and cost data.

D. Temporary Shuttle Vehicle Equipment. The cost of the equipment installed in the Temporary Shuttle Vehicle providing Shuttle Service shall be reimbursed at cost to the Contractor upon claim substantiated by supplier's detailed invoice, listing the parts, product, and cost data."

4. At page 44 of 45, Paragraph **B-3**, entitled "**Amount Payable**", is hereby deleted in its entirety and replaced with the following:

B-3. Amount Payable: The total maximum amount payable shall not exceed Thirty Million Three Hundred Seventy-six Thousand Seven Hundred Twenty-three Dollars (\$30,376,723.00) over the entire term of the Agreement."

5. All other terms and conditions of the Agreement shall remain in full force and effect.

**SAN DIEGO COUNTY REGIONAL AIRPORT
AUTHORITY**

Dated: 29 March 2016

By 
Name: Thella F. Bowens
Title: President/CEO

Approved as to Form:


CONTRACTOR
SP Plus Corporation

By _____
Name: Breton Lobner
Title: General Counsel

By  3/23/16
Name: Jack Ricchiuto
Title: Executive Vice President

APPROVED AS TO FORM

I hereby certify under penalty of perjury under the laws of the State of California, that I am an officer or employee of the organization with authority to obligate the organization.

MAR 25 2016

Amy Gonzalez, Sr. Director, Counsel Services

INTEROFFICE MEMO

Date: May 28, 2016

To: Thella Bowens, President/CEO

Copy: Scott Brickner, VP Finance/Treasurer; Jana Vargas, Director of Procurement

From: Alan Parker, Senior Procurement Analyst

Request By: David Boenitz, Director, Ground Transportation

Subject: Agreement 209162 OS with SP Plus Corporation

Attached for the President's review and execution is an Amendment to this agreement.

Original Agreement

Start: 01-Sep-14	End: 31-Dec-20	Org. Value: \$	29,208,723.00
<u>New Change:</u> 1st	End: 15-May-12 no change	Increase:	\$ 1,168,000.00
		New Value:	\$ 30,376,723.00

Board Approval Date: 3-Apr-14

Justification

Reason Required: Ground Transportation department request additional monies needed to pay for new temporary shuttle services.

AA-1848

ORIGINAL

**Agreement 209162 OS between
San Diego County Regional Airport Authority
And
SP PLUS CORPORATION
For
Rental Car Center Shuttle Services**

ORIGINAL
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SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Contractor Agreement

This Agreement is made by and between the SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, and SP PLUS Corporation, a Delaware corporation. The Parties agree:

1. **DEFINITIONS:** As used within this Agreement, the following terms shall have the meanings as set forth below:

Accounting Records: any and all documents relating to invoices, costs, payment, settlement, or supporting documentation of Contractor relating to this Agreement.

Agreement: this Service and Consulting Agreement including all exhibits and attachments.

Airport: the San Diego International Airport.

Audit Period: the period of time from commencement of the Term of the Agreement to the third anniversary of the Authority's final payment under the terms of this Agreement.

Authority: the San Diego County Regional Airport Authority, a local governmental entity of regional government, acting through its President/CEO for purposes of this Agreement.

Compensation: all monetary consideration provided Contractor pursuant to this Agreement including fees and Reimbursable Expenses.

Contractor: SP Plus Corporation, a Delaware corporation, and any employees, agents, or subcontractors of Contractor, its assignees and successors in interest.

Design Professional: any of the following professions:

- *Architects* licensed pursuant to Chapter 3 of Division 3 of the Business and Professions Code, and a business entity offering architectural services in accordance with that chapter;
- *Landscape Architects* licensed pursuant to Chapter 3.5 of Division 3 of the Business and Professions Code, and a business entity offering landscape architect services in accordance with that chapter;
- *Professional Engineers* registered pursuant to Chapter 7 of Division 3 of the Business and Professions Code, and a business entity offering professional engineering services in accordance with that chapter; and
- *Professional Land Surveyors* licensed pursuant to Chapter 15 of Division 3 of the Business and Professions Code, and a business entity offering professional land surveying services in accordance with that chapter.

DHS: the U. S. Department of Homeland Security.

Expenses: expenditures made by Contractor in the necessary and reasonable performance of this Agreement. Expenses include costs for travel, facilities, equipment, personnel, tools, and other materials. See "Reimbursable Expenses" below.

FAA: the Federal Aviation Administration.

Non-design Professional: all professions other than Design Professionals as defined above.

Parties: the Authority and Contractor collectively.

President/CEO: the President/CEO of San Diego County Regional Airport Authority or his/her designee.

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Proprietary Information: all confidential, personal, proprietary and trade secret information and materials of the Authority, or of its Board, officers, employees, or of its suppliers, vendors or customers. Proprietary Information includes, without limitation, any: (a) information, ideas or materials of a technical or creative nature, such as designs and specifications, computer source and object code, and other materials and concepts relating to the Authority's intellectual property rights; (b) information, ideas or materials of a business nature, such as non-public financial information; information regarding profits, costs, marketing, purchasing, sales, customers, suppliers, contract terms, employees and salaries; development plans; business and financial plans and forecasts; (c) all personal property, including, without limitation, all books, manuals, records, reports, notes, contracts, lists, blueprints and other documents or materials, or copies thereof, received by Contractor in the course of Contractor's rendering of the Services to the Authority, including, without limitation, records and any other materials pertaining to the Work Product; and (d) information, ideas and opinions of a personal nature, such as the thoughts, impressions, personal histories and goals of Authority employees; and (e) the terms and conditions of this Agreement.

Reimbursable Expenses: those Expenses which are identified in "Exhibit B" to this Agreement as reimbursable by the Authority.

Services: all actions, assistance, and deliverables described in "Exhibit A" to this Agreement.

SSI Information: all documents, data, reports, drawings, specifications and other works, whether complete or incomplete, in oral, written, graphic or electronic form related to airport or airline security or contingency plans, security incident response plans, security directives, or any other such documents or materials protected by 49 CFR Part 1520 or defined in Part 1521.

TSA: the Transportation Security Administration, or any successor to the TSA.

Work Product: all documents, data, reports, drawings, specifications, and other works, including copies prepared by Contractor pursuant to this Agreement, whether complete or incomplete and whether in oral, written, graphic, or electronic form.

2. **TERM**: The term of this Agreement commences September 1, 2014 and ends December 31, 2020 (the "Term").
3. **SCOPE OF WORK**: Subject to the terms and conditions set forth in this Agreement, Contractor shall provide the Authority with the Services set forth in "Exhibit A" entitled "Scope of Work", which is attached to and incorporated in this Agreement.
4. **COMPENSATION**:
 - A. **General**: Authority shall pay Contractor for the Services provided in accordance with the terms set forth in "Exhibit B", entitled "Compensation and Payment Schedule", which is attached to and incorporated in this Agreement. Authority shall make good faith efforts to pay Contractor all undisputed amounts within thirty (30) days of Authority's approval of Contractor's invoice submitted in accordance with Section 5 of this Agreement. The payments specified in "Exhibit B" shall be the only compensation to which Contractor shall be entitled under this Agreement. Authority has no obligation to expend the amount of monies designated as Maximum Amount Payable nor to pay any amount in excess of the Maximum Amount Payable.
 - B. **No Guarantee of Compensation**: Should this Agreement be an "on-call" agreement, Authority makes no guarantee to Contractor as to the amount of Contractor-provided

ORIGINAL

Services will be requested by the Authority or the amount of compensation that will be provided Contractor pursuant to this Agreement. Under no circumstances, shall Contractor or any of its subcontractors be entitled to or compensated for any direct or indirect loss arising from or relating to Authority's failure to authorize performance of Services under this Agreement. Said direct and indirect loss includes, but is not limited to, loss of expected profits, business overhead, loss of productivity, and loss of opportunity to work on other projects.

- C. **Staff Assignments:** Contractor agrees to assign only competent personnel to perform Services according to the reasonable and customary standards of training and experience in the relevant field. Where Services are provided on an hourly rate basis, Contractor agrees to use personnel with the lowest hourly rate to competently provide Services. Failure to assign competent personnel will constitute grounds for immediate termination and/or refusal to compensate Contractor for such Services.
 - D. **Staff Continuity:** Contractor will use its best efforts to ensure continuity of personnel assigned to perform Services. Contractor will obtain Authority's prior approval before reassigning any full-time staff.
 - E. **Expenses:** Unless expressly provided otherwise in "Exhibit B", Contractor shall bear all expenses required to perform Services pursuant to this Agreement.
5. **INVOICES:** Contractor shall submit monthly invoices, or at such other intervals as otherwise directed by Authority, describing the Services and Reimbursable Expenses for which payment is sought in accordance with Sections 3 and 4 of this Agreement. Invoices shall be in a form acceptable to the Authority and include the following:

A. **Documentation of Services:**

- 1) Contractor shall submit monthly invoices that identify by name of each person or persons who provided Services during the period covered by the invoice. Unless otherwise agreed to by the Authority, the invoice, below each person's name, will describe with specificity each task the person performed and the date(s) that the person performed the task. Following the description of each task performed, the invoice will list (i) the amount of time by date that the person expended on the task, (ii) the documents associated with the task that the individual prepared, (iii) the compensation requested for the tasks provided by the person, and (iv) the basis of calculation of the compensation. For each identified task, the invoice will identify the authorized Reimbursable Expenses incurred by the individual in performance of each task. Identification of Reimbursable Expenses will include the documentation specified below.
- 2) Contractor shall provide written notice to the Authority when the total compensation expended under the Agreement reaches 75% of the total compensation allowed. If requested in writing by the Authority, each invoice shall state the total compensation and expense for each task billed as of the date of the statement and provide a running total of all compensation and expenses invoiced from the beginning of the Agreement year in which Contractor began providing Services to the date of the current invoice.

B. **Documentation of Reimbursable Expenses:**

- 1) Reimbursable Expenses, if any, for which Contractor may request reimbursement are set forth specifically in "Exhibit B".
- 2) Reimbursable Expenses under \$25.00: Contractor shall attempt in good faith to attach to each invoice all necessary documentation and receipts to support expenses under \$25.00.

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3) Reimbursable Expenses over \$25.00: Contractor shall attach to each invoice detailed, itemized receipts to support expenses over \$25.00. In no event will the Authority reimburse Contractor for expenses over \$25.00 that are not supported by necessary written detailed documentation with itemized receipts.

C. **Declaration To Accompany Each Invoice:** Invoices submitted shall contain the following signed certification at the end of the billing statement:

“I hereby certify under penalty of perjury that the above bill is just and correct according to the terms of the Agreement between Contractor and the Authority and that payment has not been received.

By: _____”

D. **Invoice Address:** Unless otherwise agreed by the Parties, all invoices shall be sent to the Authority at the address specified below:

San Diego County Regional Airport Authority
Accounts Payable
P.O. Box 82776
San Diego CA 92138-2776

6. **ACCOUNTING RECORDS:** During the Audit Period, the Contractor shall maintain an acceptable cost accounting system. The Contractor agrees to provide the Authority or any other authorized government entity, including but not limited to the FAA and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers and records of the Contractor which are pertinent to this Agreement for the purpose of making audit examination, excerpts and transcriptions. The Authority or any other authorized government entity, including but not limited to the FAA and the Comptroller General of the United States or any of their duly authorized representatives, may audit Contractor’s Accounting Records. Such audit(s) shall be conducted at reasonable times. Contractor shall maintain all Accounting Records for the entire length of the Audit Period, and shall fully cooperate with any such audit(s). Contractor shall maintain all records within the County of San Diego. If Contractor fails to maintain all records within the County of San Diego, Contractor agrees to reimburse Authority for reasonable expenses involved in traveling to the records storage site. Except as provided in this section, the cost of an audit shall be borne by the Authority. However, if the audit reveals a discrepancy of more than two percent between the Compensation requested by Contractor in accordance with this Agreement and the compensation determined by the audit, Contractor shall pay the cost of the audit as reasonably determined by the Authority.
7. **TIME IS OF THE ESSENCE:** Time is of the essence in this Agreement. If Contractor fails to competently perform Services within the time periods specified in “Exhibit A”, or, if no time periods are specified, within a reasonable time period, Authority may terminate this Agreement pursuant to the terms of this Agreement.
8. **ASSIGNMENT OR TRANSFER PROHIBITED:** This Agreement is a personal services agreement between the Parties. Contractor may not in any manner, by operation of law or otherwise, assign, hypothecate, encumber or transfer this Agreement or any of the rights, duties or obligations under this Agreement, in whole or in part, without the express, prior written consent of the Authority. Any attempted or purported assignment of any right or obligation pursuant to this Agreement, without such consent, shall be voidable at the sole discretion of Authority and grounds for termination pursuant to the terms of this Agreement.

9. TERMINATION:

- A. If the President/CEO, in his/her sole discretion, becomes dissatisfied with Contractor's performance under this Agreement, the President/CEO may terminate this Agreement by giving written notice to Contractor. Such termination shall be effective immediately on delivery of such notice to Contractor.
- B. In addition to any other rights and remedies allowed by law and this Agreement, either party may terminate this Agreement with or without cause by giving sixty-five (65) days prior written notice. Such termination shall be effective on the date specified in the written notice.
- C. Contractor shall cease performing Services on the effective date of termination and Contractor shall have no further rights under this Agreement except as expressly provided herein. The Authority shall have all rights and remedies provided by law.
- D. Upon termination of this Agreement, Contractor may be compensated in accordance with "Exhibit B" only for Services actually performed and accepted by Authority. Contractor shall not be entitled to any compensation for contractual damages, including, but not limited to expected lost profits, office overhead, loss of productivity, lost opportunity to work on other projects or any other consequential or incidental damages arising from the termination of this Agreement.
- E. If the termination is due to the failure of the Contractor to fulfill the obligations, the Authority may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Contractor shall be liable to the Authority for any additional cost occasioned to the Authority thereby. If, after notice of termination for failure to fulfill the obligations in this Agreement, it is determined that the Contractor had not so failed, the termination shall be deemed to have been effected for the convenience of the Authority. In such event, compensation to the Contractor shall be determined in accordance with subsection D, above
- F. Upon termination of this Agreement, Contractor shall deliver immediately to the Authority all property belonging to the Authority, whether given to Contractor by the Authority or prepared by Contractor in the course of rendering the Services, including, but not limited to, all Work Product then in progress, including all material in Contractor's possession that contains Proprietary Information or SSI Information and any copies thereof, whether prepared by Contractor or others. Following termination, Contractor shall not retain any written or other tangible (including machine-readable) material containing any Proprietary Information or SSI Information.

10. PROPRIETARY INFORMATION & SSI INFORMATION OF AUTHORITY OR TSA:

- A. **General:** Contractor's Services may involve access to and creation of Proprietary Information or SSI Information.
- B. **Restrictions on Use and Disclosure:** During the Term of this Agreement and thereafter, Contractor shall: (a) hold and use Proprietary Information or SSI Information in strict confidence and solely for the benefit of Authority and not for the benefit of Contractor or any third party; (b) not copy or use any Proprietary Information, except as necessary to perform Services; and (c) not disclose or otherwise make available any Proprietary Information or SSI Information to any third party unless first authorized in writing by the Authority.
- C. **Restrictions on References to Authority:** Contractor shall not represent in any way that Authority endorses or supports Contractor or Contractor's activities without the prior written consent of Authority. Contractor is prohibited from making any representations

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regarding the relationship between Contractor and Authority without the prior written consent of Authority. Contractor shall not make any representations about Authority or use the Authority's name or the name of any of its Board Members, employees, or agents in documents or material generated by Contractor without the Authority's prior written consent.

D. **Indemnity:** Contractor shall hold harmless and indemnify Authority for the payment of any civil penalties assessed against the Authority by the TSA or DHS because of Contractor's unauthorized release or divulging of any SSI Information.

11. **AUTHORITY OWNERSHIP OF SERVICES AND WORK PRODUCT:** Authority shall own all Services, including, but not limited to Work Product, prepared pursuant to this Agreement. Ownership includes all rights attendant to ownership, including rights of copyright, patent, and intellectual property rights. Contractor, at its own cost and expense, shall deliver all Work Product to Authority when requested by Authority. With prior written consent of Authority, Contractor may retain limited copies of Work Product, but only for purposes expressly authorized in Authority's consent. Work Product, including copies retained by Contractor, may not be shown to any other public or private person or entity unless expressly authorized in writing by Authority.

12. **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor in the performance of this Agreement and shall act in an independent capacity and not as an officer or employee of the Authority. Contractor shall have no authority to act as an agent on behalf of the Authority unless specifically authorized to do so in writing. Authority shall have no liability for Contractor's actions and performance and assumes no responsibility for taxes, bonds, payments, or other commitments, implied or express, that may be made by or for Contractor. Contractor shall purchase all bonds and pay all taxes required for the performance of Services. Nothing contained in this Agreement shall be construed as creating a partnership or joint venture between Contractor and Authority or between Contractor and any other entity or party or cause Authority to be responsible in any way for the debts or obligations of Contractor or any other party or entity.

13. **SUBCONTRACTORS:** Contractor agrees that all of its subcontractors shall be subject to prior written approval by the Authority. Contractor shall remain responsible to the Authority for any and all Services and obligations required under this Agreement, whether performed by Contractor or its subcontractor(s). Any subcontractor(s) employed by Contractor shall be independent contractors and not agents of the Authority. Contractor shall ensure its subcontracts and other agreements made pursuant to this Agreement with subcontractor(s) include all applicable requirements set forth by this Agreement, including, but not limited to, sections entitled: "Insurance Requirements", "Indemnification", and "Conformance with Rules and Regulations".

14. **INSURANCE REQUIREMENTS:**

A. Contractor shall procure, at its expense, and keep in full force and effect at all times during the Term of this Agreement, the types and amounts of insurance specified in "Exhibit C", entitled "Insurance Requirements for Contractor", which is attached hereto and incorporated by reference herein. The specified liability insurance shall include and insure Authority, its Board and all its officers, employees, and agents, their successors and assigns, as additional insured's, against the areas of risk associated with the Services as described in "Exhibit A" with respect to Contractor's acts or omissions in the performance of this Agreement, its operations, use, and occupancy of the Airport, and other related functions performed by or on behalf of Contractor in, on or about the Airport.

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- B. Each specified insurance policy (other than Worker's Compensation and Employers' Liability and fire and extended coverage's) shall contain a Severability of Interest (Cross Liability) clause which states, "It is agreed that the insurance afforded by this policy shall apply separately to each insured against whom a claim is made or suit is brought except with respect to the limits of the company's liability," and a Contractual Endorsement which shall state, "Such insurance as is afforded by this policy shall also apply to liability assumed by the insured under insured's Agreement with the Authority."
- C. All such insurance shall be primary and non-contributing with any other insurance held by Authority where liability arises out of or results from the acts or omissions of Contractor, its agents, employees, officers, assigns, or any person or entity acting for or on behalf of Contractor. Such policies may provide for reasonable deductibles and/or retentions acceptable to the President/CEO based upon the nature of Contractor's operations and the type of insurance involved.
- D. Authority shall have no liability for any premiums charged for such coverage(s). The inclusion of Authority, its Board and all its officers, employees, and agents, their successors and assigns, as insured's is not intended to, and shall not, make them, or any of them, a partner or joint venturer with Contractor in Contractor's operations at Airport or in the performance of this Agreement. In the event Contractor fails to furnish Authority with evidence of insurance and maintain the insurance as required, Authority upon ten (10) days prior written notice to comply, may, but shall not be required to, procure such insurance at the cost and expense of Contractor, and Contractor agrees to promptly reimburse Authority for the cost thereof plus fifteen (15%) percent for administrative overhead. Payment shall be made within thirty (30) days of invoice date.
- E. At least ten (10) days prior to the expiration date of the above policies, documentation showing that the insurance coverage has been renewed or extended shall be filed with Authority. If such coverage is canceled or reduced, Contractor shall, within fifteen (15) days of such cancellation or reduction of coverage, file with Authority evidence that the required insurance has been reinstated or provided through another insurance company or companies.
- F. Contractor shall provide proof of all required insurance and related requirements to Authority either by production of: the actual insurance policy(ies); or a Certificate of Insurance in a form acceptable to the Authority; or a broker's letter acceptable to the President/CEO in both form and content in the case of foreign insurance syndicates, or other written evidence of insurance acceptable to the President/CEO. The documents evidencing all required coverage's shall be filed with Authority prior to Contractor performing Services or occupying the Airport. The documents shall contain (i) the applicable policy number, (ii) the inclusive dates of policy coverage's, (iii) the insurance carrier's name, address and telephone number, (iv) shall bear an original signature of an authorized representative of said carrier, and (v) shall provide that such insurance shall not be subject to cancellation, reduction in coverage, or nonrenewal except after written notice by certified mail, return receipt requested, to the Authority at least thirty (30) days prior to the effective date thereof. Authority reserves the right to have submitted to it, upon request, all pertinent information about the agent, broker, and carrier providing such insurance.
- G. Authority and Contractor agree that the insurance policy limits specified herein shall be reviewed for adequacy annually throughout the Term of this Agreement by the President/CEO who may, thereafter, require Contractor, on thirty (30) days prior written notice, to adjust the amounts of insurance coverage to whatever reasonable amount said President/CEO deems to be adequate.

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- H. All insurance policies required herein shall have a minimum Best financial rating of A minus 7.
- I. Submission of insurance from a non-California admitted carrier is subject to the provisions of California Insurance Code §§1760 through 1780, and any other regulations and/or directives from the State Department of Insurance or other regulatory board or agency. Contractor agrees, except where exempted, to provide Authority proof of said insurance by and through a surplus line broker licensed by the State of California at the address specified below:

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

15. INDEMNIFICATION:

- A. **Non-Design Professionals:** In addition to the provisions of the section entitled "Insurance Requirements", Contractor shall indemnify, hold harmless and defend the Authority, its Board, officers, directors, employees, agents and volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and court costs, arising out of the performance of the Services described herein, caused by any act or omission of Contractor and/or any of its subcontractors, employees, agents, officers and directors, except where caused by the sole negligence or willful misconduct of the Authority.
- B. **Design Professionals:** Notwithstanding the provisions of the above, the following provision shall apply to Contractors that are Design Professionals when providing professional design services to Authority. In addition to the provisions of the section entitled "Exhibit C - Insurance Requirements for Contractor", Contractor shall indemnify, hold harmless and defend the Authority, its Board, officers, directors, employees, agents and volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and court costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor and/or any of its subcontractors, employees, agents, officers and directors.

16. CONFORMANCE WITH RULES AND REGULATIONS:

- A. Contractor agrees to abide by any and all:
 - 1) Applicable rules, regulations, resolutions, policies, codes, orders and restrictions which are now in force or which may be hereafter adopted by the Authority with respect to operation of the Airport;
 - 2) Orders, directives, or conditions issued, given or imposed by the President/CEO with respect to the use and operation of the Airport; and
 - 3) Applicable laws, ordinances, statutes, rules, regulations, or orders of any federal, state, county, municipal or other governmental entity, exercising jurisdiction over the Airport.
- B. Contractor acknowledges that it has reviewed and accepts the SDIA Security Instructions posted on the Authority's website at www.san.org. If TSA, imposes a fine or penalty on the Authority for Contractor's non-compliance with federal laws and or TSA rules and regulations, then Contractor shall reimburse and indemnify the Authority for the entire amount of the fine or penalty.

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17. **PREVAILING WAGE**: State prevailing wage rates may apply to work performed under this Agreement. State prevailing wage rates apply to all public works contracts as set forth in California Labor Code, including but not limited to, §§1720, 1720.2, 1720.3, 1720.4 and 1771. Contractor is solely responsible to determine if state prevailing wage rates apply and, if applicable, pay such rates in accordance with all laws, ordinances, rules, and regulations.
18. **BANKRUPTCY**: In the event Contractor commences a proceeding under the Federal Bankruptcy Act or is adjudicated bankrupt or insolvent, or a judicial sale is made of Contractor's interest under this Agreement, this Agreement shall at the option of the Authority immediately terminate and all rights of Contractor hereunder shall immediately cease and terminate. If during the Term of this Agreement, Contractor files for bankruptcy protection, it covenants and agrees to serve the Authority with a copy of the court filing documents within five (5) days thereafter.
19. **LICENSES AND PERMITS**: Contractor shall possess all licenses, permits, qualifications, and approvals of whatever nature legally required for Contractor to perform the Services under this Agreement. Contractor represents and warrants that it, at its sole cost and expense, shall keep in effect at all times during the Term of this Agreement any and all licenses, permits, and approvals that are required for Contractor to practice its profession and/or perform the Services.
20. **CONFLICT OF INTEREST**: Contractor is not now a party to, and during the Term of this Agreement shall not enter into, any contract or agreement that will create a conflict of interest with its duties to the Authority under this Agreement.
21. **ENTIRE UNDERSTANDING**: This Agreement contains the entire agreement of the Parties and supersedes all prior negotiations, discussions, obligations, and rights of the Parties regarding this Agreement. Contractor acknowledges that there is no other written or oral understanding between the Parties. No modification, amendment, or alteration of this Agreement shall be valid or enforceable against the Authority unless it is in writing, properly approved and executed by all Parties.
22. **NON-DISCRIMINATION**: Contractor agrees at all times to fully comply with all laws prohibiting discrimination against any person or class of persons by reason of race, color, gender, religious creed, sex (including pregnancy or child birth), age, national origin, ancestry, sexual orientation, physical or mental disability, medical condition including genetic characteristics, veteran status, marital status, family care status, or any other considerations made unlawful by federal, state or local law in performance of this Agreement. If the use provided for in this Agreement allows Contractor to offer accommodations or services to the public, such accommodations, or services shall be offered on fair and reasonable terms.
23. **PARTIAL INVALIDITY**: If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder shall remain in full force and effect, and shall in no way be affected, impaired or invalidated.
24. **NOTICES**:
 - A. **Notice**: Any notice required or permitted by this Agreement shall be in writing and shall be delivered as follows with notice deemed given as indicated: (a) by personal delivery on the date that personal delivery is accomplished; (b) by overnight courier upon the date of signature verification of receipt; or (c) by certified or registered mail, return receipt requested, upon signature verification of receipt. Notice shall be sent to the addresses set forth below, or such other address as either party may specify in writing:

If to Authority: President/CEO

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

If to Contractor: SP Plus Corporation
Attn: Jack Ricchiuto
1301 E. Ninth Street, Suite 1050
Cleveland, OH 44114

And

SP Plus Corporation
Attn: Legal Department
200 East Randolph Street, Suite 7700
Chicago, IL 60601

- B. **Effectiveness:** Contractor agrees that Notice from the President/CEO shall be effective as to the Contractor as if it were executed by the Board or by Resolution of the Board.

25. INTERPRETATION:

- A. **Section Headings:** Section headings in this Agreement are for the convenience and reference of the Parties, and do not define or limit the scope of any section or provision.
- B. **Fair Meaning:** The language of this Agreement shall be construed according to its fair meaning, and not strictly for or against either Party.
- C. **Two Constructions:** If any provision in this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, then the provision shall have the meaning which renders it valid.
- D. **Governing Law:** This Agreement and all of its terms and conditions shall be construed, interpreted and applied in accordance with, governed by, and enforced under the laws of the State of California.
- E. **Venue:** Notwithstanding applicable provision of 28 U.S.C. §1391 or of California Code of Civil Procedure §394, the Parties agree that the venue in all matters arising out of this Agreement shall be the Superior Court of California, County of San Diego.
- F. **Gender:** The use of any gender shall include all genders, and the use of any number shall be construed as the singular or the plural, all as the context may require.
- G. **Integrated Agreement:** The Parties agree that this Agreement and any documents to which it refers contain the whole agreement between the Parties relating to the terms and conditions by which Contractor is to provide Services. The Parties further agree that this Agreement supersedes all previous understandings and agreements between the Parties regarding such terms and conditions. Each party to this Agreement acknowledges that, in agreeing to enter into this Agreement, it has not relied on any representation, warranty, collateral contract or other assurance that is not set out in this Agreement or in any documents to which it refers, that was made before the execution of this Agreement. Each party waives all rights and remedies which, but for this provision, might otherwise be available to it in respect to any such representation, warranty, collateral contract or other assurance. However, nothing in this provision shall limit or exclude any liability for willful misconduct or fraud. The Parties further agree that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties.
- H. **Other Agreements Not Affected:** Except as specifically stated herein, this Agreement and its terms, conditions, provisions and covenants shall not in any way change, amend, modify, alter, enlarge, impair or prejudice any of the rights, privileges, duties or

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obligations of either of the Parties under or by reason of any other agreement between the Parties.

26. **JOINT AND SEVERAL LIABILITY:** If Contractor is a limited liability company ("LLC"), partnership, or joint venture or is an entity comprised of more than one party or entity, the obligation imposed on Contractor under this Agreement shall be joint and several, and each member, general partner, joint venturer, party or entity of Contractor shall be jointly and severally liable for all obligations.
27. **WAIVER:** Waiver by either party of any breach by the other party of any one or more of the terms or conditions of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or any other term or condition of this Agreement. Failure on the part of either party to require full and complete compliance by the other party with any of the terms or conditions of this Agreement shall not be construed as changing the terms or conditions or preventing full enforcement of other provisions to this Agreement.
28. **COST OF LITIGATION AND/OR ADMINISTRATIVE ACTIONS - ATTORNEY FEES:** If any action, whether an action in litigation or in an administrative action, brought by a party to this Agreement and arising out of or traceable to any rights, privileges, or obligations bestowed by this Agreement, including but not limited to breach of any provision of this Agreement, the Parties agree that the prevailing party shall be entitled to and the non-prevailing party shall be bound to pay all reasonably incurred costs associated with the action. The Parties agree that all reasonably incurred costs associated with the action include, but are not limited to attorney fees, costs of legal research incurred in preparing documents filed with the court or administrative body, expert witness fees, and exhibits used in presenting the prevailing party's case to the court, jury or administrative body.
29. **AUTHORITY'S RIGHT TO CONTRACT WITH OTHERS:** The rights granted the Authority under this Agreement are not exclusive, and Authority reserves the right to enter into other agreements covering the same or similar Services that are described in the Agreement.
30. **EFFECT OF DEBARMENT OF CONTRACTOR ON EXISTING CONTRACTS:** For the entire Term of this Agreement, Authority reserves the right to immediately terminate this Agreement in the event that Contractor or any subcontractor is debarred from contracting or providing services by the Authority, the federal government, or by any other California governmental entity.
31. **PROHIBITION OF BENEFITS:** Contractor is familiar with the Authority's prohibition against receipt of benefits by Authority personnel as set forth in Authority Code §2.10. The Authority's Code is posted on the Authority website at www.san.org. Contractor agrees not to offer any Authority personnel any benefit prohibited by said Code. The offer or giving of any benefit prohibited by the Authority Code shall constitute a material breach of this Agreement by Contractor. In addition to any other remedies the Authority may have in law or equity, Authority may terminate this Agreement for breach as provided herein.
32. **FEDERAL AVIATION ADMINISTRATION REGULATIONS:**
 - A. **Civil Rights Act of 1964, Title VI:** During the performance of this Agreement, the Contractor agrees as follows:
 - 1) **Compliance with Regulations.** The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this Agreement.

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- 2) Nondiscrimination. The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, color, or national origin or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by §21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin or sex.
- 4) Information and Reports. The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Authority or the FAA to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Authority or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) Sanctions for Non-compliance. In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Authority shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:
 - a) Withholding of payments to the Contractor under the Agreement until the Contractor complies, and/or
 - b) Cancellation, termination, or suspension of the Agreement, in whole or in part.
- 6) Incorporation of Provisions. The Contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Authority or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Authority to enter into such litigation to protect the interests of the Authority and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States. [49 CFR Part 21; AC 150/5100-15].

B. Airport and Airway Improvement Act of 1982, §520 - General Civil Rights Provisions: The Contractor assures that it will comply with pertinent statutes, Executive orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision obligates the tenant/concessionaire /lessee or its transferee for the period during which Federal assistance is extended to the airport a program, except where

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Federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases the provision obligates the party or any transferee for the longer of the following periods: (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits or (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property. In the case of contractors, this provision binds the contractors from the bid solicitation period through the completion of the Agreement. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964. [Airport and Airway Improvement Act of 1982, §520; Title 49 77 123; AC 150/5100-15, Paragraph 10.c].

C. Disadvantage Business Enterprises:

- 1) Contract Assurance (§26.13) - The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy, as the Authority deems appropriate.
- 2) Prompt Payment (§26.29) – Pursuant to 49 CFR Part 26, §26.29 and in conformance with the California Public Contract Code, the Contractor shall pay each subcontractor under this Agreement for satisfactory performance of their subcontractor work no later than ten (10) days after receipt of each progress payment. Within sixty (60) days of satisfactory completion of all work required of the subcontractor, the Contractor shall release all retainage payments withheld from subcontractors. Any delay or postponement of payment among parties may take place only for good cause, with the Authority's prior written approval. The Contractor shall pay to the subcontractor a penalty of two percent (2%) of the amount due per month for every month that payment is not made. In any action for the collection of funds wrongfully withheld, the prevailing party shall be entitled to attorneys' fees and costs. The Contractor will not be paid by the Authority for work performed by a subcontractor unless and until the Contractor ensures that the subcontractors are promptly paid for the work they have performed by signing an affidavit attesting to this fact. This clause applies to both DBE and non-DBE subcontractors. [49 CFR Part 26].
- 3) The Contractor hereby assures that it will include the above provisions in all subcontracts and cause subcontractors to similarly include said provisions in further subcontracts.

D. Lobbying and Influencing Federal Employees:

- 1) No Federal appropriated funds shall be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant and the amendment or modification of any Federal grant.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal grant, the contractor shall

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complete and submit Standard Form-LLL, "Disclosure of Lobby Activities," in accordance with its instructions. [49 CFR Part 20, Appendix A].

E. Rights to Inventions: All rights to inventions and materials generated under this Agreement are subject to regulations issued by the FAA and the Authority under which this Agreement is executed. [49 CFR Part 18.36(i)(8); FAA Order 5100.38].

F. Trade Restriction Clause:

- 1) The Contractor or subcontractor, by submission of an offer and/or execution of this Agreement, certifies that it:
 - a) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
 - b) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
 - c) has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.
- 2) Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the Contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the FAA may direct through the Sponsor cancellation of the Agreement at no cost to the Government.
- 3) Further, the Contractor agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.
- 4) The Contractor shall provide immediate written notice to the Authority if the Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances. This certification is a material representation of fact upon which reliance was placed when entering into the Agreement. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the FAA may direct through the Authority cancellation of the Agreement or subcontract for default at no cost to the Government.
- 5) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 6) This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may

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render the maker subject to prosecution under Title 18, United States Code, §1001. [49 CFR Part 30.13; FAA Order 5100.38].

- G. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The Contractor certifies, by submission of this proposal or acceptance of this Agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal. [49 CFR Part 29; FAA Order 5100.38].
- H. Clear Air and Water Pollution Control:** Contractors and subcontractors agree:
- 1) That any facility to be used in the performance of the Agreement or subcontract or to benefit from the Agreement is not listed on the Environmental Protection Agency ("EPA") List of Violating Facilities;
 - 2) To comply with all the requirements of §114 of the Clean Air Act, as amended, 42 U.S.C. §1857 et seq. and §308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. §1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in §114 and §308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
 - 3) That as a condition of the award of this award of this Agreement, the Contractor or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the Agreement is under consideration to be listed on the EPA List of Violating Facilities;
 - 4) To include or cause to be included in any construction contract or subcontract which exceeds \$ 100,000 the aforementioned criteria and requirements. [49 CFR Part 18.36(i)(12); §306 of the Clean Air Act; §508 of the Clean Water Act].
- I. Affirmative Action Program:** Contractor assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person shall on the grounds of race, creed, color, national origin, or gender be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. Contractor assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. Contractor assures that it will require its covered subcontractors to provide assurances to Contractor that they similarly will undertake affirmative action programs and that they will require assurances from their subcontractors as required by 14 CFR Part 152, Subpart E.
- J. Airport Development:** The Authority reserves the right to further develop or improve the landing area as it sees fit, regardless of the desires or view of Contractor and without interference or hindrance.
- K. Repair of Airport:** The Authority reserves the right but shall not be obligated to Contractor to maintain and keep the landing area in repair and all its facilities as well as the right to direct and control all activities of Contractor in this regard.
- L. Subordination:** This Agreement shall be subordinate to the provisions and requirements of any existing or future agreement between the Authority and the United States, relative to the development, operation, or maintenance of airports.

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- M. **Right of Air Navigation:** The Authority reserves for itself, its successors, and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the premises herein covered by this Agreement. This public right of flight shall include the right to cause any noise inherent in the operation of any aircraft used for navigation or flight through the airspace or landing at, taking off from or operation on the airport.
- N. **14 CFR Part 77:** Contractor agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event future construction, modification or alteration of any present or future building or structure is planned for the premises related to this Agreement.
- O. **Obstructions:** Contractor, by accepting this Agreement, expressly agrees for itself, its successors, and assigns that it will not erect nor permit the erection of any structure or object nor permit the growth of any tree on Authority land above the mean sea level elevation of 50 feet. In the event the aforesaid covenants are breached, the Authority reserves the right to remove the offending structure or object and cut the offending tree, all of which shall be at the expense of Contractor.
- P. **No Interference:** Contractor agrees for itself, its successors and assigns that it will not make use of Authority premises in any manner which might interfere with the landing and taking off of aircraft or otherwise constitute a hazard. In the event the aforesaid covenant is breached, the Authority reserves the right to cause the abatement of such interference at the expense of Contractor.
- Q. **Exclusive Rights:** It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of §308a of the Federal Aviation Act of 1958 (49 U.S.C. §40103; P.L. 103-272; 108 STAT. 1102, and as it may be amended in the future).
- R. **49 CFR Part 23:** This Agreement is subject to the requirements of the U.S. DOT's Regulations, 49 CFR Part 23. Contractor agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or gender in connection with the award or performance of any agreement covered by 49 CFR Part 23. Contractor agrees to include these provisions in any subsequent agreements that it enters and cause those businesses to similarly include the statements in further agreements.

33. SIGNATURES:

- A. **Signature of Parties:** It is an express condition of this Agreement that it shall not be complete or effective until signed by Authority and by Contractor.
- B. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

8/19/14
DATE: _____

[Signature]
NAME: _____
for TITLE: President/CEO

APPROVED AS TO FORM

DATE: _____

APPROVED AS TO FORM:
AUG 15 2014
[Signature]
NAME: _____
TITLE: General Counsel

If your corporation has a seal, please affix.

CONTRACTOR
SP Plus Corporation

8/12/14
DATE: _____

SIGNATURE: *[Signature]*
NAME: Jack Ricchiuto
TITLE: Executive Vice President

By my signature above, I, Jack Ricchiuto, Executive Vice President of SP Plus Corporation, hereby certify under penalty of perjury under the laws of the State of California, that I am an officer or employee of the organization with authority to obligate the organization.

EXHIBIT A – SCOPE OF WORK

A-1. Purpose: The Authority is entering this Agreement to obtain services needed to provide new Shuttle Vehicles and Shuttle Service between the Airport terminals and Rental Car Center (“RCC”) for the rental car companies’ customers.

A-2. Additional Definitions:

Activation Date: The start date is January 20, 2016 when the RCC, Shuttle Services and Shuttle Vehicle storage lot are fully operational.

Authority Modular Building: The Authority provided trailer located on the Shuttle Vehicle storage lot with space allocated to the Contractor for the Operations Center.

Automatic Passenger Counter (“APC”): An on-board or in-facility data collection tool that automatically counts passenger boarding and alighting the Shuttle Vehicles by time and location.

Automatic Vehicle Locator (“AVL”): Device that uses the Global Positioning System (“GPS”) to enable the remote tracking of the location of all Shuttle Vehicles. Information from AVL is integrated and utilized by customer information devices on curbside locations, if and when the curbside kiosk are implemented (e.g. RCC displays providing next Shuttle Vehicle arrival times).

Back Office: Hardware and software to support the In-Vehicle Equipment.

Capital Infrastructure: Infrastructure components that support the Service Operations, maintenance, and fueling (or charging) of the Shuttle Vehicles; Does not include any infrastructure to support the communications technology of the Shuttle Vehicles.

Closed-Circuit Television (“CCTV”): Use of video cameras to transmit and record activities outside and within the Shuttle Vehicles.

Deadhead Mile(s): Any mileage incurred by the Contractor that is not In-Service Miles (e.g. miles associated with fueling, maintenance, or layover/staging).

Force Majeure. “Force Majeure” shall mean an occurrence arising from unforeseen circumstances beyond a party’s reasonable control which prevents, delays or interferes with the performance by such party of any of its obligations hereunder including without limitation an event that occurs by reason of any act of God, flood, fire, explosion, casualty or accident, war, revolution, civil commotion, riot, acts of public enemies, act of terrorism, adverse weather conditions, governmental preemption in connection with a national emergency, or regulations or order of governmental authorities not a party to this Agreement. Neither party shall be liable to the other for failure to perform or delay in performing its obligations under this Agreement by virtue of the occurrence of an event of Force Majeure. In the event of Force Majeure, the party affected shall promptly notify the other and shall exert commercially reasonable efforts to eliminate, cure or overcome such event and to resume performance of its obligations.

Headway(s): The time between the departure of a Shuttle Vehicle and the subsequent departure of another Shuttle Vehicle on the same route, at a service stop location.

In-Service Mile(s): Mileage incurred by the Contractor from trips between the RCC and Airport terminals where passengers are allowed to board the Shuttle Vehicles.

Implementation of Shuttle Services: All services conducted by the Contractor prior to the Activation Date.

In-Vehicle Equipment: All data collection and support equipment on-board the Shuttle

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Vehicle that allows for documentation and communication between the Shuttle Vehicle and any communications infrastructure external to the Shuttle Vehicle.

Key Personnel: General Manager, Assistant Manager, Maintenance Manager, and Operations Supervisor.

Light Emitting Diode (“LED”) Lighting System: Interior and exterior light source for the Shuttle Vehicles.

Minor Repairs: Includes internal cleaning and repairs that require minimal equipment, i.e. checking tire pressure and replacement of small LED lights. Does not include any change of any type of fluid, external washing, or maintenance that requires heavy equipment (e.g. changing a Shuttle Vehicle tire).

National Electrical Code (“NEC”): A regionally adopted standard for the safe installation of electrical wiring and equipment in the United States

National Electrical Manufacturers Association (“NEMA”): Association of electrical equipment and medical imaging manufacturers.

Off-Peak: All Service Hours not included in Peak Service Hours.

Operations Center: The portion of the Authority Modular Building allocated to the Contractor.

Optical Transmitter and Receiver (“OTR”): A photonic device that converts electrical signals into light signals. The transmitter sends a pulse of light through an optical fiber to the receiver, where it is converted back into an electrical signal.

Rent-A-Car Company (“RAC”): Car rental company utilizing the Shuttle Service for their customers.

Rental Car Center (“RCC”): Facility to serve RAC customers located on the North side of the runway.

Service Gap: The time between the departure of a Shuttle Vehicle and the arrival of a subsequent Shuttle Vehicle (on the same route) at a service stop location.

Service Operations: The operation of Shuttle Vehicles between the Airport terminals and the RCC for the rental car companies’ customers.

Shuttle Services: All services conducted by the Contractor, during the Term of the Agreement, post-Activation Date. This includes providing the personnel and services for the Service Operations, maintenance, fueling, cleaning, performance monitoring, and management of the Shuttle Vehicles in order to transport rental car companies’ customers from the RCC to Airport terminals and vice versa.

Shuttle Vehicles: The new vehicles necessary to perform the Shuttle Service between the Airport terminals and RCC. The Shuttle Vehicles will be provided to the Authority by Contractor under a separate purchase order.

Shuttle Vehicle Storage Lot Activation: Date, to be determined by the Authority, upon which the Shuttle Vehicle storage lot is made available to Contractor for Contractor’s staff and Shuttle Vehicles.

Stacking: When the arrival of a Shuttle Vehicle is within one (1) minute of the arrival of a subsequent Shuttle Vehicle (on the same route) at the same service stop location.

State of Good Repair: Maintenance, repair, and inspection of the Shuttle Vehicles and

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Shuttle Vehicle storage lot that ensures safety, sustainability, and reliability of every aspect of those assets.

Travel Time: The time required for a Shuttle Vehicle to complete a trip from one specified location to another specified location.

United Services Organization/Pavement Management Office ("USO/PMO"): Facility located adjacent to Terminal 2 which houses the current communications infrastructure at the Airport.

Vehicle Logic Unit ("VLU"): Modular on-board computer on each Shuttle Vehicle that allows for the control, monitoring, recording, and oversight of In-Vehicle Equipment.

A-3. Non-standard Terms.

A. Shuttle Service Monthly Invoice. Notwithstanding paragraph 5. of the Agreement, the Parties agree that Contractor shall submit to the Authority for review and approval, in a format acceptable to the Authority, a monthly invoice for Shuttle Service. The monthly invoice shall contain the following but not limited to information:

1. number of In-Service Miles and Deadhead Miles per each Shuttle Vehicle per each day.

A-4. Scope of Contractor's Responsibilities, Contractor- Provided Services, and Contractor-Provided Deliverables: In accordance with and at the direction and approval of the Authority, the Contractor shall provide the following Services:

A. Specified Services.

1. **Manage the Procurement of New Shuttle Vehicles.** At no additional cost to the Authority, Contractor shall manage the procurement of sixteen (16) Shuttle Vehicles and deliver said vehicles to the Authority by June 30, 2015. Contractor shall be on-site and review the Shuttle Vehicle manufacturing process, including testing of all system components of the Shuttle Vehicles. Contractor shall create a checklist of the system components that will be inspected and submit the checklist to the Authority, in a format acceptable to the Authority, for review and approval, prior to the start of the Shuttle Vehicle manufacturing process. The checklist shall include the following but not limited to information: all inspection, reporting, and scheduling criteria necessary to provide comprehensive oversight of the Shuttle Vehicles manufacturing process.

a. Shuttle Vehicle Acceptance and Warranty. The Manufacturer's standard warranties on all Shuttle Vehicles and equipment used to perform Services pursuant to this Agreement shall become effective on the date the Authority has provided Contractor written acceptance of the Shuttle Vehicle and or equipment.

2. **Shuttle Services.**

a. Implementation of Shuttle Services. Contractor shall take all appropriate action necessary to fully manage the Implementation of Shuttle Services and complete all the task identified below by December 31, 2015. Implementation of Shuttle Services shall include the following, but not limited to tasks:

1) Project Management/Customer Liaison.

a) Contact Personal and Telephone Number. Prior to performing Shuttle Services, Contractor shall submit to the Authority for review and approval the following information in a format acceptable to the Authority: A list

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containing telephone number(s) and personnel names of individuals authorized to provide Shuttle Service on behalf of Contractor. Contractor shall continuously maintain and update said list during the Term of the Agreement. Contractor shall provide a telephone number that is staffed twenty-four (24) hours a day seven (7) days a week by personnel capable of providing the required level of Service or response. Contractor shall not use an answering machine or other recording device to operate/staff said telephone number.

- b) Development of Standard Operating Procedures for Shuttle Services. Within forty-five (45) days of the Agreement execution date, Contractor shall develop and submit to the Authority for review in a format acceptable to the Authority the draft Standard Operating Procedures.

Within sixty (60) days upon the date Contractor receives Authority comments on the draft Standard Operating Procedures, Contractor shall submit to the Authority for review and approval in a format acceptable to the Authority the final Standard Operating Procedures. Contractor shall perform Services in accordance with the Standard Operating Procedures which, when accepted by the Authority, is incorporated herein by this reference. The Standard Operating Procedures for Shuttle Services shall include documentation of all requested Services contained within this Exhibit, except the procurement of Shuttle Vehicles, including, but not limited to the following:

- (1) Typical Service Operations, including routes, Service Hours, Headways;
 - (2) Handling Shuttle Vehicle damage such as minor or slight body damage (e.g. small dents, cracked glass, torn seats, etc.);
 - (3) Prevention and handling of in-service failures along all points/segments of the routes including towing and other equipment available for handling in-service failures;
 - (4) Shuttle Vehicle maintenance program including schedule of preventative maintenance; and
 - (5) Special event and emergency scenario (e.g. Shuttle Vehicle fire at the storage facility or disabled Shuttle Vehicle on Terminal Link Rd) procedures including roles and responsibilities of Contractor's personnel and Authority staff;
 - (6) Operations and maintenance of all components, subsystems of the Back Office, in-vehicle, and communication infrastructure.
- 2) Shuttle Vehicle Inspection Services. Contractor shall inspect each Shuttle Vehicle delivered to the Airport to ensure Shuttle Vehicles and specified equipment, as determined by the Authority, are fully operational.
- 3) Implementation of Shuttle Services Contingency Plan. Within forty-five (45) days of the Agreement execution date, Contractor shall develop and submit to the Authority for review in a format acceptable to the Authority the draft Implementation of Shuttle Services Contingency Plan.

Within sixty (60) days upon the date Contractor receives Authority comments on the draft Implementation of Shuttle Services Contingency Plan,

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Contractor shall submit to the Authority for review and approval in a format acceptable to the Authority the final Implementation of Shuttle Services Contingency Plan. Contractor shall perform Services in accordance with the Shuttle Services Contingency Plan which, upon acceptance by the Authority, is incorporated herein by this reference. Said plan shall document the following but not limited to information:

- a) Identify time periods and key dates/timeline regarding:
 - (1) Shuttle Vehicle procurement, oversight, testing, and acceptance;
 - (2) Personnel hiring and training;
 - (3) Sub-contract agreements (if any);
 - (4) Purchase of insurance;
 - (5) Authority Modular Building buildout, i.e. tenant improvements;
 - (6) Back Office system(s), communication infrastructure design, bench/factory testing, individual device testing, and acceptance;
 - (7) Service testing and demonstration, including special event/emergency situation demonstration(s), as documented in the Standard Operating Procedures;
 - b) Risks to implementing the Shuttle Services prior to the Activation Date (e.g. delay in Shuttle Vehicle delivery or delay in Activation Date);
 - c) Mitigation strategies as developed and agreed to by both Parties, to identify risks associated with the performance of Services; and
 - d) Responsible personnel(s) for identifying and resolving said risks.
- 4) Personnel Hiring.
- a) Contractor's Personnel. Contractor shall be responsible for hiring all personnel providing Shuttle Services. Contractor shall ensure all personnel meet the requirements specified and set forth below. Prior to performing Shuttle Services, Contractor shall provide to the Authority for review and approval in a format acceptable to the Authority the identity and qualifications of Contractor's personnel performing Shuttle Services pursuant to this Agreement.
 - (1) Professional Standards. Contractor acknowledges that the Airport consists of public-use facilities and recognizes the attendant obligation to ensure that Contractor personnel maintain the highest level of professional standards in attire, decorum, and interaction with the public and Authority personnel.
 - (2) Contractor's Appearance While Performing Services. While performing Services, Contractor's personnel shall at all times present a neat and clean appearance. Contractor's personnel shall wear neat and clean uniforms at all times, to be defined by the contractor and approved by the Authority (e.g., collared shirt, khakis, logo on shirt, etc.).
 - b) Contractor's Personnel's DMV Driving Records. Every six (6) months during the Term of the Shuttle Services Agreement, Contractor shall review the Department of Motor Vehicles ("DMV") driving records reports

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on each personnel that drives a Shuttle Vehicle. Within thirty (30) days of receiving said personnel's DMV driving record, Contractor shall provide a listing of said personnel and certify to the Authority in writing that the driving records of listed personnel meet all of the following criteria:

- (1) NO more than 2 moving traffic violations (including no more than 1 preventable accident) during the previous 36 months;
 - (2) NO DRIVING UNDER the INFLUENCE, D.U.I. (Drug or Alcohol) conviction during the previous 5 years in a commercial or personal motor vehicle;
 - (3) NO VEHICULAR HOMICIDE;
 - (4) NO OPERATING A VEHICLE with a Suspended or Revoked Driver's License;
 - (5) NO USING A VEHICLE in the commission of a Felony;
 - (6) NO OPERATING A VEHICLE without permission – Unauthorized Use or Grand Theft;
 - (7) NO RECKLESS DRIVING or SPEED CONTESTS;
 - (8) NO LEAVING THE SCENE OF AN ACCIDENT – Bodily Injury or Physical Damage; and
 - (9) In the event the Contractor's personnel's driving record does not meet the criteria outlined by the Authority, Contractor shall replace the personnel prior to the next scheduled day to perform Shuttle Services. The Authority reserves the right to modify the above criteria at its discretion.
- 5) Personnel Training. Contractor shall be responsible for training all personnel providing Shuttle Services. Contractor shall ensure all personnel are trained on the following but not limited to topics.
- a) Introduction/Overview/Company Policies;
 - b) Customer Service Training;
 - c) Passenger Management Training;
 - d) Driver Technical Skills Training;
 - e) Shuttle Bus , Orientation, Operation, Technology, Fueling and Maintenance Training;
 - f) Supervisor/Dispatcher Training; and
 - g) Safety Training.
- 6) Insurance and Regulatory Requirements (Permits, Certifications, Titles, Licenses and Registrations). Contractor shall be responsible for obtaining:
- a) Insurance as specified in Exhibit C attached herein; and
 - b) Regulatory Permits, and Certifications for the Shuttle Vehicles, including but not limited to, Federal regulations issued by the U.S. DOT and the State of California, licenses and inspections. Contractor shall register the vehicles as the registered owned and the San Diego County Regional Airport Authority as the Legal owners of the vehicles. Contractor shall be

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responsible for licensing and registering Shuttle Vehicles and all applicable taxes. Fees associated with licensing, registering, titling and tagging Shuttle Vehicles, including applicable taxes, shall be the responsibility of the Contractor and shall be included in prices paid under the Agreement.

- 7) Shuttle Vehicle Storage Lot Activation.
 - a) Authority Provided Shuttle Vehicle Storage Lot Striping and Markings Plan. Contractor shall submit to the Authority, on a date determined by the Authority, for review and approval in a format acceptable to the Authority, a detailed drawing of the Shuttle Vehicle parking lot striping and markings plan to adequately store the Shuttle Vehicles.
 - b) Authority Modular Building Service Operations Center Floor Plan. Contractor shall submit to the Authority for review and approval in a format acceptable to the Authority, a proposed layout for space allocated to the Contractor within the Authority Modular Building for Contractors Service Operations Center.
- 8) Back Office Systems Testing and Demonstration.

- a) Back Office Operations, Data Collection and Information Systems. Prior to performing Shuttle Services, Contractor shall provide the Authority for review and approval in a format acceptable to the Authority, with written documentation on all of the software and systems Contractor intends to use in the performance of Shuttle Services to include: the system architecture; the functional operation of each component; interactions between systems, and support future; communications needs; and demands between the Shuttle Vehicle storage lot and existing Authority communications rooms.

Contractor shall utilize commercial-off-the-shelf ("COTS") software and support systems in the Back Office to perform Service Operations to include but not limited to:

- (1) Dispatch operations;
- (2) Access control to Shuttle Vehicle storage lot;
- (3) Automatic passenger counting ("APC") system;
- (4) Radio communications (Contractor dispatch, drivers, curbside representatives and security);
- (5) Automatic Voice & Text Announcements ("AVTA");
- (6) Automatic vehicle location ("AVL") and shuttle arrival/departures;
- (7) Communication systems to wirelessly capture shuttle video, APC and maintenance diagnostic data;
- (8) Mobile video surveillance with live viewing ability in the Back Office;
- (9) REI video viewing software;
- (10) A.R.M.O.R. vehicle management software and CAD/AVL Administrative Console;

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- (11) Hosted server apps to allow communication between A.R.M.O.R. Console and the Shuttle Vehicle Fleet; and
- (12) Thermo King T-14 rear-mounted HVAC.

Contractor's provided software required for implementation of these systems shall be clearly detailed in the system architecture and description for review and approval by the Authority. In the event Contractor is required to modify the software or systems, Contractor shall maintain said modifications during the entire Term of the Agreement, at no additional cost to the Authority. On the expiration or termination date of the Agreement, Contractor shall submit to the Authority all written documentation of said software and system modifications, to include programming/code, used in the performance of Shuttle Services.

Contractor shall:

- (1) Design, procure, install and configure the data collection and information systems prior to any Shuttle Services testing and demonstrations;
- (2) Develop data schema and system architecture/function, reporting templates, and reporting schedule;
- (3) Test the data collection and information systems and report accuracy and precision metrics during the Service Operations testing and demonstration described below; and
- (4) Obtain approval of the Authority for: 1) design of the systems; 2) procurement of the systems; and 3) installation and activation of the systems.

The provided software and systems shall also conform to the following additional requirements:

The provided video management system (and associated cameras) shall be capable of integrating with the existing Authority security management system, Proximex. Contractor shall be required to make live video feeds from all fixed cameras (e.g. non-Shuttle Vehicle cameras) installed under this project available for consumption into the Authority security management system without requiring changes or modifications to the existing system.

The Contractor shall be responsible for testing and documentation of all components associated with the Back Office system(s). The Contractor shall prepare test plans for Authority review and approval for the following testing:

- (1) Subsystem testing for each Back Office software subsystem (with locally connected devices – as reasonable); and
- (2) System wide testing for the Shuttle Services.

Following approval of the test plans and configuration of the Back Office systems, the Contractor shall perform the testing with oversight provided by the Authority or their designee. Successful completion of the subsystem testing for each Back Office software subsystem shall be required prior to proceeding onto the system wide testing.

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Following successful completion of all of standalone, subsystem and system wide testing the Contractor shall submit a request to the Authority for acceptance of the Back Office system.

- 9) Service Operations Testing and Demonstration.
 - a) Terminal Link Road Electronic Gate Arms. Contractor shall test the communications between the Service Operations Center and the Terminal Link Road electronic gate arms to ensure they are fully operational.
 - b) Shuttle Services Testing and Demonstration. Upon receipt of written acceptance of the Back Office system(s) from the Authority and acceptance of any Shuttle Vehicles, Contractor shall perform testing and demonstrations of the Shuttle Services for the Authority acceptance/approval within fifteen (15) business days of delivery. Contractor shall update, refine, and finalize the Standard Operating Procedures based on Authority feedback on the documented and observed results of the testing and demonstrations. Prior to the Activation Date, all Shuttle Vehicles shall be included in the testing and demonstration period. During the Implementation Period, the Contractor shall, in coordination with the Authority, develop and refine the RCC Shuttle Vehicle route and Shuttle Vehicle stops.
- 10) Shuttle Services Status Reports. Within thirty (30) days of the date Contractor receives the Authority issued Notice To Proceed, Contractor shall provide the Authority for review and approval in a format acceptable to the Authority with a status report for the following services that Contractor performs on a weekly basis:
 - a) Shuttle Vehicle Manufacturing Oversight
 - b) Hiring and Training of Shuttle Service Personnel
 - c) Shuttle Services Contingency Plan Development
 - d) Preparation of Shuttle Vehicle Storage Lot for Shuttle Services
 - e) Back Office, In-Vehicle, and Testing
 - f) Data Collection and Information Systems Implementation and Testing
 - g) Standard Operating Procedures Development
 - h) Shuttle Services Testing and Demonstration

Each weekly status report shall document the progress achieved, including: tasks completed during the previous week and anticipated tasks to be completed within the upcoming 4 weeks of the status report date. All tasks completed shall be kept in a task log attached to the status report.

- b. Shuttle Services. Contractor shall provide and take all appropriate actions necessary to fully manage and perform Shuttle Services. These services shall include, but are not limited to, the following tasks:
 - 1) Servicing Hours: Provide Shuttle Service twenty-four (24) hours per day seven (7) days a week, including all holidays.

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- 2) Contractor's Personnel: Unless otherwise agreed to in writing by the Authority, Contractor shall provide the following personnel to perform Services:
- a) Initial and Recurrent Training: Contractor is encouraged to recruit individuals who are currently employed as drivers for rental car companies operating at the Airport. Contractor shall conduct appropriate initial training of new personnel and on-going training of all personnel providing Shuttle Services. The training shall ensure that all personnel have the requisite knowledge of and familiarity with the Airport and the San Diego County region to satisfactorily address requests for information and/or assistance. Training shall ensure that all personnel interact with the public in a manner consistent with the Authority's goal of having the Airport recognized by the traveling public as a world-class operation. The training shall also include the care and accounting of Authority-provided facilities, equipment, and assets;
 - b) In the event the Authority is dissatisfied with Contractor's personnel, upon receiving written or verbal notification from Authority of said dissatisfaction, Contractor shall replace said personnel within one (1) day of said notification date; and
 - c) At all times while providing Services, Contractor shall provide the following personnel to perform Shuttle Services:
 - (1) *General Manager* ("GM"):
 - (a) Solely employed by the Contractor providing Shuttle Services;
 - (b) Oversees and directs operational, financial, administrative and personnel functions;
 - (c) Establishes and maintains vendor, client and corporate relationships. Experienced with the use and operation of AVL, APC, and CCTV systems as part of a Shuttle Service management;
 - (d) Closely coordinates service needs and Shuttle Vehicle availability;
 - (e) Resolves any Shuttle Vehicle shortages prior to any impact on level of service;
 - (f) Is available via cell and e-mail for system emergencies 24 hours a day; and
 - (g) Is the primary liaison between the Authority-provided contract manager "Contract Manager" and Contractor.
 - (2) *Assistant Manager* ("Assistant Manager"):
 - (a) Assists the GM with operational, financial, administrative and personnel functions and performs GM duties in the event the GM is not able to perform duties;
 - (b) Oversees staff of Operations Supervisors; and
 - (c) Must be a dedicated employee of the Contractor and shall not be assigned to other duties unrelated to the Agreement.

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(3) *Maintenance Manager* (“Maintenance Manager”):

- (a) Contractor shall maintain preventive maintenance and corrective maintenance action reports for services performed on Shuttle Vehicles. Contractor shall submit to the Authority, in a format acceptable by the Authority, all maintenance records, within seven (7) business days of Contractor’s receipt of said request;
- (b) Must be a dedicated employee of the Contractor or sub-contractor and shall not be assigned to other duties unrelated to the Agreement;
- (c) Automotive Service Excellence (“ASE”) certified Master Technician or 5 years equivalent experience as a Maintenance Manager;
- (d) Demonstrates significant experience with the proposed fuel technology for the Shuttle Vehicles; and
- (e) Has experience with maintenance and operations of AVL, APC, and CCTV systems.

(4) *Operations Supervisor* (“Supervisor”):

- (a) Supervises daily operation, including staffing and administrative functions. Responsible for maintaining proper staffing levels on all routes and fills in as Driver for staffing shortages;
- (b) Administers all aspects of Shuttle Vehicle maintenance, fueling, cleaning, and handles all customer complaints, requests and lost and found items;
- (c) Responsible for completing Incident/Accident Reports and ensuring all Drivers credentials are current;
- (d) Monitors all routes to assure the on-time performance of each route. Process and assure accurate information on all Shuttle Vehicle related accidents;
- (e) Responds within thirty (30) minutes to Shuttle Vehicle mechanical breakdowns during service hours and provide back-up Shuttle Vehicles;
- (f) Inspects the Shuttle Vehicles daily for any potential issues before Shuttle Vehicles start service;
- (g) Adjusts service levels as needed during the course of each shift;
- (h) Responds to requests from Authority personnel for non-scheduled service by providing Drivers as needed, and if none are available, operating the Shuttle Vehicle as requested, thus Supervisors must be qualified to operate the Shuttle Vehicles; and
- (i) Be visible and identifiable at all times when on duty.

(5) *Dispatcher* (“Dispatcher”):

- (a) Monitors the Shuttle Vehicle routing through the AVL system and communicates with Drivers to ensure consistent Shuttle Vehicle

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Headways to maintain Service Gap, as defined by the Authority, at the RCC and Airport terminal pick-up locations; and

- (b) Assists Supervisors and Drivers with efficient scheduling of non-route related Service Operations.
- (6) *Customer Service Representative* (“CSR”):
- (a) Assists customers boarding or alighting the Shuttle Vehicles;
 - (b) Loads or unloads luggage for customers;
 - (c) Aids customers with special needs in the boarding or alighting process;
 - (d) Maintains radio communication with dispatcher and provides information to customers waiting for Shuttle Vehicles about the status of future arriving Shuttle Vehicles;
 - (e) Consistently engages customers to answer questions and provides information to include answering questions and or providing information regarding the Airport and the San Diego County region;
 - (f) Works with the Dispatcher and Supervisors to maintain service Headway; and
 - (g) Other duties as assigned by the Authority, Contractor and or Supervisors.
 - (h) Contractor shall provide 11 CSRs and at least one (1) CSR at each of the following locations: Terminal 1, Terminal 2, and the RCC.
- (7) *Drivers* (“Driver”): Provide transportation for passengers on all routes and shall perform the following but not limited to tasks:
- (a) Assists customers with luggage handling and provides professional customer service at all times;
 - (b) Consistently engages customers to answer questions and provides information to include answering questions and or providing information regarding the Airport and the San Diego County region;
 - (c) Kneels Shuttle Vehicle prior to deploying wheelchair ramp from rear door;
 - (d) Adheres to posted and reasonable speeds;
 - (e) Maintains Headways as defined by the Authority and may be modified from time to time at the discretion of the Authority;
 - (f) Stops at all designated Shuttle Vehicle stops whether or not passengers are boarding or alighting;
 - (g) Does not board or alight at any location other than designated stops;
 - (h) Notifies Supervisors of any circumstances that reduce the level of service, such as leaving a passenger behind at a stop because a

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Shuttle Vehicle is full, severe congestion, and/or inability to maintain the schedule;

- (i) Does not solicit gratuities;
 - (j) Upon leaving the Airport terminals and the RCC, greets customers using the automated audio system, or if inoperable, with the public address ("PA") system;
 - (k) Activates terminal/airline automated announcements prior to entering the Shuttle Vehicle stops at terminals, or if inoperable, provide the same information via the PA system;
 - (l) Behaves in a professional manner while on duty. This includes no smoking, operating the Shuttle Vehicle in a safe manner, greeting passengers, and other duties as determined by the Authority;
 - (m) Displays the driver's license and/or permits in the Shuttle Vehicle as required by law;
 - (n) At Authority's request, Drivers must assist with special event announcements and performance of other related duties;
 - (o) At the end of each Driver's roundtrip (return to the RCC), Driver shall inspect the Shuttle Vehicle interior for any trash or debris and shall dispose trash and debris, if any; and
 - (p) Immediately notify Supervisors of any forgotten luggage or other personal items left on the Shuttle Vehicle by customer.
- 3) Scheduling of Contractor's Personnel. During the entire Term of the Agreement, Contractor shall provide the Authority, for review and approval in a format acceptable by the Authority, with a staffing schedule of all of the Contractor's personnel for each upcoming month, five (5) days before the beginning of the upcoming month.
- 4) Shuttle Vehicles Schedule. Each month, Contractor shall provide the Authority for review in a format acceptable by the Authority, the number of Shuttle Vehicles and Drivers for each route scheduled for the Shuttle Services to be performed during the upcoming month. Contractor shall ensure that the Shuttle Vehicle schedule is staffed to ensure Service Operations is maintained or is better than the maximum passenger wait time as defined by Schedule A-1, ACCEPTABLE SERVICE GAP AND HEADWAY BY TERMINALS, by time of day. Contractor shall ensure that the Shuttle Vehicle schedule is consistent with the Authority's goal of having the Airport recognized by the traveling public as a world-class operation. The Authority reserves the right, at its sole discretion, to alter the Shuttle Vehicle schedule at any time during the Agreement. In the event the Authority alters said schedule, Authority shall provide written notification to Contractor of said event.

Authority reserves the right, at its sole discretion, to remove Shuttle Vehicle(s) from performing Service Operations. Within one (1) hour of receiving written notice from the Authority, Contractor shall remove said Vehicle(s) from Service Operations. Shuttle Vehicle(s) removed from performing Service Operations shall not be included in the Shuttle Vehicle spare ratio until otherwise approved by the Authority.

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- 5) Service Operations Routes. The Authority reserves the right, at its sole discretion, to alter the routes at any time during the Term of the Agreement. In the event the Authority alters said routes, Authority shall provide written notification to Contractor of said event. While performing Service Operations, Contractor shall meet the following but not limited to requirements:
 - a) Drivers will adhere to posted and reasonable speeds;
 - b) Driver shall maintain Headways as defined in Schedule A-1;
 - c) Driver will stop at all designated Shuttle Vehicle stops, at locations determined by the Authority, whether or not passengers are boarding or alighting;
 - d) Shuttle Vehicles will not board or alight at any location other than designated stops; and
 - e) Drivers shall notify Supervisors of any circumstances that reduce the level of Shuttle Services, such as leaving a passenger behind at a stop because a Shuttle Vehicle is full, severe congestion, and/or inability to maintain the schedule.
- 6) Performance Monitoring and Management. Contractor shall provide performance monitoring and performance management while performing Shuttle Services to include but not limited to:
 - a) Record Keeping and Electronic Data Collection:
 - (1) All records and electronic data collected by Contractor during the performance of Service, shall be kept and maintained by Contractor in accordance with the Audit Period. Within thirty (30) days of receiving the Authority's written request for electronic data records, Contractor shall submit to the Authority in a method and format agreed to by the Authority said records. Electronic data records may include the following but not limited items:
 - (a) Service Performance Records (e.g. Daily Activity Reports)
 - (b) AVL/APC Data
 - (c) Recorded Video – Exterior and Interior Cameras
 - (d) Dispatching Records
 - (e) Maintenance Records
 - (f) In-Service and Deadhead Miles
 - (g) 12-Hour History Query of Each Shuttle Vehicle Route
 - b) Reports. Contractor shall provide the Authority, for review in a format acceptable by the Authority, the following reports:
 - (1) Weekly activity report shall be made available to the Authority the following week and shall include the following information:
 - (a) In-service Miles;
 - (b) Deadhead Miles;
 - (c) Maintenance records;

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- (d) Accidents;
 - (e) In-service failures;
 - (f) Complaints;
 - (g) Shuttle Vehicle Trips and Average Travel Time;
 - (h) On-time performance, schedule/Headway adherence; and
 - (i) Stacking at each service stop location.
- (2) Submitted with the monthly invoice, monthly performance monitoring reports to include following information:
- (a) Vehicle trips provided;
 - (b) In-Service, Deadhead and Total Miles;
 - (c) Passengers served;
 - (d) Average daily passengers per trip; by month, by day of week;
 - (e) Maximum passenger load; by trip time, by hour;
 - (f) On-time performance, schedule/Headway/Service Gap adherence;
 - (g) Missed trips;
 - (h) Number of service failures; and
 - (i) Number of service failures leading to impact in service.
- (3) Submitted with the monthly invoice, monthly workforce composition reports shall include the following information:
- (a) Anticipated workforce for the upcoming month; and
 - (b) Anticipated workforce and vehicle schedules for the upcoming month.
- 7) Maintenance, Repair, and Inspection Services. Contractor shall: provide all maintenance, repair, and inspection services on Shuttle Vehicles as per manufacturer's specifications; maintain Shuttle Vehicles in a continuously satisfactory operating condition; and provide for the regular, systematic examination, cleaning, lubrication, adjustment, and repair of the Shuttle Vehicle, including replacement of parts. In addition, Contractor shall ensure that all Shuttle Vehicles are maintained in accordance with all local, State (California DMV), and Federal standards and requirements for operating vehicles on the road (i.e. "street legal"). The maintenance services provided by the Contractor shall include the following:
- a) Immediately Notify the Authority in the event a Shuttle Vehicle is taken out of service due to a breakdown;
 - b) Perform only Minor Repairs of Shuttle Vehicles at the Shuttle Vehicle storage lot;
 - c) Perform maintenance and repair work, other than Minor Repair work, off Airport property;
 - d) Maintenance provided at location(s) that minimize Deadhead Miles;

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- e) Daily, Weekly, Monthly documentation and report submission of the previous month's activity to the Authority of Shuttle Vehicle maintenance, repairs, and inspections. The documentation shall include, at a minimum, the following information:
 - (1) Location(s) and functions/services at each;
 - (2) Provider/owner of maintenance location(s);
 - (3) Actual distance(s) and Travel Time(s) between the maintenance location(s) and the Shuttle Vehicle storage lot;
 - (4) Inventory and consumption of parts and fluids;
 - (5) The total time that individual Shuttle Vehicles are not available for Service Operations; and
 - (6) The total Deadhead Miles and hours associated with driving from and between the Shuttle Vehicle storage lot and the proposed maintenance location(s);
 - f) Maintenance of all on-board data collection systems, including video cameras, by qualified personnel;
 - g) All tools and equipment necessary to perform Shuttle Vehicle maintenance and repairs;
 - h) Daily inspection of all Shuttle Vehicles and In-Vehicle Equipment to ensure functional use of Shuttle Vehicle and identify any potential tampering with the Shuttle Vehicle;
 - i) Staff and supervision for maintenance location(s);
 - j) Road calls service for Shuttle Vehicle failures, including:
 - (1) Roadside assistance for Shuttle Vehicle repair;
 - (2) Towing and other equipment available for handling breakdowns;
 - (3) Timely restoration of service to affected customers and routes;
 - k) Maintain a 15% spare Shuttle Vehicle ratio and replacement vehicles for any Shuttle Vehicle failures; and
 - l) Provide notification to the Authority, consistent with the Standard Operating Procedures developed by the Contractor and approved by the Authority, if/when the maintenance location(s) can no longer support the maintenance services described above.
- 8) Shuttle Vehicle Cleaning Services. Contractor shall clean Shuttle Vehicles as per as per industry standards and best practices. Contractor shall use its best efforts to ensure Shuttle Vehicles are clean and free of debris at all times while Shuttle Vehicles are performing Shuttle Services. Contractors shall clean Shuttle Vehicles as follows:
- a) Exterior Shuttle Vehicle Cleaning. Contractor shall clean the Shuttle Vehicle exterior one (1) time each week during the entire Term of the Agreement and if and when requested by Authority in writing, Contractor shall clean the Shuttle Vehicle(s) within Twenty-four (24) hours of Contractor's receipt of said written notice. Exterior Shuttle Vehicle cleaning shall include but is not limited to, washing, drying and waxing, if

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necessary. Contractor shall not perform exterior Shuttle Vehicle cleaning on Airport property.

- b) Interior Shuttle Vehicle Cleaning. Contractor shall clean the Shuttle Vehicle interior one (1) time each day, at the end of the Shuttle Vehicle operational work shift, during the entire Term of the Agreement. Interior cleaning shall include but is not limited to vacuuming, surface cleaning, and debris removal. Contractor shall perform interior Shuttle Vehicle cleaning at the Shuttle Vehicle storage lot. Performing interior Shuttle Vehicle cleaning services at any other location other than the Shuttle Vehicle storage lot is not permitted.
- 9) Fueling Services. Contractor shall provide fueling ("Fueling") of Shuttle Vehicles during the entire Term of the Agreement to ensure Shuttle Vehicles are continuously operating pursuant to this Agreement. Fueling services shall include the following:
- a) Fueling of Shuttle Vehicles shall not be performed on Airport property.
 - b) Fueling at location(s) that minimize Deadhead Miles and have the spatial capacity to accommodate up to two (2) Shuttle Vehicles concurrently fueling;
 - c) Fueling location(s) that are or have been retrofitted to allow ingress and egress of the Shuttle Vehicles;
 - d) Specialized accommodation(s) at the fueling location(s) to meet daily service span requirements (including Shuttle Vehicle spare ratio) and provide at a minimum 24-hour fueling capacity during emergency situations (i.e. power outage);
 - e) Daily, Weekly, Monthly documentation and report submission of the previous month's activity to the Authority of Shuttle Vehicle fueling. The documentation shall include, at a minimum, the following information:
 - (1) Location(s);
 - (2) Provider/owner of fueling location(s);
 - (3) Actual distance(s) and Travel Time(s) between the fueling location(s) and the Shuttle Vehicle storage lot;
 - (4) Consumption of fuel;
 - (5) The total number of fueling hours per week; and
 - (6) The total Deadhead Miles and hours associated with driving from and between the Shuttle Vehicle storage lot and the proposed fueling location(s); and
 - f) Provide notification to the Authority, consistent with the Standard Operating Procedures developed by the Contractor and approved by the Authority, if/when the fueling location(s) can no longer support the fueling services described above.
- 10) Significant Changes to In-Service Miles. This provision is not enforceable nor applicable until six (6) months have expired from the Activation Date of the Agreement. Parties agree that Exhibit A-2 will be amended to reflect actual In-Service Miles. It is understood and agreed that the annualized In-

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Service miles set forth in Schedule A-2 and the corresponding fixed rates per mile set forth in Exhibit B will not be modified for a period of six (6) months from the Activation Date.

In the event Authority directs Contractor to increase annual In-Service Miles by more than five percent (5%) above the miles set forth in Schedule A-2 – IN-SERVICE MILES BY ROUTE, which is attached hereto and incorporated herein, during any consecutive thirty (30) day period, or Authority directs Contractor to decrease annual In-Service Miles by more than five percent (5%) below the miles shown in Schedule A-2 for more than thirty (30) consecutive days during the Term, Contractor shall be entitled to the “Modified Compensation” as described in “Exhibit B.”

- c. Care of Authority-provided Facilities, Equipment, and Assets. Contractor acknowledges that the Authority will provide Contractor with a Shuttle Vehicle storage lot to include an Authority Modular Building and electrical utilities for Contractor’s personnel to perform the requested Shuttle Services. Contractor shall diligently manage and safeguard the Authority property, Shuttle Vehicle storage lot and Authority Modular Building.

Contractor shall take all appropriate action to ensure the performance of Services does not damage the Authority property, Shuttle Vehicle storage lot, Authority Modular Building, or adjacent areas. In the event, Contractor does damage the Authority property, Shuttle Vehicle storage lot, Authority Modular Building, or adjacent areas, Contractor shall immediately notify the Authority of the damage and shall repair such damage within thirty days (30) days of the date Contractor receives written notification by the Authority to perform said repair, at no additional cost to the Authority. If Contractor does not complete or fails to perform repairs, to the Authority’s satisfaction, the Authority will perform the repairs and deduct the cost of said repairs from Contractor’s Invoice.

Contractor shall make no changes or alterations to the Shuttle Vehicle storage lot and Authority Modular Building, nor make, erect, or install any buildings, structures, signs, machines, or other improvements to the Shuttle Vehicle storage lot and Authority Modular Building without receiving prior written authorization from Authority.

At the Authority’s discretion, Authority may relocate the Shuttle Vehicle storage lot, Authority Modular Building and utilities. In such event, Authority shall pay for the Shuttle Vehicle storage lot, Authority Modular Building and utility relocation costs. Contractor shall be responsible for all other costs.

The Authority shall not be responsible for the security of Contractor’s property located at the Shuttle Vehicle storage lot and Authority Modular Building.

- 1) At no additional cost to the Authority, Contractor is required to coordinate, provide, and maintain the following services in support of the Shuttle Vehicle storage lot and the Authority Modular Building to include but not limited to the following:
 - a) Shuttle Vehicle storage lot:
 - (1) Monthly pest control service;
 - (2) Janitorial service (keep area clean and free for debris); and
 - (3) Security.

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- b) Authority Modular Building:
 - (1) Monthly pest control service;
 - (2) Janitorial service;
 - (3) Security;
 - (4) Interior (walls, floors, ceiling, etc.);
 - (5) Lighting fixtures;
 - (6) Tenant Improvements; and
 - (7) Telephone and Internet services.
- 2) Shuttle Service must be in accordance with and comply with all Federal, State and Local regulations, and Authority policies, codes, rules and regulations, including but not limited to securing all required permits for Shuttle Service and all applicable:
 - a) Safety regulations and restrictions; and
 - b) Noise regulations and restrictions.
- 3) Access to Shuttle Vehicle storage lot and Authority Modular Building. Contractor shall only allow the following personnel access to the Shuttle Vehicle storage lot and Authority Modular Building:
 - a) Contractor personnel;
 - b) Authority staff; and
 - c) Shuttle Vehicle storage lot facility visitors authorized by the Authority.
- 4) Access gates are located on the perimeter of the Shuttle Vehicle storage lot and Terminal Link Road. Contractor shall maintain the access gates, to include but not limited to, the gate arm barrier systems and Radio Frequency Identification ("RFID") systems per manufacturer's specifications. In the event an access gate is not functioning properly, Contractor shall immediately notify the Authority of said event and repair access gate to standard operational condition per manufactures specifications.
 - a) The gate arm barrier system, provided by the Authority, will be Magnetic Parking, manufactured by Magnetic Autocontrol Group, which includes the MHTM™ MicroDrive and MGC control system.
 - b) The RFID system, provided by the Authority, will be AT5547 TollTag® as the transponder with the Ecncompass® 4 Reader as the transponder reader.
- 5) Schedule for the occupation and removal of materials from the Shuttle Vehicle storage lot and Authority Modular Building:
 - a) Sixty (60) days prior to the termination of the Agreement, Authority shall notify Contractor in writing of deficiencies that shall be repaired as determined by the Authority, excluding normal wear and tear;
 - b) The Authority reserves the right to deduct any facility repairs not completed by Contractor from the final payment to the Contractor if any of the deficiencies have not been repaired by the Agreement termination date;
 - c) Prior to the Contractor occupying the Shuttle Vehicle storage lot and Authority Modular Building, a formal walkthrough with the Authority and

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Contractor shall serve to document the existing deficiencies, if any, of said lot and building;

- d) An exit inspection of the Shuttle Vehicle storage lot and Authority Modular Building will be conducted after these areas have been vacated, by Authority to ensure said area has been restored to acceptable conditions as determined by the Authority; and
- e) Within twenty-four (24) hours before the expiration or termination of this Agreement, Contractor's tools, equipment, and materials shall be removed from Authority-provided space.

B. Additional Services: If and when Authority requests Contractor to provide services in addition to those specified above, Contractor shall develop a work plan detailing the specific tasks to be completed and providing a detailed not-to-exceed budget for performing such Additional Services. Contractor shall not perform any Additional Services until Authority has issued a written notice-to-proceed with the execution of the work plan. Contractor will not be authorized to perform or invoice Authority for any work not specifically authorized in the Authority's notice-to-proceed.

A-5. Schedule for Delivery of Contractor-Provided Services and Deliverables. Invoice. Contractor shall submit monthly invoices to the Authority, in a format acceptable by the Authority, for the previous months Services, by the tenth (10) calendar day of the following month.

A-6. Obligations of Authority: At Authority's discretion, it shall supply Contractor with:

- A. Shuttle Vehicle wrap artwork, interior signage and paint color;
- B. Shuttle Vehicle storage lot, Modular Building and Utilities: Authority, at its sole discretion, will provide on-Airport space for Contractor's non-exclusive use to conduct Shuttle Service pursuant to this Agreement and for no other purpose to include employee parking, and office space to conduct Shuttle Service. At the Authority's discretion, Authority may alter, relocate or eliminate the Shuttle Vehicle storage lot, Authority Modular Building and utilities to include water, sewer, electrical connections, and Internet/telephone connections. In such event, Authority shall only pay for the Authority's cost to relocate Shuttle Vehicle storage lot, Authority Modular Building and utilities. Contractor shall be responsible for all other costs associated with relocation of the Shuttle Vehicle Storage Lot, the Modular Building and utilities. The Modular Building shall contain dedicated entrance/exit and dedicated restroom facilities to be maintained by Contractor. The Shuttle Vehicle storage lot shall include the following:
 - 1) Area lighting (to be maintained by the Authority);
 - 2) Paved surface (to be maintained by the Authority);
 - 3) Striping of Shuttle Vehicle storage lot pavement within thirty (30) days of Authority acceptance of the striping and markings drawing provided by the Contractor;
 - 4) Enclosed by a fence approximately seven (7) feet in height, with a single secured entrance controlled by a badged access controlled gate (to be maintained by the Authority); and
 - 5) Storm drains and drainage of Shuttle Vehicle storage lot.
- C. Access Gates: Access gates for entry and exit from the Shuttle Vehicle storage lot and access gates for entry and exit from Terminal Link Road. The associated gate arm barrier system, RFID system, and Shuttle Vehicle transponders.

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SCHEDULE A-1, SERVICE GAP AND HEADWAY

Contractor shall operate Shuttle Vehicles in accordance with the following:

Item	Terminal 1 (T1)	Terminal 2 (T2)	Commuter Terminal (CT)	Combined Route (T1+T2+CT)
<u>Hours of Operation</u>	4:00am-12:00am	4:00am-12:00am	4:00am-12:00am	12:00am-4:00am
<u>AM Peak Service Hours</u>	6:00am-11:00am	6:00am-11:00am	6:00am-11:00am	
<u>PM Peak Service Hours</u>	6:00pm- 11:00pm	6:00pm- 11:00pm	6:00pm- 11:00pm	
<u>Peak Headways</u>	5 minutes	5 minutes	10 minutes	
<u>Peak Service Gap</u>	3 minutes	3 minutes	5 minutes	
<u>Off-Peak Headways</u>	10 minutes	10 minutes	20 minutes	30 minutes
<u>Off-Peak Service Gap</u>	7-8 minutes	7-8 minutes	18 minutes	28 minutes

SCHEDULE A-2, ESTIMATED IN-SERVICE MILES

	Year One (2016) (1)	Year Two (2017) (1)	Year Three (2018) (1)	Year Four (2019) (1)	Year Five (2020) (1)
Annual In-Service Mile Estimate	1,204,500	1,204,500	1,204,500	1,204,500	1,204,500
Annual Deadhead Mile Estimate	60,225	60,225	60,225	60,225	60,225
Total Annual Mile Estimate	1,264,725	1,264,725	1,264,725	1,264,725	1,264,725

EXHIBIT B – COMPENSATION & PAYMENT SCHEDULE

B-1. Compensation for Services:

A. Specified Services: Contractor shall be compensated for the performance of Specified Services identified in "Exhibit A". Contractor shall be paid upon completion, to Authority's satisfaction, of all Specified Services set forth in "Exhibit A" of this Agreement.

1. Shuttle Services.

a. Implementation of Shuttle Services. For performing Implementation of Shuttle Services, Contractor shall be paid in the amount not to exceed Five Hundred Four Thousand Eight Hundred Ninety Dollars (\$504,890) per the following fee schedule:

- 1) Project Management/Customer Liaison.
 - a) Contact Personal and Telephone Number. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Seven Thousand Three Hundred Eighty Dollars (\$7,380).
 - b) Development of Standard Operating Procedures for Shuttle Services.
 - (1) Upon Contractor's completion, to the Authority's satisfaction, of providing the Authority with the draft Standard Operating Procedures, Contractor shall be compensated in an amount not to exceed Twenty-three Thousand Two Hundred Fourteen Dollars (\$23,214).
 - (2) Upon Contractor's completion, to the Authority's satisfaction, of providing the Authority with the final Standard Operating Procedures, Contractor shall be compensated in an amount not to exceed Forty-three Thousand Two Hundred Fourteen Dollars (\$43,214).
- 2) Shuttle Vehicle Inspection Services. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Seven Thousand Five Hundred Dollars (\$7,500).
- 3) Implementation of Shuttle Services Contingency Plan.
 - a) Upon Contractor's completion, to the Authority's satisfaction, of providing the Authority with the draft Implementation of Shuttle Services Contingency Plan, Contractor shall be compensated in an amount not to exceed One Thousand Seven Hundred Fifty Dollars (\$1,750).
 - b) Upon Contractor's completion, to the Authority's satisfaction, of providing the Authority with the final Implementation of Shuttle Services Contingency Plan, Contractor shall be compensated in an amount not to exceed Five Thousand Two Hundred Fifty Dollars (\$5,250).
- 4) Personnel Hiring. Contractor shall be compensated in four (4) equal quarterly payments in an amount not to exceed Fourteen Thousand Two Hundred Ninety-five Dollars (\$14,295).

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- 5) Personnel Training. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Fifteen Thousand Seven Hundred Thirty-six Dollars (\$15,736).
- 6) Insurance and Regulatory Requirements.
 - a) Insurance. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Seventy-two Thousand Seven Hundred Thirty-four Dollars (\$72,734).
 - b) Regulatory Permits, and Certifications for the Shuttle Vehicles. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Forty-eight Thousand Four Hundred Ninety Dollars (\$48,490).
- 7) Shuttle Vehicle Storage Lot Activation.
 - a) Authority Provided Shuttle Vehicle Storage Lot Striping and Markings Plan. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Five Thousand Dollars (\$5,000).
 - b) Authority Modular Building Service Operations Center Floor Plan. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Five Thousand Dollars (\$5,000).
- 8) Back Office Operations, Data Collection and Information Systems. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Seven Thousand Dollars (\$7,000).
- 9) Service Operations Testing and Demonstration.
 - a) Terminal Link Road Electronic Gate Arms. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Fourteen Thousand Five Hundred Five Dollars (\$14,505).
 - b) Shuttle Services Testing and Demonstration. Upon Contractor's completion, to the Authority's satisfaction, of Shuttle Services Testing and Demonstration on 50% of the Shuttle Vehicles, Contractor shall be compensated in an amount not to exceed Sixty-five Thousand Two Hundred Sixty-seven Dollars (\$65,267). Upon Contractor's completion, to the Authority's satisfaction, of Shuttle Services Testing and Demonstration on 100% of the Shuttle Vehicles, Contractor shall be compensated in an amount not to exceed Sixty-five Thousand Two Hundred Sixty-seven Dollars (\$65,267).
- 10) Shuttle Services Status Reports. Upon Contractor's completion, to the Authority's satisfaction, of this task, Contractor shall be compensated in an amount not to exceed Eight Thousand Four Hundred Dollars (\$8,400).
- 11) Implementation of Shuttle Services Management and Overhead Costs. Contractor shall be compensated four (4) equal quartley payments in an amount not to exceed Thirteen Thousand Dollars (\$13,000).

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- b. **Shuttle Services.** For performing Shuttle Services, Contractor shall be paid upon completion, to Authority's satisfaction, for all Shuttle Services set forth in "Exhibit A", per the following fee schedule:
- 1) During the period from January 1, 2016 to December 31, 2016, Contractor shall be paid a fixed rate per mile of \$3.95 per mile.
 - 2) During the period from January 1, 2017 to December 31, 2017 Contractor shall be paid a fixed rate per mile of \$4.28 per mile.
 - 3) During the period from January 1, 2018 to December 31, 2018, Contractor shall be paid a fixed rate per mile of \$4.46 per mile.
 - 4) During the period from January 1, 2019 to December 31, 2019, Contractor shall be paid a fixed rate per mile of \$4.63 per mile.
 - 5) During the period from January 1, 2020 to December 31, 2020, Contractor shall be paid a fixed rate per mile of \$4.81 per mile.
- c. **Management, Performance Monitoring, and Shuttle Vehicle Storage Lot Management Services.** For performing Management, Performance Monitoring, and Shuttle Vehicle Storage Lot Management Services, Contractor shall be paid upon completion, to Authority's satisfaction, for Services set forth in "Exhibit A", per the following monthly fixed fee schedule:
- 1) During the period from January 1, 2016 to December 31, 2016, Contractor shall be paid a monthly fixed fee not to exceed of Ninety-nine Thousand Dollars (\$99,000).
 - 2) During the period from January 1, 2017 to December 31, 2017 Contractor shall be paid a monthly fixed fee not to exceed of One Hundred Two Thousand Eight-three Dollars and Thirty-three Cents (\$102,083.33).
 - 3) During the period from January 1, 2018 to December 31, 2018, Contractor shall be paid a monthly fixed fee not to exceed of One Hundred Five Thousand One Hundred Sixty-six Dollars and Sixty-seven Cents (\$105,166.67).
 - 4) During the period from January 1, 2019 to December 31, 2019, Contractor shall be paid a monthly fixed fee not to exceed of One Hundred Eight Thousand Six Hundred Sixty-six Dollars and Sixty-seven Cents (\$108,666.67).
 - 5) During the period from January 1, 2020 to December 31, 2020, Contractor shall be paid a monthly fixed fee not to exceed of One Hundred Eleven Thousand Five Hundred Eighty-three Dollars and Thirty-three Cents (\$111,583.33).
- d. **Modified Compensation.** This provision is not enforceable nor applicable until six (6) months have expired from the Activation Date of the Agreement.
- 1) In addition to the above, in the event Authority directs Contractor to increase the number of In-Service Miles more than five percent (5%) above the In-Service Miles shown in Schedule A-2 – ESTIMATED IN-SERVICE MILES (hereafter, "Excess In-Service Miles") during any consecutive thirty (30) day period, Contractor shall only be compensated for those Excess In-Service Miles as follows:

ORIGINAL

- a) During the period of January 1, 2016 to December 31, 2016 a rate of \$2.53 per Excess In-Service Mile.
 - b) During the period of January 1, 2017 to December 31, 2017 a rate of \$2.74 per Excess In-Service Mile.
 - c) During the period of January 1, 2018 to December 31, 2018 a rate of \$2.85 per Excess In-Service Mile.
 - d) During the period of January 1, 2019 to December 31, 2019 a rate of \$2.96 per Excess In-Service Mile.
 - e) During the period of January 1, 2020 to December 31, 2020 a rate of \$3.08 per Excess In-Service Mile.
- 2) In the event Authority directs Contractor to decrease the number of In-Service Miles by more than five percent (5%) below the In-Service Miles shown in Schedule A-2 – IN-SERVICE MILES BY ROUTE for more than thirty (30) consecutive days at any time during the Term, Authority and Contractor agree to meet in good faith to re-negotiate the In-Service Miles rate specified in the above section entitled “b. Shuttle Service” contained within this Exhibit.

B. For Additional Services. Contractor’s compensation for Additional Services shall be as mutually agreed to by the Parties prior to Contractor providing Additional Services.

B-2. Reimbursable Expenses: In accordance with Sections 4 and 5 of the Agreement, Contractor shall be reimbursed for the following expenses:

A. Labor, Materials and Parts: Authority will reimburse Contractor the actual cost plus Fifteen Percent (15%) for access gate labor and parts related to the Shuttle Vehicle storage lot used in the provision of Services where the unit cost of each part exceeds Five Dollars (\$5).

B. Shuttle Vehicle Wrap Artwork and Interior Signage: Authority will reimburse Contractor the actual cost for vehicle wrap and interior signage used in the provision of Services where the unit cost of each item exceeds Five Dollars (\$5).

B-3. Amount Payable: The total maximum amount payable shall not exceed Twenty-nine Million Two Hundred Eight Thousand Seven Hundred Twenty-three Dollars (\$29,208,723) over the entire term of the Agreement.

EXHIBIT C – INSURANCE REQUIREMENTS FOR CONTRACTOR

Contractor shall at all times during the Term of this Agreement maintain, at its expense, the following minimum levels, and types of insurance:

- C-1. Commercial General Liability** (including, without limitation, Contractual Liability, Personal and Advertising Injury, and Products/Completed Operations coverage's written on an "occurrence," not "claims made" basis): in the amount of ten million dollars (\$10,000,000) each occurrence and in the aggregate. The required limits of liability can be achieved through a combination of primary and excess liability policies.
- A. The self-insured retention on this Commercial General Liability policy shall not exceed five hundred thousand dollars (\$500,000) unless previously approved by Authority in writing.
 - B. The Commercial General Liability policy shall be endorsed to include Authority, its agents, officers, and employees as additional insured's in the form as required by Authority.
 - C. The coverage provided to Authority, as an additional insured, shall be primary.
- C-2. Commercial Automobile Insurance:** Covering Owned, Non-Owned, or Hired Automobiles written on an "occurrence," not "claims made" basis in the amount of ten million dollars (\$10,000,000) combined single limit for bodily injury and property damage. The required limits of liability can be achieved through a combination of primary and excess liability policies. The policy shall also include comprehensive and collision physical damage coverage with deductibles no greater than twenty-five thousand dollars (\$25,000) for each claim unless previously approved by Authority in writing. The policy shall include the Authority as an Additional Insured and Loss Payee.
- C-3. Worker's Compensation and Employer's Liability:** In the amounts required by California State law, but not less than one million dollars (\$1,000,000) Employer's Liability. Such coverage shall include a waiver of subrogation endorsement in favor of Authority.
- C-4. Commercial Property:** Covering all risks of direct physical loss or damage to Contractor's business personal property, leasehold improvements and personal property of others in Contractor's care, custody and control. The property shall be insured in amounts of not less than one hundred percent (100%) of its full replacement value. The policy shall include a Waiver of Subrogation Endorsement in favor of the Authority.

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SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Memo to File

Date: March 14, 2014
To: FILE
By: Alan Parker, Senior Procurement Analyst
From: **Evaluation Panel:** Angela Shafer-Payne, David Boenitz, Scott Brickner, David Cheeney, Edgar Torres, Michael Ross, and Rick Griffin
Copy: Thella Bowens, President/CEO; Jeffrey Woodson, Vice President – Administration, Jana Vargas, Director – Procurement
Subject: Rental Car Center Shuttle Services RFP

Background: On November 27, 2013 the Authority issued the above subject RFP. Notice of the RFP was advertised in the *San Diego Daily Transcript* and on the *Authority's Website*.

Small Business Preference: None, this solicitation is a concession opportunity. ACDBE participation was encouraged.

Business Type Participation –

Prospective Firms: 43 firms viewed the opportunity. The business types are as follows:
 0 FBPC, 0 DVB, 3 DBE, 0 MIC, 3 OSB, 1 SBE, 3 MBE, 3 WBE and
 10 Local.

Submitted Proposals: The Authority received 9 proposals and 1 non-responsive proposal on January 30, 2014. The evaluation panel's shortlisted rankings of the proposals are presented below:

Firms	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	Panelist 6	Panelist 7	Total	Final Rank
ABM Parking Services	3	3	3	4	4	4	3	24	3
ACE Parking Management	4	5	7	5	7	5	5	38	5
BYD Motors Inc.	Non-responsive								
CIPS LA	8	6	5	6	8	6	6	45	7
First Transit Inc.	5	4	4	3	3	3	4	26	4
Metro Cars	7	8	8	8	6	8	8	53	8
Silverado Stages Inc.	6	7	6	7	4	7	7	44	6
SP+	1	1	2	2	2	2	1	11	2
Veolia	2	2	1	1	1	1	2	10	1

Combined Scores	Cost / Fees	Qualifications and Prior Experience of the Company	Qualifications and Prior Experience of the Management Team	Shuttle Vehicles Procurement Plan	Shuttle Service Plans	Total
ABM Parking Services	735	1380	1505	480	460	4560
ACE Parking Management	1050	990	1155	380	300	3875
BYD Motors Inc.	Non-responsive					
CIPS LA	945	930	980	270	230	3355
First Transit Inc.	1050	1620	1645	220	240	4775
Metro Cars	735	750	805	300	210	2800
Silverado Stages Inc.	945	780	875	310	320	3230
SP+	945	1860	2065	580	600	6050
Veolia	840	1800	2100	590	620	5950

The 4 highest ranked firms were invited to interview on March 13, 2014. The Respondents were asked to provide responses to a specific list of questions, prepared by the evaluation panel, which targeted the evaluation criteria presented in the RFP. The panelist's final rankings are presented below:

Firms	Panelist 1	Panelist 2	Panelist 3	Panelist 4	Panelist 5	Panelist 6	Panelist 7	Total	Final Rank
ABM Parking Services	3	3	3	3	4	3	4	23	3
First Transit Inc.	4	4	4	4	3	4	3	26	4
SP+	1	1	1	1	1	1	2	8	1
Veolia	1	2	2	2	2	2	1	12	2

Combined Scores	Cost / Fees	Qual. & Prior Company Experience	Qual. & Prior Mngt Team Experience	Shuttle Vehicles Procurement Plan	Shuttle Service Plans	Total
ABM Parking Services	980	660	630	950	1125	4345
First Transit Inc.	1400	630	555	800	925	4310
SP+	1260	945	900	1450	1400	5955
Veolia	1120	840	750	1500	1425	5635

Recommendation:

1. Issue a purchase order to SP Plus Corporation to procure sixteen (16) shuttle buses in an amount not to exceed \$7,791,277 and authorize the President/CEO to execute the purchase order; and
2. Award an Agreement to SP Plus Corporation for Rental Car Center Shuttle Services for an amount not to exceed \$29,208,723; and authorize the President/CEO to execute the agreement for (a) a term of one and one-half (1.5) years to (i) manage the procurement and delivery of sixteen (16) buses to the Authority, and (ii) test and accept the buses and the storage facilities; and (b) for a term of five (5) years, to operate the RCC buses in accordance with the Authority's defined performance specifications and standards.

SAM Search Results
List of records matching your search for :

Search Term : sp plus*
Record Status: Active

No Search Results

**SAN DIEGO COUNTY REGIONAL
AIRPORT AUTHORITY**

REQUEST FOR PROPOSALS for

Rental Car Center Shuttle Services

The San Diego County Regional Airport Authority ("Authority") seeks proposals from firms, individuals or teams of multiple firms/individuals to provide: 1) new shuttle/bus vehicles ("Shuttle Vehicles"); 2) transportation of rental car companies' customers' between the rental car center facility and the San Diego International Airport's ("Airport") terminals; and 3) operation, management and maintenance of Shuttle Vehicles.

Pre-Submittal Conference: (Attendance is not mandatory). This conference will be held in the Boardroom Conference Room at 2:00pm, on December 17, 2013.

Proposal Due Date and Time: 1:00pm, on January 17, 2014.

You must be a registered Vendor on the Authority's website to view this opportunity and receive Addenda notices. Vendor registration link: <http://www.san.org/business>.

During the Vendor registration process you will be asked to select a Business Category. The Business Category for this opportunity is: 485000 Transit and Ground Passenger Transportation

Department #: 26
Pub. Dec 2-00116218

RESOLUTION NO. 2019-0039

A RESOLUTION OF THE BOARD OF THE SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY AUTHORIZING THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE A THIRD AMENDMENT TO THE RENTAL CAR CENTER BUS OPERATIONS AGREEMENT TO : 1) REVISE THE SCOPE OF WORK AND INCREASE THE PER MILE RATE; AND 2) INCREASE THE ANNUAL MANAGEMENT FEE; AND 3) INCREASE THE MAXIMUM AMOUNT PAYABLE FROM THIRTY MILLION THREE HUNDRED SEVENTY SIX THOUSAND SEVEN HUNDRED TWENTY THREE DOLLARS (\$30,376,723) TO FORTY FIVE MILLION DOLLARS (\$45,000,000) TO ACCOMMODATE THE INTEGRATION OF FOURTEEN (14) NEW BUSES AND ASSOCIATED STAFF AND OPERATIONAL COST INCREASES

WHEREAS, the San Diego County Regional Airport Authority ("Authority") has constructed a consolidated rental car center ("RCC") on the north side of San Diego International Airport ("Airport") to serve the rental car industry and its customers, and which began operations in January 2016; and

WHEREAS, the Authority provides a consolidated shuttle bus service to transport rental car customers and the public between the RCC and the terminals at the Airport; and

WHEREAS, the shuttle buses serving the RCC provide regular and continuing transportation service to the public between the RCC and the Airport Terminals and are part of a "transit system" owned and operated by the Authority, a public entity; and

WHEREAS, the Board has approved the Airport's Short-Range Transit Plan ("Plan") describing the Airport's transit system and its operation; and

WHEREAS, the Authority determined the need for a qualified firm to procure the RCC shuttle buses and to manage the RCC Bus operation between the Rental Car Center and the Airport terminals; and

WHEREAS, the Board found it in the best interests of the Authority and the public that it serves for the Board to award an agreement to SP Plus Corporation (SP Plus) for a term of 6.5 years for RCC Shuttle Services (1.5 years to procure and test the RCC buses plus 5 years to operate the buses), upon the Terms and conditions set forth in the agreement; and

WHEREAS, the Board authorized the President/CEO to execute the agreement on September 1, 2014 for a period of 76 months to expire on December 31, 2020, with a maximum amount payable of \$29,208,723 over the entire term of the agreement; and

WHEREAS, the agreement was executed on August 19, 2014; and

WHEREAS, a First Amendment to the agreement was executed on March 29, 2016 to revise the Scope of Work and increase the maximum amount payable by \$1,168,000 to \$30,376,723, to allow for the integration and operation of temporary shuttle service; and

WHEREAS, a Second Amendment to the agreement was executed on January 6, 2017, to revise the Scope of Work, and to modify the per mile rate, to allow the operation of additional buses and the employment of additional personnel to meet the desired customer wait time of five (5) minutes or less; and

WHEREAS, in order to maintain the desired level of RCC bus service for the increased number of passengers at the Airport, an additional amendment to the agreement is required.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the President/CEO to negotiate and execute a Third Amendment to the Rental Car Center Bus Operations agreement to 1) revise the Scope of Work and increase the per mile rate, and to 2) increase the annual management fee; and

BE IT FURTHER RESOLVED that the Board authorizes the President/CEO to 3) increase the maximum amount payable from thirty million three hundred seventy six thousand seven hundred twenty three dollars (\$30,376,723) to forty five million dollars (\$45,000,000) to accommodate the integration of fourteen (14) new buses and associated staff and operations cost increases; and

BE IT FURTHER RESOLVED that the President/CEO or designee hereby is authorized, upon approval as to form by the General Counsel, to execute and deliver such an agreement; and

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

BE IT FURTHER RESOLVED the Board finds that this Board action is not a "project" as defined by the California Environmental Quality Act ("CEQA") [Cal. Pub. Res. Code §21065); and is not a "development" as defined by the California Coastal Act [Cal. Pub. Res. Code §30106).

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 4th day of April, 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

AMY L. GONZALEZ
GENERAL COUNSEL

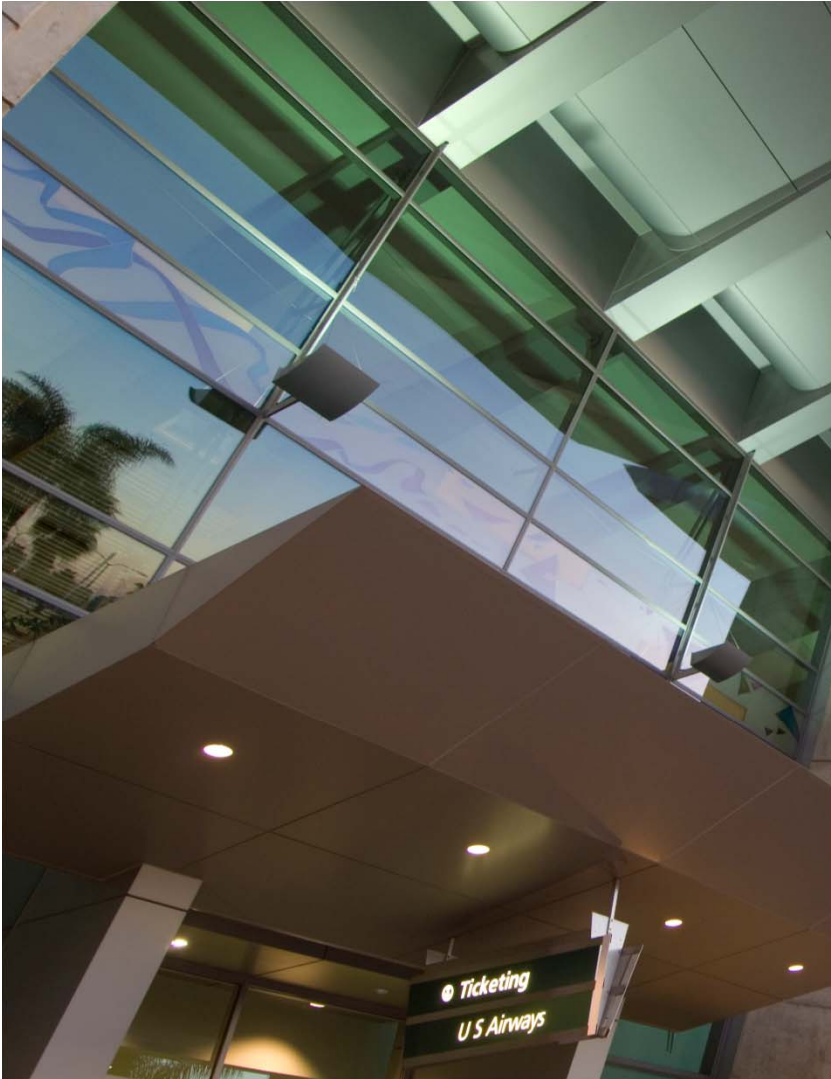
ITEM 12



Rental Car Center Bus Operations Contract Amendment

Marc Nichols
Director, Ground Transportation

April 4, 2019



RCC Opening and Transit System

- The Rental Car Center opened in January 2016
- SAN initiated the Rental Car Center Transit System concurrently
- SP Plus operates and manages the RCC Transit System
- 24 buses operating currently –
 - 16 El Dorado buses
 - 8 Used Gillig buses
 - Occasional contracted Coach Bus Service



2019 Bus Fleet - 30 Total Buses

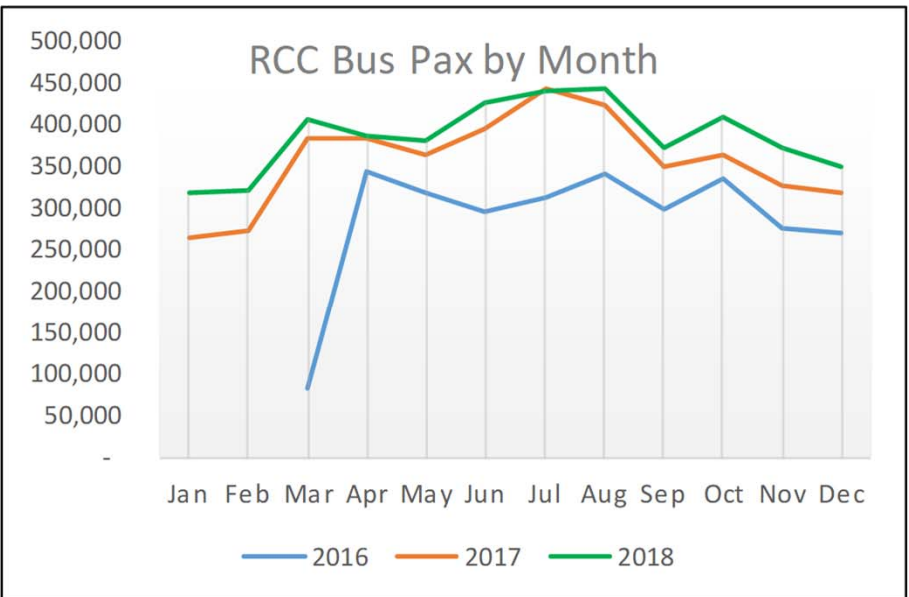
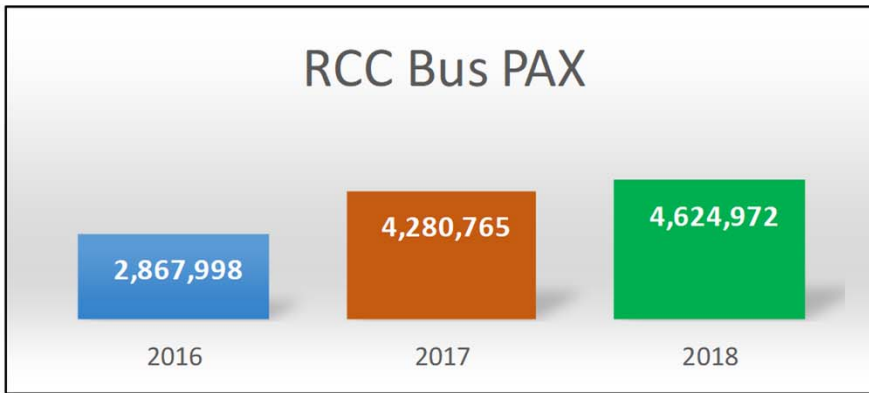
- 16 Existing El Dorado buses
- 14 New Gillig Buses
- 8 Used Avis Gillig Buses to be de-commissioned
- Cessation of 50 passenger contracted coach bus service

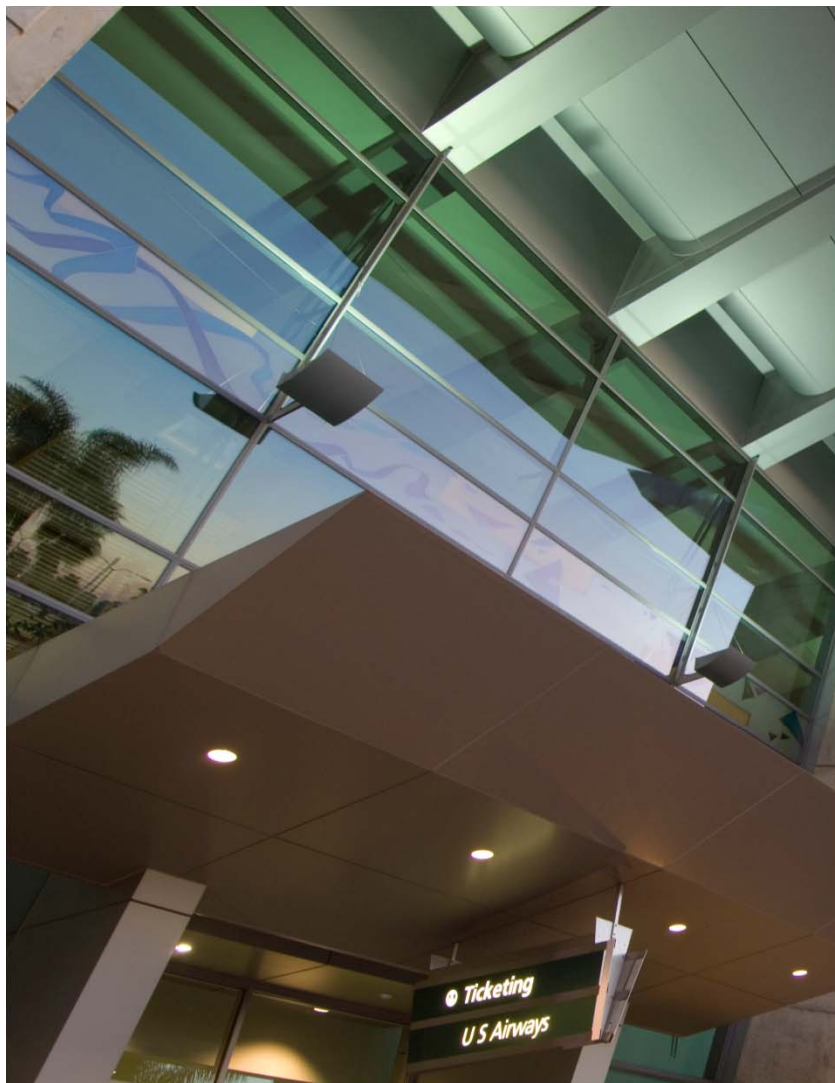
RCC Bus Passenger Activity

Calendar Year through December

	2016	2017	2018
RCC Bus PAX	2,867,998	4,280,765	4,624,972
<i>\$ Incr</i>		1,412,767	344,207
<i>% Incr</i>		49.26%	8.04%

RCC Bus PAX
\$ Incr
% Incr





Operational Requirements

As Required By Rental Car Companies

- Maintain 2 minute headways at peak times
- Maintain wait times of less than 5 minutes as requested by the rental car companies
- Enable buses to be loaded at no more than 100% capacity of seats – i.e. provide a seat for every passenger, if desired

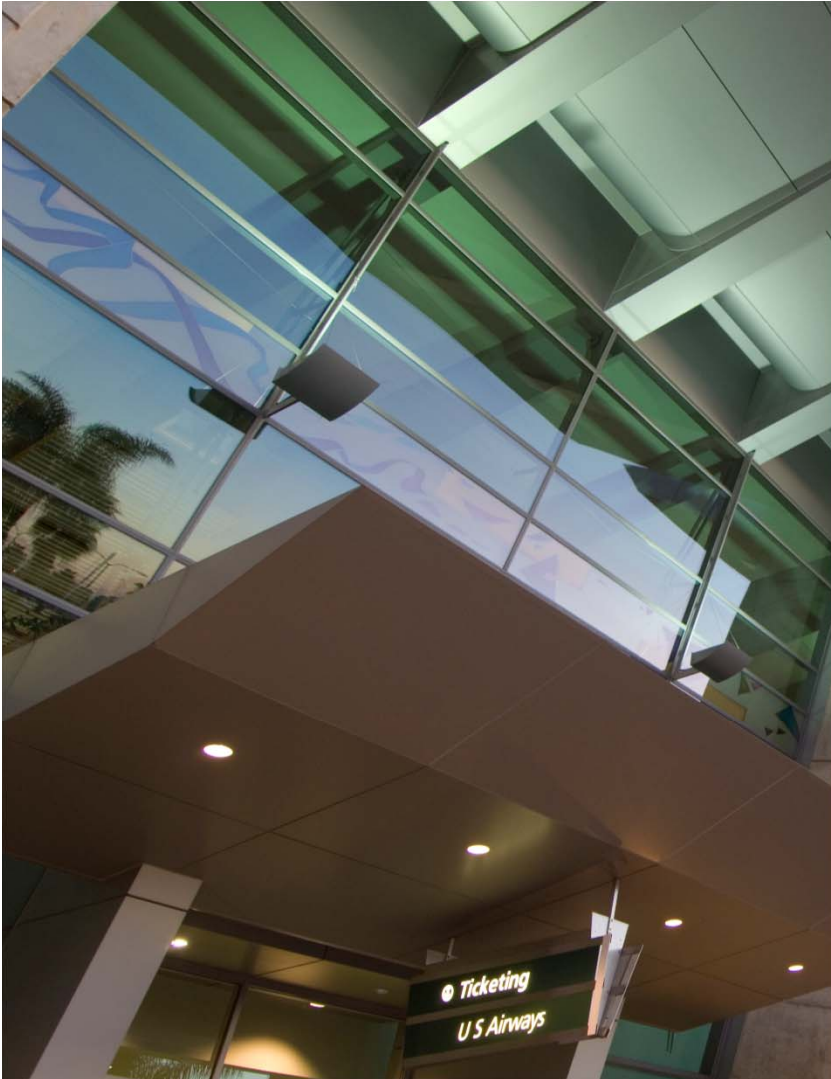


Bus Operator and Contract

Current Contract Term -

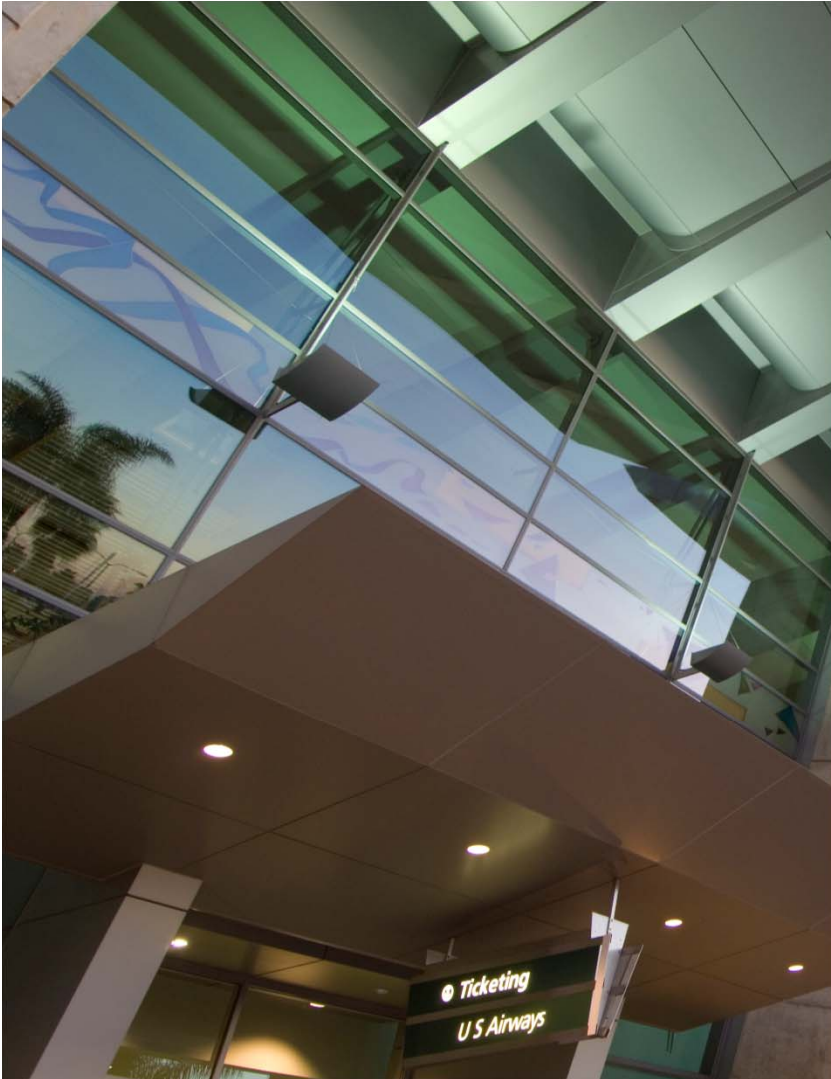
Sep- 2014 to Dec-2020

Expenses paid with CFC



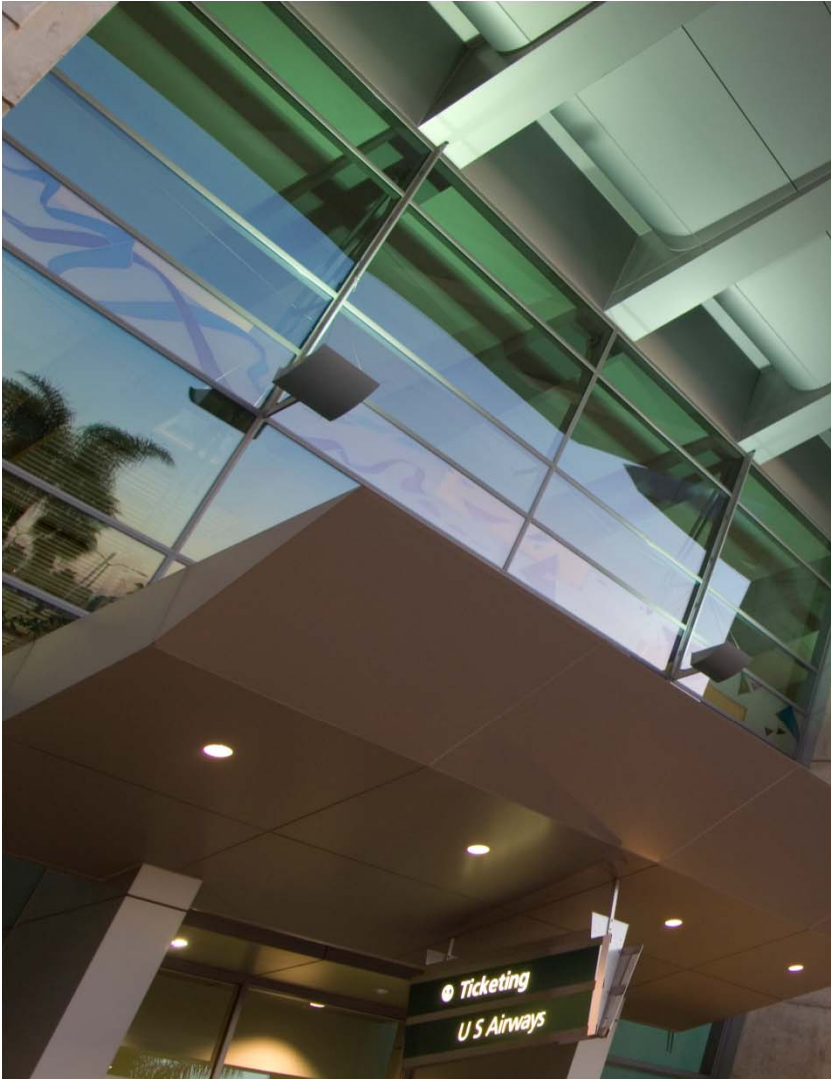
Contract Elements

- In-service Miles
- In-Service Mileage Rate
- Management Fees
- Pass-through costs



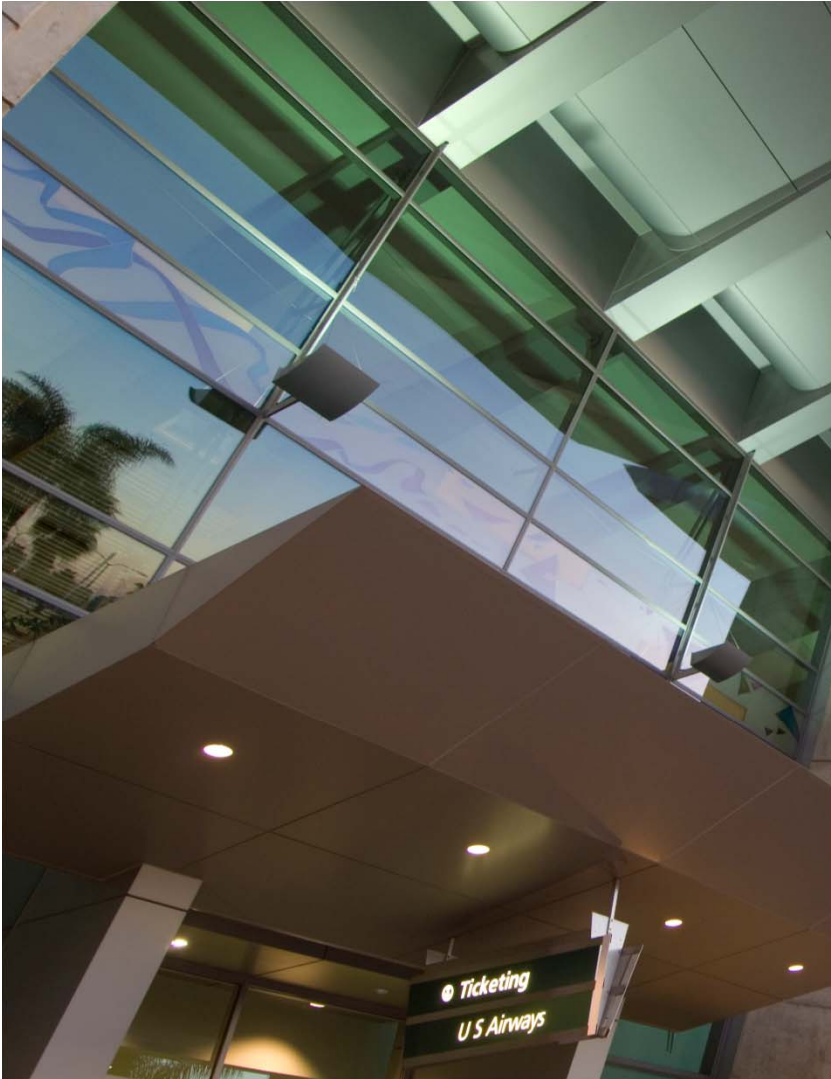
Contract Amendments

- First Amendment
 - Mar-2016
 - Allowed temporary bus service
 - Acquired used Gillig buses
 - Separate rates and fees for temp bus service
 - Allowed contracted Coach bus service
- Second Amendment
 - Allowed increases for additional buses and personnel
 - Modified mileage rate for miles increases >5%
 - Specified wait times at 5 mins or less
 - Adjusted mileage rate for El Dorados and Gillig Buses



Operational Impact

- In-service vehicles increase from 24 to 30
- In-service hours increase from 129,210 to 152,570
- In-service miles increase from 1,204,000 to 1,580,625
- Provides for 24 in-service vehicles during peak periods
- Required to maintain headways, wait times, and handle passenger/baggage volume
- Results in 20% spare ratio
- Additional personnel to provide customer service, loading, maintenance, breaks, fueling, etc.
- Additional fueling and maintenance time off-site



Operational Changes

- To the In-service mileage rate
 - Increase Drivers from 77 to 94
 - Add 1 Utility Worker/Driver
 - Some salaries increases
- Management Fee
 - Increase Supervisor staff from 7 to 8
 - Increase CSR staff from 11 to 13
 - Add 1 Admin – (Parts, Payroll, DOT)
 - Some salaries increases

Current Contract Projected Deficit

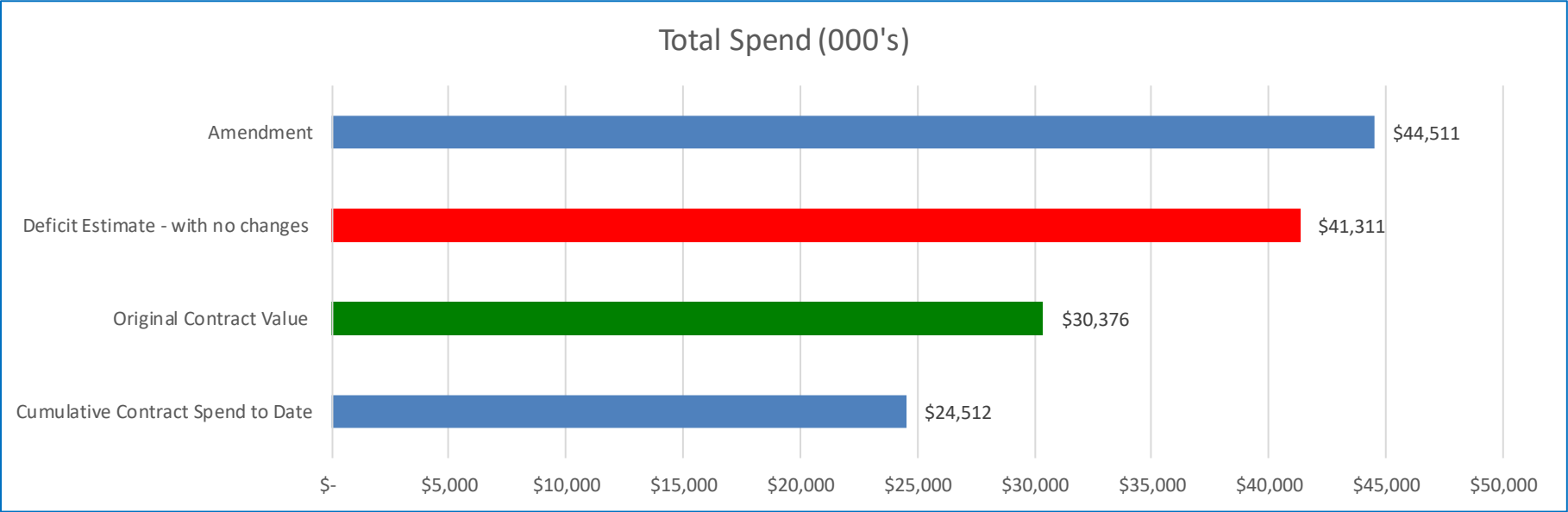
Analysis of Contract Deficit

Cumulative Contract Spend	\$ 24,511,910	<i>Through 54 months</i>
Add'l Est'd Contract Costs (No Amendment)	<u>\$ 16,798,702</u>	<i>22 remaining months</i>
Total Est'd Spend w/o Amend	\$ 41,310,612	
Orig Total Contract	<u>\$ 30,376,273</u>	<i>Through 76 months</i>
Current Est'd Contract Deficit	\$ (10,934,339)	-36.0%

Current Contract Projected Deficit

Costs to Date and Projected Estimated Costs with Amendment

Contract Version	Total Spend (000's)	Details
Cumulative Contract Spend to Date	\$ 24,512	Current contract spend through 54 months.
Original Contract Value	\$ 30,376	Original total contract value.
Deficit Estimate - with no changes	\$ 41,311	Current mileage levels, current mileage rate, current management fee. Not an option.
Amendment	\$ 44,511	New mileage levels of 1.580M miles/yr, new mileage rate, new management fee.



Recommendation

Adopt Resolution No. 2019-0039 authorizing the President/CEO to negotiate and execute a Third Amendment to the Rental Car Center Bus Operations Agreement to:

1. Revise the Scope of Work and increase the per mile rate;
2. Increase the annual management fee;
3. Increase the maximum amount payable from \$30,376,723 to \$45,000,000 to accommodate the integration of the second tranche of fourteen (14) new buses and associated staff and operations cost increases



Questions?

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

STAFF REPORT

Meeting Date: **APRIL 4, 2019**

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

Recommendation:

For information only.

Background/Justification:

Authority Policy 3.30 (2)(b) and (4)(b) require that business expenses reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting. Authority Policy 3.40 (2)(b) and (3)(b) require that travel expense reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be 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 policies 3.30 and 3.40

Fiscal Impact:

Funds for Business and Travel Expenses are included in the FY 2018-2019 Budget.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Environmental Review:

- A. 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.

Application of Inclusionary Policies:

Not applicable.

Prepared by:

TONY R. RUSSELL
DIRECTOR, BOARD SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

A. BOLING

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

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

1. TRAVELER:

Travelers Name: C. April Boling Dept: 02-Board

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 2/22/19 PLANNED DATE OF DEPARTURE/RETURN: 6/9/19 / 6/13/19

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Scottsdale, AZ Purpose: Attend Conference

Explanation: 2019 ACI - Business of Airports Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 300.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 50.00

B. LODGING	\$ 900.00
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C. MEALS	\$ 100.00
----------	-----------

D. SEMINAR AND CONFERENCE FEES	\$ 850.00
--------------------------------	-----------

E. ENTERTAINMENT (If applicable)	\$
----------------------------------	----

F. OTHER INCIDENTAL EXPENSES	\$
------------------------------	----

TOTAL PROJECTED TRAVEL EXPENSE	\$ 2,200.00
---------------------------------------	--------------------

CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 2/25/19

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature:  Date: 3/6/19

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, _____, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its _____ meeting.
(Leave blank and we will insert the meeting date.)



2019 Business of Airports Conference

June 10 - 12, 2019
 The Westin Kierland Resort & Spa
 Scottsdale, AZ

[REGISTER NOW](#)

[Early Bird Registration \(until May 31\)](#)

[EVENT](#) [HOTEL](#) [REGISTRATION](#) [SPONSORS](#) [AGENDA](#)

Early Bird Rate (Before May 31)

Member: \$850 -
 Non-Member: \$1,200

Regular Rate (After May 31)

Member: \$1,050
 Non-Member: \$1,500

US/Canadian Federal Govt.: \$475

Student: \$250
 Guest: \$275

Gala Dinner Only: \$150

More Information

[ACI/NA Sustainable Conferences Guidelines](#)

[Registration & Cancellation Policies](#)



2019 ACI-NA Business of Airports Conference Agenda (Finance Track)

Sunday, June 9, 2019

2:00pm – 5:00pm **Airport Finance Workshop** - Strategic Airport Financial Management
(Pre-registration required)

Instructor: Dr. Luigi G. (Joe) Sulmona

The Workshop will provide an interactive opportunity to examine strategic financial management best-practices. The workshop will begin with a facilitator-led dialogue on what can be done to strengthen airport financial health and even thrive in what certainly will become a more challenging structural environment. The second half of the workshop will encourage discussions between participants on what financial challenges are becoming evident, and what can be done to create sustainable outcomes that best serves airport customers and their communities. Finally, as airports begin to attract new sources of capital, the workshop will give attention to the demands for more transparency and triple-bottom line reporting.

Monday, June 10, 2019

8:00am – 4:30pm **Registration**

8:00am – 9:00am **Networking Breakfast**

8:30am – 4:00pm **Finance Committee Workshop** (Open to all registered attendees)

8:30am – 8:40am	Welcome and Opening Remarks , Catherine Kloepfer, Senior Vice President /Corporate Services & CFO, Winnipeg Airports Authority Inc., 2019 Chair, ACI-NA Finance Committee and Jay DeWitt, Deputy Aviation Director/CFO, Phoenix Sky Harbor International Airport
8:40am – 9:30am <i>1 CPE Credit</i>	Airport/Airline Business Working Group , Chaired by Tatiana Starostina, Manager, Financial Planning, Oakland International Airport 1. 2019 Business term survey
9:30am – 10:30am <i>1 CPE Credit</i>	Accounting and Financing Working Group , Chaired by John Schubert, Senior Director of Finance, Tucson Airport Authority
10:30am – 11:00am	Networking Break
11:00am – 12:15pm <i>1.5 CPE Credits</i>	Financial Impacts of Federal Policy Working Group , Greg Richardson, Assistant General Manager, City of Atlanta Department of Aviation, Hartsfield-Jackson Atlanta International Airport 1. ACI-NA Legislative Update – Annie Russo, Vice President, Government and Political Affairs, ACI-NA 2. FAA Update
12:15pm – 1:30pm	Networking Lunch
1:30pm – 2:45pm <i>1.5 CPE Credits</i>	Finance Committee Meeting , Chaired by Catherine Kloepfer, Senior Vice President /Corporate Services & CFO, Winnipeg Airports Authority Inc., 2019 Chair, ACI-NA Finance Committee 1. Welcome and Opening Remarks (5 minutes) 2. Capital Market Overview – (45 minutes) Attendees will be updated on current trends in capital financing markets and bonding structures. There will also be update on current finance trends in Canadian and international airports. Attendees should have a basic level of finance knowledge. • Chris Bergstrom, Executive Director, UBS Financial Services Inc. Public Finance 3. Canadian Update – Catherine Kloepfer, Senior Vice President /Corporate Services & CFO, Winnipeg Airports Authority Inc. (10 minutes) 4. ACI World Economics Committee Update (10 minutes) 5. Open Discussion and Announcement of 2019 Event Schedule (remaining time)
2:45pm – 3:15pm	Networking Break
3:15pm – 4:15pm <i>1 CPE Credit</i>	Strategic Planning and Performance Management Working Group , chaired by Michael Hill, Chief Financial Officer, Charlotte Douglas International Airport 1. The Annual ACI-NA Financial Benchmarking Survey
4:15pm – 5:00pm	Finance Committee Steering Group Meeting
5:00pm – 6:30pm	Networking Lounge Grand Opening and Welcome Reception

Tuesday, June 11, 2019

8:00am – 4:30pm **Registration**

8:00am – 9:00am **Breakfast in Networking Lounge**

9:00am – 9:30am **Welcome and Opening Remarks**

Speakers: James E. Bennett, Director of Aviation Services, City of Phoenix Aviation Department
Kevin M. Burke, President & CEO, ACI-NA
Candace McGraw, CEO, Cincinnati/Northern Kentucky International Airport, and
Chair, ACI-NA Board of Directors

9:30am – 10:45am **General Session 1: Insight From the Airport C-Suite**

1.5 CPE Credits

Managing airports can be a challenging job, especially with a more concentrated airline industry and the difficulty of adding air service. Airports must continue to creatively reinvent their passenger services to improve the travel experience and remain competitive. There is also a need to manage their infrastructure and community expectations, while addressing new business models and exploring additional revenue streams. This session explores the successes and challenges airport CEOs face in developing strategies, which create economic benefits and increase passenger satisfaction.

Moderator: Candace S. McGraw, CEO, Cincinnati/Northern Kentucky International Airport and Chair, ACI-NA Board of Directors

Speakers: Kimberly J. Becker, President/CEO, San Diego County Regional Airport Authority
Bryant L. Francis, Director of Aviation, Oakland International Airport
Monica Lombraña, Managing Director of Aviation and International Bridges, City of El Paso
Bob Sartor, President and CEO, Calgary Airport Authority

10:45am – 11:15am **Networking Break**

11:15am – 12:30pm **Session 1C: The Next Generation in Airport Parking business models - Variable Rate Parking**

1.5 CPE credits

Parking revenue remains the largest non-airline revenue source at North American airports. With the evolution of the ground transportation revenue model over the past several years which has seen TNC's increasingly impact parking revenues, it is imperative that airports understand the next evolution in parking which is to move from a fixed rate parking model, to a variable rate model. The future airport commercial parking model will utilize many of the same revenue management techniques utilized by both airlines and hotels for decades. This session will provide an overview of the efforts currently underway at multiple North American airports to move towards a variable rate model, the expected benefits as well as the challenges which those airports expect to face.

Speaker: Jenna Buckner, CEO, InnovAT International

12:30pm – 2:00pm **Lunch in Networking Lounge**

2:00pm – 3:15pm
1.5 CPE credits

Session 2A: Incorporating Urban and Commercial Development in and around the Airport

Joint Finance & Concessions Session

Many airports have vacant land acquired for noise abatement or other purposes. This land can be developed for compatible purposes resulting in significant revenue to the airport. Different dynamics on mixed commercial land use and land development are key drivers in delivering local economy benefits. The recent FAA Reauthorization Bill included regulatory reform of eliminating the requirement for FAA approval in order for airports to dispose, use, or lease non-airfields property purchased without federal funding, thus allowing airports greater flexibility for developing and disposing of land. This session will provide examples of development ideas and strategies that airports can use.

Moderator: Eric Podnieks, Program Manager, Real Estate and Concessions, San Diego County Regional Airport Authority

Speakers: Andrew Cohn, Director of Real Estate, Levine Investments Limited Partnership
Coleman Swartz, Director, Commercial Development, Ottawa International Airport Authority

2:00pm – 3:15pm
1.5 CPE credits

Session 2C: Getting Airport Analytics off the Ground

We live in a data-driven society, and with the sheer volume of data growing each year, managing and gaining insight from it becomes increasingly vital. But how do you get started, how do you determine what to measure, and what are some of the hidden barriers to success? Join us for an exploration of best practices and a practical look at the strategies, milestones and hurdles of an airport getting analytics off the ground.

Speakers: Mark Richards, Partner, IT Consulting, Plante Moran
Katie McCoy, Business Intelligence Manager, Charlotte-Douglas International Airport

3:15pm – 3:45pm

Networking Break

3:45pm – 5:00pm
1.5 CPE Credits

Session 3A: Ground Transportation: Airport Challenges and Opportunities for Evolving Business Models

Joint Finance & Concessions Session

Transportation Network Companies (TNCs), peer-to-peer ridesharing or rental car companies businesses have created both opportunities and challenges for airports in managing operations, revenue, and passenger experience. The evolution of technology and passenger culture will continue to put pressures on Ground Transportation with autonomous vehicles, peer to peer car rentals, and more. Learn how airports can navigate through these changes and continue to effectively maximize their operations, revenue, and increase the passenger experience.

Moderator: Ingrid Hairston, Director of Business Development, Raleigh-Durham Airport Authority

Speakers: Sam ElGord, Principal Property Manager, San Francisco International Airport
Craig Leiner, Associate Director, Ricondo

3:45pm – 5:00pm
1.5 CPE Credits

Session 3C: Rates and Charges: Current Trends and Case Studies

North American airports are trying to address congested facilities resulting from increases in traffic and the need to replace or upgrade aging facilities in the context of stagnant AIP funding levels, tapped out PFC capacity for the foreseeable future, and increasingly leveraged balance sheets. Meanwhile, airlines claim a PFC increase is not needed because they have "committed to pay for airport bonds through their own rents and fees rather than

impose higher taxes on passengers." Yet airlines resist increases in airport rates and charges. This session will explore how different airports addressed this challenge through their negotiations with airlines and selection of ratemaking regimes. We will explore the different ways to approach the business relationship (airline agreements vs. rates by resolution) and emerging hot topics in negotiations (common use bag formulas, turn fees, equalized holdroom fees, assignment and access to gates, terminal-wide common use systems, low cost terminals, etc.) Bring your questions for our expert panel of airport managers, consultants, and lawyers who have recent first-hand experience.

Wednesday, June 12, 2019

8:00am – 4:00pm **Registration**

8:00am – 9:00am **Breakfast in Networking Lounge**

9:00am – 10:00am **General Session 2: Keynote Speaker**

10:00am – 10:30am **Networking Break**

10:30am – 12:30pm **Airport Finance Roundtable by Hub Size** (*Open to all registered attendees*)
2 CPE Credits

Large Hub Airport Roundtable

Facilitators: Michael Hill, Chief Financial Officer, Charlotte Douglas International Airport
Kathleen M. Sharman, Chief Financial Officer, Greater Orlando Aviation Authority

This roundtable will focus on the following issues:

- 1) Navigating the next economic downturn in the midst of major large hub expansions
 - Alternative Financing Mechanisms
 - Maintaining your bond ratings in an environment of economic uncertainty, lack of increases in AIP funding or increase in the PFC
- 2) Trends in Airline Agreements vs Rates by Ordinance
- 3) Big data: Critical or Cliché? How is your airport using data to make decisions.

Medium Hub Airport Roundtable

Facilitators: Randy Bush, CFO, Columbus Regional Airports Authority
Brian McGonagle, Department Director of Finance, Lee County Port Authority Southwest Florida

This session is an opportunity to discuss with your peers current trends in airport accounting and finance, human resources or other topics that the Medium Hub Airport group would like to discuss. There will be a "light" agenda for the session, but please come with questions for your peers. Topics may include:

- Current trends in airline rates and charges
- Employee benefits
- Recruiting in a period of low unemployment
- Transportation Network Companies
- Parking Operations
- Planning for the next recession

- Concessions and retail
- Commercial development
- . . . and anything else you would like to discuss.

Small/Non Hub Airport Roundtable

Facilitators: Dave Armstrong, Finance Director, Spokane International Airport
Robin Strasser, Director of Administration & Finance, Fort Wayne-Allen County Airport Authority

The session is an opportunity to discuss with counterparts at small or non-hub airports. The successes and challenges at smaller airports are similar to, but at the same time different from, larger airports. The session will be in a casual discussion format with no topic off limit, and will include these topics for example:

- Your most recent Airline Agreement Negotiation / Consultation
- Rates and Charges including Capital Planning
- Transportation Network Companies and the effect on Parking
- Staffing and Organization
- GASB Pronouncements
- Please come with ANY questions or topics you want to discuss.

Canadian Airport Roundtable

Facilitator: Robert Palmer, Vice President & CFO, The Calgary Airport Authority

This roundtable will focus on the following issues:

1. AIF MOA and airline consultative process – update
2. Canadian airports privatization & CTA review – update and discussion
3. CAIS reporting feedback and input – discussion
4. Data and Performance Monitoring Working Group (DPMWG)
5. IFRS update
6. Roundtable – updates at the respective airports

12:30pm – 1:30pm **Lunch in Networking Lounge**

1:30pm – 2:45pm **General Session 3: Roundtable with Airlines**
1.5 CPE Credits

This session features representatives from airlines who will share their perspectives on many issues including industry growth projections, airport privatization and public/private partnerships, new trends in airport-airline agreements, airline input into airport capital programs and much more. And, of course, we'll look to airports in the audience for their questions and discussion with our airline panelists.

2:45pm – 3:15pm **Networking Break**

3:15pm – 4:30pm **Session 6C: Talent Review/Succession Planning**
1.5 CPE Credits
Joint Finance & HR Session

A process to understand our team members (particularly managers and up), reviewing their backgrounds, performance, strengths, and opportunities, and determining development opportunities and next career steps for each of them. This process naturally leads to succession planning discussions, as well as identifying High-Performers and High-Potential employees and having a plan for each of them.

5:30pm – 6:00pm **Awards Gala Reception** (*business or cocktail attire suggested*)

6:00pm – 9:00pm **Awards Gala Dinner** (*business or cocktail attire suggested*)

Continuing Professional Education (CPE) Information

Conference workshops are all Group-Live.

Not all of the sessions at this conference are eligible for CPE credits. Please check the individual session you wish to attend to ascertain the number of credits available.

Conference Learning Objectives:

Participants will be able to:

- Determine business practices favorable to an airport's business relationships with airlines.
- Identify potential accounting rule changes and implications to financial reporting.
- Identify financial impacts of existing and proposed federal policies.
- Determine potential impacts due to capital market changes.
- Apply global best practices in airport management.
- Apply strategic planning methods and identify performance management improvements.

Course Level: The course level is intermediate. Conference workshops are designed for individuals with a basic understanding of airport industry concepts and issues.

Prerequisite: Basic knowledge about airport business and financial management.

Advance Preparation: None

Conference participants are eligible to receive up to 17 hours of Finance CPE credits.



ACI-NA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

For more information regarding administrative policies such as refunds, cancellation and complaints, please contact Liying Gu at lgu@airportscouncil.org.



2019 Business of Airports Conference

June 10 - 12, 2019

The Westin Kierland Resort & Spa
Scottsdale, AZ

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Scottsdale, AZ 85254

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Registration and Cancellation Policies

Registration

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- Additional event tickets are not available for purchase in lieu of a registration. Only registered delegates may purchase additional tickets for their non-registered spouse or guest. A guest is defined as a person who does not work in the aviation industry. Non-registered guests will not receive a badge and may only attend events for which they have a ticket.
- By registering for the conference you are providing permission to receive emails, mailings and faxes related to the conference. If you do not wish to receive any further emails from ACI-NA, please send a reply email to: MemberServices@aci-na.org with the words "OPT-OUT" in the subject line with the original email in the body. You may notify us with your decision to opt-out within 30 days of receiving this email. Please note, if you choose to opt out of receiving email from ACI-NA, you will no longer receive ACI-NA e-newsletters, notices of upcoming meetings, sponsorship opportunities, etc. If you prefer to unsubscribe from certain electronic publications rather than opt-out from email communications entirely, please email such request to communications@aci-na.org. It may take up to 10 days to process your request. The postal address for ACI-NA is 1615 L Street, N.W., Suite 300, Washington, DC 20036.
- Full payment must accompany your registration. Credit card payment must be included for online and faxed registrations. Check payment will only be accepted with mailed forms and onsite registration forms. Your signature authorizes ACI-NA to charge your credit card the total correct amount due and acknowledges there are no refunds after, (a specific date depending on each conference).

Cancellations

- Cancellations must be received in writing to ACI-NA at meetings@airportscouncil.org no later than the date specified in your conference registration confirmation.
- Registration fees, minus a \$100 per person processing fee, will be refunded after the conference has concluded if the cancellation notice is received by the deadline date.
- No refunds will be issued for any reason for cancellations received after the date specified in your registration confirmation.
- Substitutions are honored at any time. No shows are not eligible for refunds.
- These policies apply to all types of registrations including Guest Registrations. Non-receipt of a confirmation notice before the meeting is not justification for seeking a refund. ACI-NA reserves the right to cancel this conference. In this event, we will notify all registrants and refund registration fees in full.
- Any costs incurred by the registrant, such as hotel cancellation and/or airline penalties, etc. are the responsibility of the registrant.

Photo/Video Disclaimer

By registering for and attending any event, you agree that your image may be used at any time, without further notification, for printed materials, web sites, social media and other marketing purposes.

Children

- ACI-NA meetings and events are intended for adults only and no children under the age of 16 are permitted to register or attend.
- Children under the age of 16 are not permitted on the trade show floor at anytime. Anyone under the age of 18 must be accompanied by a parent or legal guardian while on the trade show floor.

Alcohol Policy

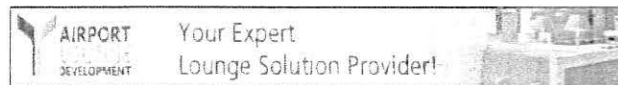
ACI-NA will not serve alcoholic beverages to anyone under the age of 21 and we reserve the right to refuse the service of alcohol to anyone who appears intoxicated.

Attendee Rosters

Attendees agree not to copy or permit to be copied, in any form or format, without the express written permission of ACI-NA, any of the contents of the ACI-NA attendee roster. Attendees also agree not to use the roster contents for any commercial, marketing, promotional, or political purposes. No solicitation is permitted by anyone except by exhibitors within the confinement of their booth.

Conflicting Events

Promotional, social and/or education events, meetings, receptions, workshops, etc. may not be held during dates/times that conflict with official ACI-NA conference times and/or educational sessions. Educational events may not be conducted at official venues without prior approval from ACI-NA.



11015 Executive Plaza North, Suite 2000, Washington, DC 20004
Tel: 202-278-2200 Fax: 202-278-2201
Phone: 202-278-2200 Fax: 202-278-2201

R. LLOYD

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

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

1. TRAVELER:

Travelers Name: Robert T. Lloyd Dept: 02-Board
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 2/22/19 PLANNED DATE OF DEPARTURE/RETURN: 6/9/19 / 6/13/19

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):

Destination: Scottsdale, AZ Purpose: Attend Conference
Explanation: 2019 ACI - Business of Airports Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 500.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 50.00

B. LODGING \$ 900.00

C. MEALS \$ 100.00

D. SEMINAR AND CONFERENCE FEES \$ 850.00

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$

TOTAL PROJECTED TRAVEL EXPENSE \$ 2,200.00

CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature: [Signature] Date: 2-22-2019

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required)

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: [Signature] Date: 3-14-19

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, _____, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its _____ meeting.
(Leave blank and we will insert the meeting date.)



2019 Business of Airports Conference

June 10 - 12, 2019

The Westin Kierland Resort & Spa
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Early Bird Rate (Before May 3)

Member: \$850 -

Non-Member: \$1,200

Regular Rate (After May 3)

Member: \$1,050

Non-Member: \$1,500

US/Canadian Federal Govt: \$475

Student: \$250

Guest: \$275

Gala Dinner Only: \$150

More Information

[ACI/NA Sustainable Conferences
Guidelines](#)

[Registration & Cancellation Policies](#)



2019 ACI-NA Business of Airports Conference Agenda (Concessions Track)

Sunday, June 9, 2019

Phoenix Sky Harbor International Airport Tour
(TBC)

Monday, June 10, 2019

8:00am – 4:30pm **Registration**

8:00am – 9:00am **Networking Breakfast**

9:00am – 10:30am **Commercial Management Committee Workshop** (*Open to all registered attendees*)

Welcome and Opening Remarks

Speaker: Eric L. Johnson, Director, Commercial Management & Airline Affairs, Minneapolis-St. Paul Metropolitan Airports Commission

ACI-NA Annual Concessions Benchmarking Results Summary

The findings of the 2019 Airport Concessions Benchmarking Survey will be presented. The survey results readily show that airports continue to creatively reinvent their concessions programs to improve the travel experience and explore new revenue streams.

Speakers: Paul Gerrety, Manager, Airport Properties, Business Development, Jacksonville Aviation Authority

Liz Grzechowiak, Assistant Director, Concessions and Business Development, Minneapolis-St. Paul Metropolitan Airports Commission

Airport Roundtable *(Open to all registered attendees)*

This session allows airport and World Business Partners/Associate members an opportunity to hear about ongoing airport concessions/non-aeronautical projects and developments throughout the ACI-NA airport membership.

This exciting new session will provide an excellent opportunity for everyone involved in airport concessions, and especially those new to the airport arena, to learn more about the industry and potential new opportunities.

10:30am – 11:00am **Networking Break**

11:00am – 12:15pm **Joint Meeting: Business Diversity Committee and Commercial Management Committee - FAA Update**

Get the latest information on FAA's Disadvantaged Business Enterprise (DBE) and Airport Concession DBE (ACDBE) programs to help expand opportunities for small businesses owned and controlled by socially and economically disadvantaged individuals and to ensure compliance with federal regulations.

12:15pm – 1:30pm **Networking Lunch**

1:30pm – 3:15pm **Commercial Management Airports Only Meeting** *(Open to all registered airports)*

The Airports Only Meeting provides airport managers an opportunity to share thoughts, best practices and have an open discussion regarding current issue.

3:15pm – 5:00pm **Networking Time**

On-your-own networking time where airports, concession operators, and small business owners can meet and exchange contacts for future business relationships. Airports will be able to meet with potential tenants and/or service providers.

5:00pm – 6:30pm **Networking Lounge Grand Opening and Welcome Reception**

Tuesday, June 11, 2019

8:00am – 4:30pm **Registration**

8:00am – 9:00am **Breakfast in Networking Lounge**

9:00am – 9:30am **Welcome and Opening Remarks**

Speakers: James E. Bennett, Director of Aviation Services, City of Phoenix Aviation Department
Kevin M. Burke, President & CEO, ACI-NA
Candace McGraw, CEO, Cincinnati/Northern Kentucky International Airport, and
Chair, ACI-NA Board of Directors

9:30am – 10:45am **General Session 1: Insight From the Airport C-Suite**

Managing airports can be a challenging job, especially with a more concentrated airline industry and the difficulty of adding air service. Airports must continue to creatively reinvent their passenger services to improve the travel experience and remain competitive. There is also a need to manage their infrastructure and community expectations, while addressing new business models and exploring additional revenue streams. This session explores the successes and challenges airport CEOs face in developing strategies, which create economic benefits and increase passenger satisfaction.

Moderator: Candace S. McGraw, CEO, Cincinnati/Northern Kentucky International Airport and Chair, ACI-NA Board of Directors

Speakers: Kimberly J. Becker, President/CEO of the San Diego County Regional Airport Authority
Monica Lombraña, Managing Director of Aviation and International Bridges, City of El Paso
Bob Sartor, President and CEO, Calgary Airport Authority

10:45am – 11:15am **Networking Break**

11:15am – 12:30pm **Session 1A: Technology and Transforming the Airport Ecosystem**

Airports are a component of a dynamic industry, continually causing and adapting to change. Today, new technologies play a pivotal role in how passengers travel. Technologies have revolutionized the passenger journey and become the norm. Adopting and implementing new technologies requires collaboration with stakeholders, as well as integration with existing infrastructure.

This session will discuss the roles, responsibilities, and strategic management of airports in developing technologies and analytic solutions. Airports have been amassing data analytics on various aspects of operations. Learn how airports and stakeholders can harness data analytics to drive strategies for increasing incremental revenue.

Moderator: Deven Judd, Director Customer & Concessions Development, Metropolitan Washington Airports Authority

Speakers: Logan Meier, Vice President, Emerging Technology, Airports & Events, Unibail-Rodamco-Westfield Airports, LLC ("Westfield")
Leslie Ruiz, Senior Business Analyst from Barich, Inc.

12:30pm – 2:00pm **Lunch in Networking Lounge**

2:00pm – 3:15pm **Session 2A: Incorporating Urban and Commercial Development in and around the Airport**

Joint Concessions & Finance Session

Many airports have vacant land acquired for noise abatement or other purposes. This land can be developed for compatible purposes resulting in significant revenue to the airport. Different dynamics on mixed commercial land use and land development are key drivers in delivering local economy benefits. The recent FAA Reauthorization Bill included regulatory reform of eliminating the requirement for FAA approval in order for airports to dispose, use, or lease non-airfields property purchased without federal funding, thus allowing airports greater flexibility for developing and disposing of land. This session will provide examples of development ideas and strategies that airports can use.

Moderator: Eric Podnieks, Program Manager, Real Estate and Concessions, San Diego County Regional Airport Authority

Speaker: Coleman Swartz, Director, Commercial Development, Ottawa International Airport Authority

3:15pm – 3:45pm **Networking Break**

3:45pm – 5:00pm **Session 3A: Ground Transportation: Airport Challenges and Opportunities for Evolving Business Models**
Joint Concessions & Finance Session

Transportation Network Companies (TNCs), peer-to-peer ridesharing or rental car companies businesses have created both opportunities and challenges for airports in managing operations, revenue, and passenger experience. The evolution of technology and passenger culture will continue to put pressures on Ground Transportation with autonomous vehicles, peer to peer car rentals, and more. Learn how airports can navigate through these changes and continue to effectively maximize their operations, revenue, and increase the passenger experience.

Moderator: Ingrid Hairston, Director of Business Development, Raleigh-Durham Airport Authority

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Wednesday, June 12, 2019

8:00am – 4:00pm **Registration**

8:00am – 9:00am **Breakfast in Networking Lounge**

9:00am – 10:00am **General Session 2: Keynote Speaker**

10:00am – 10:30am **Networking Break**

10:30am – 11:30am **Concessions Roundtable**
The roundtables provide a forum to engage in candid discussions with your peers regarding two hot topics in airport concessions.

Session 4A: Concessions Barriers to Entry and Strategies

Airport concessions programs continue to mature and develop, and are an increasingly important element for the airport experience. However, both concessionaires and airports face challenges in delivering operational efficiencies. Join us to learn about strategies the airports and concessionaires can use. Topics will focus on living wages, recruitment – retention and the quality of the workforce, operational challenges – badging and value of time.

Facilitators: Laurie Noyes, Vice President of Airport Concessions, Tampa International Airport
Liz Grzechowiak, Assistant Director, Concessions and Business Development, Minneapolis-St. Paul Metropolitan Airports Commission

11:30am – 12:30pm **Session 5A: Recent Trends in Airport Concessions Models**

Airports have several concession management models they can choose from on what works best for their airport. Models include direct leasing, prime concessionaires, fee managers, and private developers among others. There are obviously advantages and disadvantages of each model, and some airports have chosen one or the other for a variety of reasons. What does the future hold for Concessions Models?

Facilitators: Daniel Cappell, Director, LeighFisher
Amy Snyder, Property & Contract Administrator, Boise Airport

12:30pm – 1:30pm **Lunch in Networking Lounge**

1:30pm – 2:45pm **General Session 3: Roundtable with Airlines**

This session features representatives from airlines who will share their perspectives on many issues including industry growth projections, airport privatization and public/private partnerships, new trends in airport-airline agreements, airline input into airport capital programs and much more. And, of course, we'll look to airports in the audience for their questions and discussion with our airline panelists.

2:45pm – 3:15pm **Networking Break**

3:15pm – 4:30pm **Session 6A: Concessions Construction**

Moderator: Michael Mullaney, Executive Vice President, Hudson Group

5:30pm – 6:00pm **Awards Gala Reception** (*business or cocktail attire suggested*)

6:00pm – 9:00pm **Awards Gala Dinner** (*business or cocktail attire suggested*)



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- By registering for the conference you are providing permission to receive emails, mailings and faxes related to the conference. If you do not wish to receive any further emails from ACI-NA, please send a reply email to: MemberServices@aci-na.org with the words "OPT-OUT" in the subject line with the original email in the body. You may notify us with your decision to opt-out within 30 days of receiving this email. Please note, if you choose to opt out of receiving email from ACI-NA, you will no longer receive ACI-NA e-newsletters, notices of upcoming meetings, sponsorship opportunities, etc. If you prefer to unsubscribe from certain electronic publications rather than opt-out from email communications entirely, please email such request to communications@aci-na.org. It may take up to 10 days to process your request. The postal address for ACI-NA is 1615 L Street, N.W., Suite 300, Washington, DC 20036.
- Full payment must accompany your registration. Credit card payment must be included for online and faxed registrations. Check payment will only be accepted with mailed forms and onsite registration forms. Your signature authorizes ACI-NA to charge your credit card the total correct amount due and acknowledges there are no refunds after (a specific date depending on each conference).

Cancellations

- Cancellations must be received in writing to ACI-NA at meetings@airportscouncil.org no later than the date specified in your conference registration confirmation.
- Registration fees, minus a \$100 per person processing fee, will be refunded after the conference has concluded if the cancellation notice is received by the deadline date.
- No refunds will be issued for any reason for cancellations received after the date specified in your registration confirmation.
- Substitutions are honored at any time. No shows are not eligible for refunds.
- These policies apply to all types of registrations including Guest Registrations. Non-receipt of a confirmation notice before the meeting is not justification for seeking a refund. ACI-NA reserves the right to cancel this conference. In this event, we will notify all registrants and refund registration fees in full.
- Any costs incurred by the registrant, such as hotel cancellation or airline penalties, etc., are the responsibility of the registrant.

Photo/Video Disclaimer

By registering for and attending any event, you agree that your image may be used at any time, without further notification, for printed materials, web sites, social media and other marketing purposes.

Children

- ACI-NA meetings and events are intended for adults only and no children under the age of 16 are permitted to register or attend.
- Children under the age of 16 are not permitted on the trade show floor at anytime. Anyone under the age of 18 must be accompanied by a parent or legal guardian while on the trade show floor.

Alcohol Policy

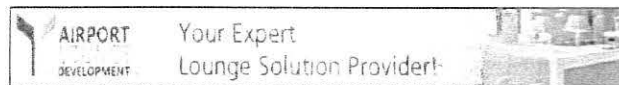
ACI-NA will not serve alcoholic beverages to anyone under the age of 21 and we reserve the right to refuse the service of alcohol to anyone who appears intoxicated.

Attendee Rosters

Attendees agree not to copy or permit to be copied, in any form or format, without the express written permission of ACI-NA, any of the contents of the ACI-NA attendee roster. Attendees also agree not to use the roster contents for any commercial, marketing, promotional, or political purposes. No solicitation is permitted by anyone except by exhibitors within the confinement of their booth.

Conflicting Events

Promotional, social and/or education events, meetings, receptions, workshops, etc. may not be held during dates/times that conflict with official ACI-NA conference times and/or educational sessions. Educational events may not be conducted at official venues without prior approval from ACI-NA.



1119 West 21st Street, Suite 200, St. Louis, MO 63103
Tel: 314.241.1000 | Fax: 314.241.1001
Email: info@airportdevelopment.com

M. SCHUMACHER

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

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

1. TRAVELER:

Travelers Name: Michael Schumacher Dept: 02-Board

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 2/22/19 PLANNED DATE OF DEPARTURE/RETURN: 6/9/19 / 6/13/19

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Scottsdale, AZ Purpose: Attend Conference
Explanation: 2019 ACI - Business of Airports Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 500.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 50.00

B. LODGING \$ 900.00

C. MEALS \$ 100.00

D. SEMINAR AND CONFERENCE FEES \$ 850.00

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 2,200.00

CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 2/25/2019

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature:  Date: 3-14-19

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, _____, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its _____ meeting.
(Leave blank and we will insert the meeting date.)



2019 Business of Airports Conference

June 10 - 12, 2019
The Westin Kierland Resort & Spa
Scottsdale, AZ

[REGISTER NOW](#)

[Early Bird Registration \(until May 3\)](#)

[EVENT](#) [HOTEL](#) [REGISTRATION](#) [SPONSORS](#) [AGENDA](#)

Early Bird Rate (Before May 3)

Member: \$850

Non-Member: \$1,200

Regular Rate (After May 3)

Member: \$1,050

Non-Member: \$1,500

US/Canadian Federal Govt.: \$475

Student: \$250

Guest: \$275

Gala Dinner Only: \$150

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[Date Lines](#)

[Registration & Cancellation Policies](#)



2019 ACI-NA Business of Airports Conference Agenda (Concessions Track)

Sunday, June 9, 2019

Phoenix Sky Harbor International Airport Tour
(TBC)

Monday, June 10, 2019

8:00am – 4:30pm **Registration**

8:00am – 9:00am **Networking Breakfast**

9:00am – 10:30am **Commercial Management Committee Workshop** (*Open to all registered attendees*)

Welcome and Opening Remarks

Speaker: Eric L. Johnson, Director, Commercial Management & Airline Affairs, Minneapolis-St. Paul Metropolitan Airports Commission

ACI-NA Annual Concessions Benchmarking Results Summary

The findings of the 2019 Airport Concessions Benchmarking Survey will be presented. The survey results readily show that airports continue to creatively reinvent their concessions programs to improve the travel experience and explore new revenue streams.

Speakers: Paul Gerrety, Manager, Airport Properties, Business Development, Jacksonville Aviation Authority

Liz Grzechowiak, Assistant Director, Concessions and Business Development, Minneapolis-St. Paul Metropolitan Airports Commission

Airport Roundtable (*Open to all registered attendees*)

This session allows airport and World Business Partners/Associate members an opportunity to hear about ongoing airport concessions/non-aeronautical projects and developments throughout the ACI-NA airport membership.

This exciting new session will provide an excellent opportunity for everyone involved in airport concessions, and especially those new to the airport arena, to learn more about the industry and potential new opportunities.

10:30am – 11:00am **Networking Break**

11:00am – 12:15pm **Joint Meeting: Business Diversity Committee and Commercial Management Committee - FAA Update**

Get the latest information on FAA's Disadvantaged Business Enterprise (DBE) and Airport Concession DBE (ACDBE) programs to help expand opportunities for small businesses owned and controlled by socially and economically disadvantaged individuals and to ensure compliance with federal regulations.

12:15pm – 1:30pm **Networking Lunch**

1:30pm – 3:15pm **Commercial Management Airports Only Meeting** (*Open to all registered airports*)

The Airports Only Meeting provides airport managers an opportunity to share thoughts, best practices and have an open discussion regarding current issue.

3:15pm – 5:00pm **Networking Time**

On-your-own networking time where airports, concession operators, and small business owners can meet and exchange contacts for future business relationships. Airports will be able to meet with potential tenants and/or service providers.

5:00pm – 6:30pm **Networking Lounge Grand Opening and Welcome Reception**

Tuesday, June 11, 2019

8:00am – 4:30pm **Registration**

8:00am – 9:00am **Breakfast in Networking Lounge**

9:00am – 9:30am **Welcome and Opening Remarks**

Speakers: James E. Bennett, Director of Aviation Services, City of Phoenix Aviation Department
Kevin M. Burke, President & CEO, ACI-NA
Candace McGraw, CEO, Cincinnati/Northern Kentucky International Airport, and
Chair, ACI-NA Board of Directors

9:30am – 10:45am **General Session 1: Insight From the Airport C-Suite**

Managing airports can be a challenging job, especially with a more concentrated airline industry and the difficulty of adding air service. Airports must continue to creatively reinvent their passenger services to improve the travel experience and remain competitive. There is also a need to manage their infrastructure and community expectations, while addressing new business models and exploring additional revenue streams. This session explores the successes and challenges airport CEOs face in developing strategies, which create economic benefits and increase passenger satisfaction.

Moderator: Candace S. McGraw, CEO, Cincinnati/Northern Kentucky International Airport and Chair, ACI-NA Board of Directors

Speakers: Kimberly J. Becker, President/CEO, San Diego County Regional Airport Authority
Bryant L. Francis, Director of Aviation, Oakland International Airport
Monica Lombraña, Managing Director of Aviation and International Bridges, City of El Paso
Bob Sartor, President and CEO, Calgary Airport Authority

10:45am – 11:15am **Networking Break**

11:15am – 12:30pm **Session 1A: Technology and Transforming the Airport Ecosystem**

Airports are a component of a dynamic industry, continually causing and adapting to change. Today, new technologies play a pivotal role in how passengers travel. Technologies have revolutionized the passenger journey and become the norm. Adopting and implementing new technologies requires collaboration with stakeholders, as well as integration with existing infrastructure.

This session will discuss the roles, responsibilities, and strategic management of airports in developing technologies and analytic solutions. Airports have been amassing data analytics on various aspects of operations. Learn how airports and stakeholders can harness data analytics to drive strategies for increasing incremental revenue.

Moderator: Deven Judd, Director Customer & Concessions Development, Metropolitan Washington Airports Authority

Speakers: Daver Malik, Deputy Airport Director/ACIO, Phoenix Sky Harbor International Airport
Logan Meier, Vice President, Emerging Technology, Airports & Events, Unibail-Rodamco-Westfield Airports, LLC ("Westfield")
Leslie Ruiz, Senior Business Analyst from Barich, Inc.
Jeffrey Wilkinson, Chief Information Officer, Delaware North

12:30pm – 2:00pm **Lunch in Networking Lounge**

2:00pm – 3:15pm **Session 2A: Incorporating Urban and Commercial Development in and around the Airport**

Joint Concessions & Finance Session

Many airports have vacant land acquired for noise abatement or other purposes. This land can be developed for compatible purposes resulting in significant revenue to the airport. Different dynamics on mixed commercial land use and land development are key drivers in delivering local economy benefits. The recent FAA Reauthorization Bill included regulatory reform of eliminating the requirement for FAA approval in order for airports to dispose, use, or lease non-airfields property purchased without federal funding, thus allowing airports greater flexibility for developing and disposing of land. This session will provide examples of development ideas and strategies that airports can use.

Moderator: Eric Podnieks, Program Manager, Real Estate and Concessions, San Diego County Regional Airport Authority

Speaker: Coleman Swartz, Director, Commercial Development, Ottawa International Airport Authority

3:15pm – 3:45pm **Networking Break**

3:45pm – 5:00pm **Session 3A: Ground Transportation: Airport Challenges and Opportunities for Evolving Business Models**

Joint Concessions & Finance Session

Transportation Network Companies (TNCs), peer-to-peer ridesharing or rental car companies businesses have created both opportunities and challenges for airports in managing operations, revenue, and passenger experience. The evolution of technology and passenger culture will continue to put pressures on Ground Transportation with autonomous vehicles, peer to peer car rentals, and more. Learn how airports can navigate through these changes and continue to effectively maximize their operations, revenue, and increase the passenger experience.

Moderator: Ingrid Hairston, Director of Business Development, Raleigh-Durham Airport Authority

Speakers: Sam ElGord, Principal Property Manager, San Francisco International Airport
Craig Leiner, Associate Director, Ricondo

Wednesday, June 12, 2019

8:00am – 4:00pm **Registration**

8:00am – 9:00am **Breakfast in Networking Lounge**

9:00am – 10:00am **General Session 2: Keynote Speaker**

10:00am – 10:30am **Networking Break**

10:30am – 11:30am **Concessions Roundtable**

The roundtables provide a forum to engage in candid discussions with your peers regarding two hot topics in airport concessions.

Session 4A: Concessions Barriers to Entry and Strategies

Airport concessions programs continue to mature and develop, and are an increasingly important element for the airport experience. However, both concessionaires and airports face challenges in delivering operational efficiencies. Join us to learn about strategies the airports and concessionaires can use. Topics will focus on living wages, recruitment – retention and the quality of the workforce, operational challenges – badging and value of time.

Facilitators: Laurie Noyes, Vice President of Airport Concessions, Tampa International Airport
Liz Grzechowiak, Assistant Director, Concessions and Business Development, Minneapolis-St. Paul Metropolitan Airports Commission

11:30am – 12:30pm **Session 5A: Recent Trends in Airport Concessions Models**

Airports have several concession management models they can choose from on what works best for their airport. Models include direct leasing, prime concessionaires, fee managers, and private

developers among others. There are obviously advantages and disadvantages of each model, and some airports have chosen one or the other for a variety of reasons. What does the future hold for Concessions Models?

Facilitators: Daniel Cappell, Director, LeighFisher
Amy Snyder, Property & Contract Administrator, Boise Airport

12:30pm – 1:30pm **Lunch in Networking Lounge**

1:30pm – 2:45pm **General Session 3: Roundtable with Airlines**

This session features representatives from airlines who will share their perspectives on many issues including industry growth projections, airport privatization and public/private partnerships, new trends in airport-airline agreements, airline input into airport capital programs and much more. And, of course, we'll look to airports in the audience for their questions and discussion with our airline panelists.

2:45pm – 3:15pm **Networking Break**

3:15pm – 4:30pm **Session 6A: Concessions Construction**

Moderator: Michael Mullaney, Executive Vice President, Hudson Group

5:30pm – 6:00pm **Awards Gala Reception** (*business or cocktail attire suggested*)

6:00pm – 9:00pm **Awards Gala Dinner** (*business or cocktail attire suggested*)



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The Westin Kierland Resort & Spa
Scottsdale, AZ

[REGISTER NOW](#)

[Early Bird Registration \(Until May 3\)](#)

[EVENT](#) [HOTEL](#) [REGISTRATION](#) [SPONSORS](#) [AGENDA](#)

Hotel Information



[The Westin Kierland Resort & Spa](#)

6902 East Greenway Parkway
Scottsdale, AZ 85254

For reservations, please [click here](#) or call the Hotel Reservations Line at (800)-354-5892 or the hotel direct line at (480)-624-1000. Be sure to identify yourself as being with the ACI-NA group to receive the special rate of \$215 USD single/double occupancy plus applicable tax.

The booking deadline is **Friday, May 17, 2019**.

Please note that the discounted ACI-NA rate may sell out before the booking deadline. We recommend you book as soon as possible to secure your accommodations.

Note: All guests that reserve rooms in the ACI-NA block will NOT be charged a \$35 resort fee. If you would like to take advantage of the resort amenities, you will need to opt-in at the time of your check-in, and at that time you will be charged the \$35 daily resort fee.



Registration and Cancellation Policies

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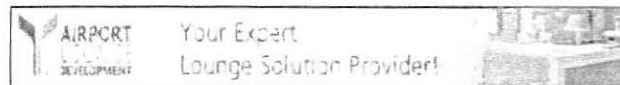
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10775 Woodloch Court, Markham, Ontario, L3R 9V7
 Tel: 905.477.2466 Fax: 905.477.1500
 Airport Development Inc. Fax: 905-477-1500

MARK WEST

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

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

1. TRAVELER:

Travelers Name: Mark B. West Dept: 02-Board
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 2/22/19 PLANNED DATE OF DEPARTURE/RETURN: 6/9/19 / 6/13/19

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Scottsdale, AZ Purpose: Attend Conference
Explanation: 2019 ACI - Business of Airports Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 500.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 50.00
B. LODGING	\$ 900.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$ 850.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2,200.00

CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 2-25-19

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature:  Date: 3-14-19

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, _____, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its _____ meeting.
(Leave blank and we will insert the meeting date.)



2019 Business of Airports Conference

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 The Westin Kierland Resort & Spa
 Scottsdale, AZ

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[EVENT](#) [HOTEL](#) [REGISTRATION](#) [SPONSORS](#) [AGENDA](#)

Early Bird Rate (Before May 3)
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 Non-Member: \$1,200

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 Member: \$1,050
 Non-Member: \$1,500

US/Canadian Federal Govt.: \$475
 Student: \$250
 Guest: \$275
 Gala Dinner Only: \$150

More Information

[A2 - NA Sustainable Conferencing Guidelines](#)

[Registration & Cancellation Policies](#)



2019 ACI-NA Business of Airports Conference Agenda (Human Resource Track)

Monday, June 10, 2019

8:00am –4:30pm **Registration**

8:00am – 9:00am **Networking Breakfast**

9:00am – 2:00pm **HR Steering Group Meeting – Open**

9:00am –10:30am **Welcome and Opening Remarks**
Rosa Beckett, Chief Administrative Officer, Jacksonville Aviation Authority and Chair, Human Resources Committee

Introduction of the ACI-NA Human Resources Steering Group Members

HR Working Group Updates

Compensation and Benefits Benchmarking Survey

Inaugurated in 2008, the ACI-NA Compensation and Benefits Benchmarking survey was a response to requests from Airport Directors for a credible, reliable, and legally compliant source of market compensation data. 2018 represents the tenth annual survey conducted by Western Management Group. The latest survey encompassed data on over 13,000 employees in 111 different industry specific jobs. Survey released in August of each year and the survey results are made available the following February.

Workforce Planning Working Group

The working group continues to concentrate in the area of developing executive level leadership and succession planning strategies through creating predictable pipelines of trained, qualified, and motivated airport professionals.

- **Executive Leadership Exchange Program**
- **Edge4Vets**
- **Aviation Awareness Campaign**

Sustainability Integration Council

10:30am –11am **AM Networking Break**

11am – 12pm **Human Resources Committee Workshop**

Rotating Roundtables (1.25 PDC)

Discuss, brainstorm, and come up with potential solutions and uncover industry best practices with fellow colleagues on current hot topics that human resources professionals are facing at their airports. The focus sessions are open to every participant and led by an industry leader who has experience with the challenge. Share with your peers Success Stories, BIG WINS and A HA Moments.

Concurrent - Canadian Airports HR Roundtable (1.25 PDC)

A forum to network with your Canadian airport peers; this interactive roundtable discussion will focus of relevant human resources topics facing Canadian airports. Bring along a topic that is important to you, share it, and hear the perspective of other human resources professionals. Topics may include, but are not limited to, collective bargaining outcomes or strategies, grievances and arbitration decisions, changes to employment laws, and human resources programs.

12:15pm to 1:30pm **Joint Buffet Lunch**

1:30pm – 5:00pm **Human Resources Committee Workshop (Continued)**

1:30 – 2:45pm **Building an Inclusive Culture (1.25 PDC)**

Joint Session with Business Diversity Committee

Research shows that diverse teams perform better because of the differing perspectives brought to the table. Companies with higher levels of diversity in employment and contracting are also more likely to have better financial results, showing that inclusion can be a competitive differentiator. Learn how successful organizations coordinate a culture of diversity across the entire operation and avoid soloed programs in individual departments.

2:45pm-3:15pm **Network Break**

3:30pm-4:45pm **Multi-Generational Workforce-Interaction and Knowledge Transition (1.25 PDC)**

As Millennials become the largest workforce and I Gen enters the workplace, developing strategy to understand the new generations and to transfer the lifelong knowledge from Baby Boomers and Gen X would be the key path to a successful workforce planning. The Multi-Generational Sub-WG will demonstrate the discussion on this issue they will have had and present a user guild/toolkit to the audience.

5:00pm – 6:30pm **Networking Lounge Grand Opening and Welcome Reception**

Tuesday, June 11, 2019

8:00am – 4:30pm **Registration**

8:00am – 9:00am **Breakfast in Networking Lounge**

9:00am – 9:30am **Welcome and Opening Remarks**

9:30am – 10:45am **General Session 1: Insight From the Airport C-Suite**

Managing airports can be a challenging job, especially with a more concentrated airline industry and the difficulty of adding air service. Airports must continue to creatively reinvent their passenger services to improve the travel experience and remain competitive. There is also a need to manage their infrastructure and community expectations, while addressing new business models and exploring additional revenue streams. This session explores the successes and challenges airport CEOs face in developing strategies, which create economic benefits and increase passenger satisfaction.

10:45am – 11:15am **Networking Break**

11:15am-12:30pm **Session 1D: How to Harness Creativity and Innovation From Within Airports (1.25 PDC)**

As the power of innovation is now widely recognized, finding ways to achieve repeat success by stimulating and cultivating the creativity and innovation from within is a challenge faced each organization. What is the role of Human Resources in this process? What are the unique

challenges of encouraging creativity and innovation at airports? How do airports identify the innovators in the workforce? And How do airports adopt the innovation and make it a success? You will find the answer to all the questions in this session.

12:30pm – 2:00pm **Lunch in Networking Lounge**

2:00pm – 3:15pm **Session 2D: Respect at Work in the Era of #MeToo (1.25 PDC)**
#Metoo Movement has brought to light numerous new allegations of behaviors that many thought were long gone. Given the nature of long operating hours at airports, it's extremely crucial to build a culture of respect in order to eliminate sexual harassment and discrimination. Join us in the conversation on how airports pursue the process of building respect at workplace and how to further engage the employees including helping them understand the policies and protecting both males and females from any types of harassments at workplace in the era of #MeToo.

3:15pm – 3:45pm **Networking Break**

3:45pm – 5:00pm **Session 3D: Support from HR-Crisis and Crisis Recovery (1.25 PDC)**

Learn how HR professionals have supported their or other airport employees and their family to recover from recent crisis events (Hurricane Florence, Hurricane Michael, and the fires of Northern California) at their respective organizations and ensured business continuity. More importantly, how HR prepares their employees in advance to endure and recover from these catastrophes.

Wednesday, June 12, 2019

8:00am – 1:30pm **Registration**

8:00am – 9:00am **Breakfast in Networking Lounge**

9:00am – 10:00am **General Session 2: Keynote (1 PDC)**

10:00am – 10:30am **Networking Break**

10:30am-11:30am **Session 4D: Building a Sustainable Airport Brand by Engaging the Airport Community (1.25 PDC)**

As the pressure to build sustainable commercial airport enterprises continues, the importance of managing the airport brand increases. Our panel of experts share perspectives on the role HR can play in effectively engaging all the people that work within the airport ecosystem (vendors, airlines, TSA, CBP officers, etc.) to align everyone around a common customer experience vision at the airport.

11:30am-12:30pm **Session 5D: Employee Wellness and Resilience in a High-Growth Environment (1.25 PDC)**

Air traffic has seen stable increase within the past decade, helping the employees at the airport to maintain health and well is vital to the successful operation of the airport to facilitate even more air traffic in the future. Learn how to keep airport employees engaged and well through this significant growth and how to provide them with self-adapting strategies to maintain their wellness.

12:30pm – 1:30pm **Networking Lunch**

1:30pm – 2:45pm **General Session 3**

2:45 – 3:15pm **Network Break**

3:15 – 4:30pm **Session 6D: Talent Review/Succession Planning (1.25 PDC)**

Joint Session with Finance Committee

A process to understand our team members (particularly managers and up), reviewing their; backgrounds, performance, strengths, and opportunities, and determining development opportunities and next career steps for each of them. This process naturally leads to succession planning discussions, as well as identifying High-Performers and High-Potential employees and having a plan for each of them

5:30pm – 6:00pm **Awards Gala Reception** (*business or cocktail attire suggested*)

6:00pm – 9:00pm **Awards Gala Dinner** (*business or cocktail attire suggested*)



2019 Business of Airports Conference

June 10 - 12, 2019

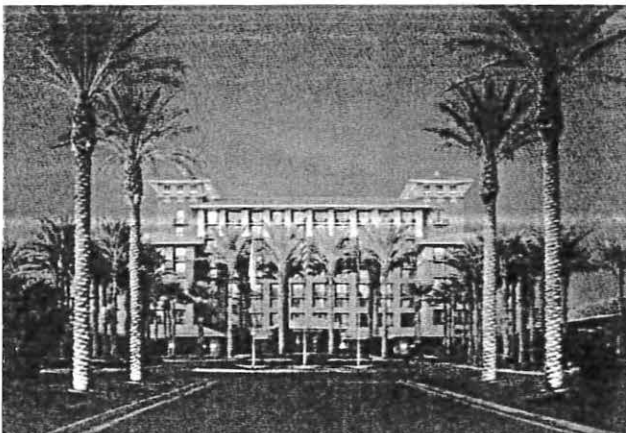
The Westin Kierland Resort & Spa
Scottsdale, AZ

[REGISTER NOW](#)

[Early Bird Registration \(Until May 31\)](#)

[EVENT](#) [HOTEL](#) [REGISTRATION](#) [SPONSORS](#) [AGENDA](#)

Hotel Information



[The Westin Kierland Resort & Spa](#)
6902 East Greenway Parkway
Scottsdale, AZ 85254

For reservations, please [click here](#) or call the Hotel Reservations Line at (800)-354-5892 or the hotel direct line at (480)-624-1000. Be sure to identify yourself as being with the ACI-NA group to receive the special rate of \$215 USD single/double occupancy plus applicable tax.

The booking deadline is **Friday, May 17, 2019**.

Please note that the discounted ACI-NA rate may sell out before the booking deadline. We recommend you book as soon as possible to secure your accommodations.

Note: All guests that reserve rooms in the ACI-NA block will NOT be charged a \$35 resort fee. If you would like to take advantage of the resort amenities, you will need to opt-in at the time of your check-in, and at that time you will be charged the \$35 daily resort fee.



Registration and Cancellation Policies

Registration

- Only individuals who register and present badges and/or tickets may attend conference events. A badge is required for all conference sessions and events. For security reasons, badge swapping is not permitted. Anyone found wearing a badge that does not match his/her identification will be removed from the conference without a refund. In addition, the badge/name will be cancelled without a refund.
- Additional event tickets are not available for purchase in lieu of a registration. Only registered delegates may purchase additional tickets for their non-registered spouse or guest. A guest is defined as a person who does not work in the aviation industry. Non-registered guests will not receive a badge and may only attend events for which they have a ticket.
- By registering for the conference you are providing permission to receive emails, mailings and faxes related to the conference. If you do not wish to receive any further emails from ACI-NA, please send a reply email to: MemberServices@aci-na.org with the words "OPT-OUT" in the subject line with the original email in the body. You may notify us with your decision to opt-out within 30 days of receiving this email. Please note, if you choose to opt-out of receiving email from ACI-NA, you will no longer receive ACI-NA e-newsletters, notices of upcoming meetings, sponsorship opportunities, etc. If you prefer to unsubscribe from certain electronic publications rather than opt-out from email communications entirely, please email such request to communications@aci-na.org. It may take up to 10 days to process your request. The postal address for ACI-NA is 1615 L Street, N.W., Suite 300, Washington, DC 20036.
- Full payment must accompany your registration. Credit card payment must be included for on line and faxed registrations. Check payment will only be accepted with mailed forms and onsite registration forms. Your signature authorizes ACI-NA to charge your credit card the total correct amount due and acknowledges there are no refunds after (a specific date depending on each conference).

Cancellations

- Cancellations must be received in writing to ACI-NA at meetings@airportscouncil.org no later than the date specified in your conference registration confirmation.
- Registration fees, minus a \$100 per person processing fee, will be refunded after the conference has concluded if the cancellation notice is received by the deadline date.
- No refunds will be issued for any reason for cancellations received after the date specified in your registration confirmation.
- Substitutions are honored at any time. No-shows are not eligible for refunds.
- These policies apply to all types of registrations including Guest Registrations. Non-receipt of a confirmation notice before the meeting is not justification for seeking a refund. ACI-NA reserves the right to cancel this conference. In this event, we will notify all registrants and refund registration fees in full.
- Any costs incurred by the registrant, such as note cancellation, airline penalties, etc., are the responsibility of the registrant.

Photo/Video Disclaimer

By registering for and attending any event, you agree that your image may be used at any time, without further notification, for printed materials, web sites, social media and other marketing purposes.

Children

- ACI-NA meetings and events are intended for adults only and no children under the age of 16 are permitted to register or attend.
- Children under the age of 16 are not permitted on the trade show floor at anytime. Anyone under the age of 18 must be accompanied by a parent or legal guardian while on the trade show floor.

Alcohol Policy

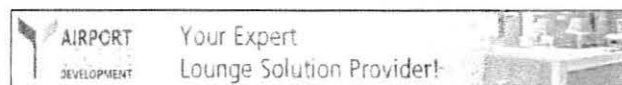
ACI-NA will not serve alcoholic beverages to anyone under the age of 21 and we reserve the right to refuse the service of alcohol to anyone who appears intoxicated.

Attendee Rosters

Attendees agree not to copy or permit to be copied, in any form or format, without the express written permission of ACI-NA, any of the contents of the ACI-NA attendee roster. Attendees also agree not to use the roster contents for any commercial, marketing, promotional, or political purposes. No solicitation is permitted by anyone except by exhibitors within the confinement of their booth.

Conflicting Events

Promotional, social and/or education events, meetings, receptions, workshops, etc. may not be held during dates/times that conflict with official ACI-NA conference times and/or educational sessions. Educational events may not be conducted at official venues without prior approval from ACI-NA.



1100 South P Street, Washington, DC 20004
1100 South P Street, Suite 500, Washington, DC 20004
Phone: 202-272-2765 Fax: 202-272-1422

BUSINESS EXPENSE

KIM BECKER

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

BUSINESS EXPENSE REIMBURSEMENT REPORT

January & February 2019

Period Covered

Kimberly J. Becker

DATE	G/L Account	Description			AMOUNT
01/30/19	66240.100	Dinner	Communications Strategy Discussion		\$ 125.60
02/20/19	66290.000	Parking	Meeting with Mayor Faulconer		\$ 15.00
02/20/19	66240.100	Dinner	Meet & Greet with Nora Vargas		\$ 24.00
02/20/19	66290.000	Parking	Meet & Greet with Nora Vargas		\$ 1.25
02/28/19	66290.000	Parking	Marketing Summit at Petco Park		\$ 10.00
				TOTAL	\$ 175.85

I acknowledge that I have read, understand and agree to Authority *Policy 3.30 - Business Expense Reimbursement Policy and that any purchases 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.

* Policy 3.30

Kimberly J. Becker

NAME

Kimberly J. Becker

3/18/19

DATE

Casey Diane

Subject: Communications Strategy Discussion - Barbara Chodos and Rachel Laing
Location: Craft & Commerce, 675 W. Beech Street, San Diego, CA 92101 (619.269.2202)
Start: Wed 1/30/2019 5:15 PM
End: Wed 1/30/2019 7:45 PM
Show Time As: Out of Office
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Becker Kimberly
Required Attendees: rachel@laingstrategic.com; bchodos@sdbj.com
Categories: Out of Office

Open Table Confirmation #72144

Craft & Commerce
675 W Beech St
San Diego CA, 92101
[619] 269-2202
Date: Jan30'19 06:38PM
Card Type: MC
Acct #: XXXXXXXXXXXX8006
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: GIG009102624096
Auth Code: 05754Z
Check: 2779
Table: 24/1
Server: 1010 Olivia E
Subtotal: 105.60
TIP 25 -
TOTAL 125.60

SIGNATURE
I AGREE TO PAY THE ABOVE TOTAL
ACCORDING TO MY CARD ISSUER
AGREEMENT!

Craft & Commerce
675 W Beech St
San Diego CA, 92101
[619] 269-2202
1010 Olivia E

Tbl 24/1 Chk 2779 Gst 3
Jan30'19 05:17PM

HERE
3 Pot Taco 6.00
1 Hummus 2.00
1 Brussel Sprouts 10.00
1 Fries 6.00
1 Broccoli 8.00
1 Squash 10.00
3 HH Lay Lady 24.00
4 HH Red Wine 32.00
SUBTOTAL 98.00
TAX 7.60
06:36PM TOTAL DUE 105.60

Providing shelter from the storm
#cheftedd

Communications Discus
B. Chodos SDBJ
R Laing

Casey Diane

Subject: Kim/April, Quarterly Meeting with Mayor Faulconer
Location: Mayor's Office, 202 C Street, 11th Floor, San Diego, CA 92101 (619.236.7739)

Start: Wed 2/20/2019 3:00 PM
End: Wed 2/20/2019 3:30 PM
Show Time As: Out of Office

Recurrence: (none)

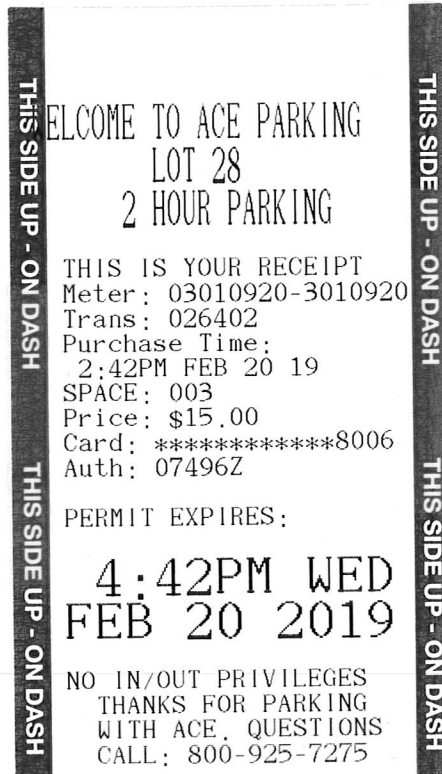
Meeting Status: Meeting organizer

Organizer: Becker Kimberly
Required Attendees: Boling April
Optional Attendees: Crowell Holly

Categories: Out of Office

Contact

- Michelle Porras
Director of Scheduling
mporras@san Diego.gov
619.236.7739



Dinner -

Craft & Commerce
675 W Beech St
San Diego CA, 92101
[619] 269-2202

Date: Feb20'19 06:57PM
Card Type: MC
Acct #: XXXXXXXXXXXX1802
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: KIK008893340896
Auth Code: 621047
Check: 1869
Table: 32/1
Server: 1001 Victoria

Subtotal: 46.87

TIP 8-

TOTAL 54.87

[Signature]

SIGNATURE
I AGREE TO PAY THE ABOVE TOTAL
ACCORDING TO MY CARD ISSUER
AGREEMENT!

Parking

Craft & Commerce
675 W Beech St
San Diego CA, 92101
[619] 269-2202

1001 Victoria

Tbl 32/1 Chk 1869 Gst 3
Feb20'19 05:35PM

HERE

1 Brussel Sprouts 10.00
1 Broccoli 8.00
1 Pot Taco 2.00

[Redacted items]

SUBTOTAL 87.00
TAX 6.74
06:52PM TOTAL DUE 93.74

Providing shelter from the storm
#cheftedd

Meet & Greet
N. Vargas

City of San Diego

America's Finest City

Wed Feb 20, 2019 05:15 PM

Pole: N-1500W
Trans: 00448
Paid: \$ 1.25

Expires:

06:00 PM
02/20/2019

Place on dash - face up

KING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

\$ 20.00 Food
4.00 TIP
\$ 24.00 Total

Guests: Kim Becker
Nona Vargas
Rachel Laing

Casey Diane

Subject: Meet & Greet - Nora Vargas
Location: Craft & Commerce, 675 W Beech Street, San Diego, CA 92101 (619.269.2202)

Start: Wed 2/20/2019 5:30 PM
End: Wed 2/20/2019 7:00 PM
Show Time As: Out of Office

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Becker Kimberly
Required Attendees: rachel@laingstrategic.com; nora@noravargas.com
Optional Attendees: nvargas@planned.org; Castro, Mabi

Categories: Out of Office

Nora Vargas
nora@noravargas.com

Rachel Laing
rachel@laingstrategic.com

Kim Becker
kbecker@san.org

Open Table Confirmation #68068

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Kimberly J. Becker
President/CEO
Executive Division, BU6

Date of Purchase/Event: February 28, 2019

Description of Item/Event: Parking

Vendor/Event Name: Marketing Summit, Petco Park

Dollar Amount: \$10.00

Reason for Missing Receipt: Lost Receipt

I hereby certify that the original receipt in question was lost or none was issued to me.


Employee Signature

3/18/19
Date

Department Head Signature

Date



Meeting: Innovation and Revenue Management Community Partnership Summit
Date: February 28, 2019 – 12:30 pm to 5:00 pm

12:30-1:30 p.m. Networking Lunch with Community Partners

1:30-5:00 p.m. Partnership Summit

- 1:30 – 3:00 Strategy Initiative by Agency
 - o Padres
 - o HMA
 - o Downtown Partnership
 - o EDC
 - o Convention Center
 - o Tourism Authority
 - o SAN
- 3:00 – 3:15 Break
- 3:15 – 4:00 Roundtable Exercises – Finding Synergies
- 4:00 – 5:00 Readouts and Next Steps

APRIL BOLING

J. SCHIAVONI

Holiday Inn Bayside
4877 Harbor Dr.
San Diego, 92106

817367

NORTH EAST 02/14/19 17:09
Receipt 073840

Short-term Parking Tkt

1 - No. 055493

02/14/19 14:54

02/14/19 17:09

Period 0d2h16'

(Ust.) \$18.00

Sub Total \$18.00

Ust. \$0.00

Total \$18.00

Payment Received

VISA \$18.00

XXXXXXXXXXXX5568

Merch:372286798882

Auth:06913A

Type: Swiped

All Amounts in USD.
Deliv. Date=Receipt Date

3961D5F2 - 1/1

TRAVEL EXPENSE

KIM BECKER

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REPORT

(To be completed within 30 days from travel return date)

TRAVELER: Kimberly J. Becker DEPT. NAME & NO. Executive, BU6

DEPARTURE DATE: 2/14/2019 RETURN DATE: 2/18/2019 REPORT DUE: 3/20/19

DESTINATION: Tampa, FL (GAC Policy Committee Meeting & Emerging Issues Forum)

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please 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.

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	
		2/14/19	2/15/19	2/16/19	2/17/19	2/18/19	2/19/19	2/20/19	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	477.29								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*		309.86							309.86
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)									
Breakfast*			5.05						5.05
Lunch*		13.12							13.12
Dinner*									0.00
Other Meals*			5.54						5.54
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous:									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	477.29	322.98	10.59	0.00	0.00	0.00	0.00	0.00	333.57

Explanation:	Total Expenses Prepaid by Authority	477.29
	Total Expenses Incurred by Employee (including cash advances)	333.57
	Grand Trip Total	810.86
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	477.29
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	333.57
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Travel and Lodging Expense Reimbursement Policy 3.40
Business Expense Reimbursement Policy 3.30

Prepared By: Diane Casey Ext.: 2445
 Traveler Signature: Date: 2/26/19
 Approved By: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, _____ hereby certify that this document was approved by the Executive Committee at its _____ meeting.
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 (Leave blank and we will insert the meeting date.)

Failure to attach required documentation will result in the delay of processing reimbursement. If you have any questions, please see your department Administrative Assistant or call Accounting at ext. 2806.

Kim Becker
Tampa
02/14 - 02/18/19

Traveltrust Corporation
374 North Coast Hwy 101, Suite F
Encinitas, CA 92024
Phone: (760) 635-1700

TRAVELTRUST

ADD TO OUTLOOK

Monday, 4FEB 2019 10:28 PM EST

Passengers: **KIMBERLY JANE BECKER (06)**

Agency Reference Number: GXJTXQ

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

American Airlines Confirmation GXJTXQ

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt
Be sure to visit www.traveltrust.com for additional travel information

TRAVELTRUST STRONGLY RECOMMENDS CHECKING IN
ONLINE WITH YOUR AIRLINE AT LEAST 24 HOURS PRIOR TO
EACH FLIGHT FOR THE MOST CURRENT TIMES AND ALERTS

AIR	Thursday, 14FEB 2019		
American Airlines	Flight Number: 0625	Class: V-Coach/Economy	
From: San Diego CA, USA	Depart: 06:20 AM		
To: Phoenix AZ, USA	Arrive: 08:55 AM		
Stops: Nonstop	Duration: 1 hour(s) 35 minute(s)		
Seats: 18C	Status: CONFIRMED	Miles: 304 / 486 KM	
Equipment: Airbus A321 Jet			
DEPARTS SAN TERMINAL 2 - ARRIVES PHX TERMINAL 4			
Frequent Flyer Number [REDACTED]			
AISLE SEAT CONFIRMED			
American Airlines Confirmation number is GXJTXQ			
AIR	Thursday, 14FEB 2019		
American Airlines	Flight Number: 0531	Class: V-Coach/Economy	
From: Phoenix AZ, USA	Depart: 10:01 AM		
To: Tampa Intl FL, USA	Arrive: 04:02 PM		
Stops: Nonstop	Duration: 4 hour(s) 1 minute(s)		
Seats: 11A	Status: CONFIRMED	Miles: 1781 / 2850 KM	
Equipment: Airbus A321 Jet	MEAL: Food and Bev for Purchase		
DEPARTS PHX TERMINAL 4			
Frequent Flyer Number [REDACTED]			
WINDOW SEAT - WE WILL MONITOR FOR AISLE			
American Airlines Confirmation number is GXJTXQ			
AIR	Monday, 18FEB 2019		
American Airlines	Flight Number: 1369	Class: L-Coach/Economy	
From: Tampa Intl FL, USA	Depart: 07:54 AM		
To: Dallas/Ft Worth TX, USA	Arrive: 09:50 AM		
Stops: Nonstop	Duration: 2 hour(s) 56 minute(s)		
Seats: 20C	Status: CONFIRMED	Miles: 920 / 1472 KM	

Equipment: Boeing 737-800 Jet
Frequent Flyer Number [REDACTED]
AISLE SEAT CONFIRMED
American Airlines Confirmation number is GXJTXQ

MEAL: FOOD FOR PURCHASE

Kim Becker
Tampa
02/14 - 02/17/19

AIR	Monday, 18FEB 2019	
American Airlines	Flight Number: 0679	Class: L-Coach/Economy
From: Dallas/Ft Worth TX, USA	Depart: 10:41 AM	
To: San Diego CA, USA	Arrive: 11:59 AM	
Stops: Nonstop	Duration: 3 hour(s) 18 minute(s)	
Seats: 05D	Status: CONFIRMED	Miles: 1175 / 1880 KM
Equipment: Airbus A321 Jet	MEAL: Food and Bev for Purchase	
ARRIVES SAN TERMINAL 2		
Frequent Flyer Number [REDACTED]		
EXTRA LEG ROOM AISLE SEAT CONFIRMED		
American Airlines Confirmation number is GXJTXQ		

A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND. AMERICAN AIRLINES CONFIRMATION NUMBER - GXJTXQ FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043

Ticket/Invoice Information

Ticket for: KIMBERLY JANE BECKER
Date issued: 2/4/2019 Invoice Nbr: 5514251
Ticket Nbr: AA7246881514 Electronic Tkt: Yes Amount: 738.00 USD
Exchange for: 0015055461445 Issued: 04FEB19
Total Exchange: 447.29
Charged to: AX*****1013

Service fee: KIMBERLY JANE BECKER
Date issued: 2/4/2019
Document Nbr: XD0761820420 Amount: 30.00
Charged to: AX*****1013

Total Tickets: 447.29
Total Fees: 30.00
Total Amount: 477.29

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[American](#)

Click here to review Baggage policies and guidelines:
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Saturday from 9am-1pm Pacific.

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You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.
Each call is billable at a minimum \$25.00 per call/reservation



TAMPA AIRPORT MARRIOTT HOTEL

GUEST FOLIO

Kim Becker
Tampa
02/14 - 02/18/19

554	BECKER/K	273.00	02/15/19	12:00	28701
ROOM	NAME	RATE	DEPART	TIME	ACCT#
GK			02/14/19	16:43	
TYPE			ARRIVE	TIME	
11					
ROOM CLERK	ADDRESS	PAYMENT			MBV#: XXXXX9603

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
02/14	ROOM 554, 1	273.00		
02/14	STATE TAX 554, 1	23.21		
02/14	CNTY TAX 554, 1	13.65		
02/15	MC CARD		309.86	

SETTLED TO CREDIT CD MASTERCARD CURRENT BALANCE .00

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TAMPA : FL 33607
EMAIL TPAAPINQUIRY@MARRIOTT.COM

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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.

TRAVEL EXPENSE RECEIPTS FOR KIMBERLY J. BECKER
GAC Policy Committee Meeting & Emerging Issues Forum
Tampa, FL
February 14 - 18, 2019

02/14 - Lunch

Tamm e Coe Cakes
Phoen x Sky Harbor
International Airport
3400 East Sky Harbor Blvd
Phoenix, AZ 85034
(602) 840-3644

CHK:20065
Alexus V 2019-02-14 09:00:41 Gst:1

1	Ham and Swiss Lunch Box	9.89
1	Chips	2.19

Subtotal: \$12.08
PHX Sales Tax: \$0.28
AZ Sales Tax: \$0.76
Total: \$13.12
Mastercard: \$13.12
Change: \$0.00
Balance: \$0.00

Thank You!
Join Us on Facebook!
www.tamniecoecakes.com

Lunch Enroute
JD JLA

**TRAVEL EXPENSE RECEIPTS FOR KIMBERLY J. BECKER
GAC Policy Committee Meeting & Emerging Issues Forum
Tampa, FL
February 14 - 18, 2019**

02/15- Breakfast

02/15- other meal

OPERATED BY
HMS HOST

STARBUCKS T3 EVENING
TAMPA INTERNATIONAL AIRPORT

259817 Laura *Mamy*

CHK 5111 GST 1
FEB 15 '19 9:59AM

1 CHAI LATTE V 4.65
SUB NF MILK

SUBTOTAL 4.65
TAX 0.40
AMOUNT PAID 5.05
CASH 5.25
CHANGE 0.20

--259817 Closed FEB15 09:00AM---

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMSSHOT.COM
TO SHARE YOUR EXPERIENCE.

STOREID: TPASTA16

OPERATED BY
HMS HOST

STARBUCKS T3 EVENING
TAMPA INTERNATIONAL AIRPORT

259817 Laura *Brak*

CHK 5537 GST 1
FEB 15 '19 1:59PM

1 ICD CHAI LATTE V 5.10
SUB NF MILK

SUBTOTAL 5.10
TAX 0.44
AMOUNT PAID 5.54
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Bal: 22.74
STBK CARD 5.54

--259817 Closed FEB15 02:00PM---

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMSSHOT.COM
TO SHARE YOUR EXPERIENCE.

STOREID: TPASTA16

Kim Becker
Tampa
02/14-02/18/19

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

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

1. TRAVELER:

Travelers Name: Kimberly J. Becker Dept: BU 6

Position: Board Member President/CEO Gen. Counsel Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 01/24/2019 **PLANNED DATE OF DEPARTURE/RETURN:** 02/14/19 02/18/19

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Tampa, FL

Purpose: GAC Policy Committee Meeting & Emerging Issues Forum

Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ <u>600.00</u>
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ <u>100.00</u>
B. LODGING	\$ <u>325.00</u>
C. MEALS	\$ <u>100.00</u>
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
TOTAL PROJECTED TRAVEL EXPENSE	\$ <u>1,125.00</u>

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature: Kimberly J. Becker Date: 1/25/19

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Martha Morales, Asst. Authority Clerk, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its January 25, 2019 meeting.
(Leave blank and we will insert the meeting date.)

U.S. TRAVEL ASSOCIATION

GAC Policy Committee Meeting & Emerging Issues Forum
February 14 - 15, 2019

Tampa, Florida

Tampa International Airport – Aviation Authority Board Room

Conference Line: 1-800-201-6800 Passcode: 49059130#

Thursday, February 14, 2019

6:00 p.m. - 9:00 p.m. Dinner Downtown Tampa with riverboat tour (partners welcomed)

6:00pm *Meet the Pirate Water Taxi at the dock by the Convention Center/Marriott Waterside (close to walking distance from any of the hotels downtown).*

Drink/apps will be served on board

6:50pm *The Pirate Water Taxi arrives Armature Works in downtown Tampa*

7:00pm *Dinner on rooftop event space*

9:00pm *Dinner concludes*

9:30pm *Riverboat tour concludes; Pirate Water Taxi arrives at the Convention Center dock*

Friday, February 15, 2019 (Breakfast & Lunch Provided)

9:00 a.m. - 10:30 a.m. Director's Policy Committee

- Infrastructure Bill
- U.S. Travel's Priorities
- Large Hub Airports Caucus

10:30 a.m. - 1:00 p.m. Emerging Issues Forum

- Project Delivery and Capital Programs
 - TPA Case Study
 - *Clay Paslay - President/Managing Partner of Paslay Management Group*
 - *Jeff Siddle - VP of Planning & Development, Hillsborough County Aviation Authority*
 - 559 Effectiveness
 - Open Forum

1:00 p.m. - 2:00 p.m. Closed Directors Session

3:00 p.m. - 5:30 p.m. Group is invited to participate in TPA's Concessions Program Grand Opening

Tampa International Airport – Aviation Authority Board Room

Directions upon entering airport:

If you are driving:

- Follow the signs for short term parking and park in the garage
- Take the elevators to the 3rd floor (main transfer level)
- Tampa will validate parking

If you are dropped off:

- Ask for the Blue side and take the elevator or escalator to the third floor

If dropping off a rental car:

- Take SkyConnect to the main terminal
- The board room is located on the Blue side behind the Earhart Elevators near the shuttle car entrance to Airside A